

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
June 21, 2022

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

OTHERS PRESENT: Maintenance Supt. Oakes, NHA Labore

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)**

Nursing Home Administrator Labore was in attendance at the meeting and also spoke to the issues that Supt. Oakes reported on with SNS. He explained that the email switch over has not gone smoothly. Nursing Home staff are devoting their hours to try to fix these issues that they are not getting support on. He stated that what Grafton County is paying for SNS is a waste of tax payer money. SNS does not understand what is important to the Grafton County complex. Supt. Oakes stated that this email switch over was as bad as a virus attack from the outside. It has skewed everything. NHA Labore and Supt. Oakes further discussed their concerns with the Commissioners. Commissioner Piper then requested to go into nonpublic session.

**MOTION:** \* 9:26 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.

\* 9:52 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.

**Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the June 14<sup>th</sup> meeting. Commissioner Lauer had a couple of edits.

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

2. Amendment to 6/7/22 Minutes – CA Libby stated that in the 6/7 minutes there was a motion to go into nonpublic session. The minutes stated that it was for (c) but should say (e) and requested that the Commissioners make a motion to amend the minutes to reflect that.

**MOTION:** Commissioner Lauer moved to revise the 6/7/22 minutes to show that the nonpublic session was for (e). Commissioner Ahern seconded the motion and all were in favor.

3. The Commissioners signed check registers 1182 & 1184.

4. CA Libby submitted the Upper Valley Prosecutorial Association and Plymouth Court Jurisdictional Association contracts for the Commissioners to sign.

5. Opioid settlement funds – CA Libby stated that she was notified of the second settlement fund distribution and the county is going to be receiving \$51,820.54. She stated that there is currently just under \$80,000 in the opioid trust account and they need to start thinking of how they want to spend that, noting that it needs to be used for opioid abatement issues. CA Libby suggested talking with Alternative Sentencing Director Mitchell and DoC Supt. Elliott to see if they have any thoughts on what it could be used for.

6. May Financial Reports – CA Libby reported that things are continuing to look very good. The county is going to finish really well on the revenue side and underexpended in most areas. She stated that she will need to take a close look at the Farm to see if it will be overexpended by more than \$5,000 and noted that the Human Services line will be over expended by \$190,000. She reported that the over expenditure list is long but if the contract nursing line is removed, the dollar amount is not significant. It is not unusual this time of year to have lines slightly over expended. She will likely be doing two (2) sets of appropriation transfers for Commissioner approval. CA Libby reported that from a cash standpoint, through May the county is \$3.6 million ahead of where they were last year and she does not feel they will need to borrow money.

7. Organization Structure – CA Libby stated that the Commissioners have discussed changing the HR Director position back to reporting to the Board of Commissioners but have not made the motion to make that effective.

**MOTION:** Commissioner Lauer moved that the HR Director report directly to the Board of Commissioners. Commissioner Ahern seconded the motion and all were in favor.

8. Tax Impact – CA Libby reviewed the attached document that outlines the town tax impacts with the Commissioners.

9. Nursing Home Capital Reserve – CA Libby stated that she has discussed her recommendation of contributing \$500,000 from the proshare payment to the Nursing Home capital reserve account and stated that the Commissioners need to make a motion if they would like to do that.

**MOTION:** Commissioner Lauer moved to recommend to the Delegation to contribute \$500,000 from the proshare payment to the Nursing Home Capital Reserve Account. Commissioner Ahern seconded the motion and all were in favor.

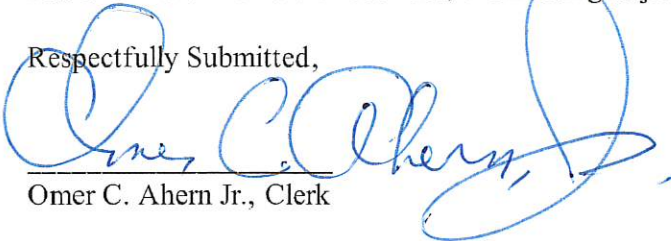
10. Professional Services Agreement – LRPC – CA Libby submitted a Professional Services Agreement for Lakes Region Planning Commission for Commissioner Piper to sign.

11. July Schedule - The Commissioners discussed the July schedule and will not meet on July 5<sup>th</sup> and July 26<sup>th</sup>.

12. CA Libby reminded the Commissioners that the Delegation meeting begins at 10am on Friday the 24<sup>th</sup>.

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

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Omer C. Ahern Jr.", is written over a horizontal line. The signature is stylized and cursive.

Omer C. Ahern Jr., Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 19 – May 16, 2022

## COMPLEX

**Building Automation System (BAS) Project** (98% complete) Alliance Building Automation (ABA) Has to complete our final punch list and provide training. Once complete I will release their 10% retainage.

## ARPA Projects Status

1. Tractor and implements – The new tractor was delivered but the implements are back ordered until fall.
2. Sewage Grinder – Finalized submittal review...new grinder will deliver sometime in July
3. Generator – I've met with three vendors soliciting quotes to replace the farm generator. I've received two quotes so far but they are not apples-to-apples in terms of services provided. I am awaiting the 3<sup>rd</sup> quote. I've also reached out to three asbestos abatement firms to get pricing to abate the asbestos on the old generator muffler. Two of the three have responded. One has provided a quote and the other is working on one.
4. Admin Building Flooring – The Board of Commissioners approved Horizons Engineering for this work. I've executed the Notice of Award and an Agreement with them and they have sent their Certificate of Insurance. I am awaiting a project schedule and scope of work language for well drilling activities so I can bid that portion of work.
5. Septic System Feasibility Study – The Board of Commissioners approved Horizons Engineering for this work. I've informally notified them of selection via email and will be sending them a formal Notice of Award and an Agreement to kick off this project. Horizons anticipates presenting their summary report by December 1<sup>st</sup>.
6. Test Well - The Board of Commissioners approved Horizons Engineering for this work. I sent them a Notice of Award and they have signed an Agreement with the county for this work. They just sent me a scope of work for the well driller. Once I've reviewed it I will put the well drilling out to bid. Horizons anticipates presenting their summary report by October 1<sup>st</sup>.
7. BACnet Full Integration - Alliance has received much of the material for this project. My staff are in the process of plotting BACnet Bus (wiring) routes and determining which devices will connect to each BACnet Bus.
8. Sheriff Dept. Wall - Granite State Glass removed the glass curtain wall and my staff constructed wood/sheetrock walls in their place. We built a new service counter and window and installed a new entry door. We are in the process of painting and then will apply cove base moldings to finish the job.

## COURTHOUSE

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

**HVAC** – The 60-ton AC system that supports the Southern ½ of the building would not run during our first warm days this past week. This unit has six compressors, three on each circuit. The odd numbered compressors would not run due to faulty relays in the control circuit and the even number compressors would not run due to low refrigerant. Lee Pennock repaired the relays on the odd circuit and partially serviced the refrigerant on the even one. *Completed servicing refrigerant.*

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**Fire Alarm** – During fire drill we identified that the two normally locked fire doors to the emergency stairwells unlocked on alarm as they should, but immediately locked when the audibles were silenced. They should not have relocked until the fire alarm panel was reset. Alarmco reached out to the fire alarm panel company to troubleshoot this issue.

## HVAC

1. Boiler left side fuel pump motor weak. Keeps cutting out and putting oil boilers in ALARM...replaced motor.
2. Hydronic pump 1 shaft seal leak...installed new shaft seal kit and volute gasket.

## 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.

**HVAC** – Mixing valve supporting radiant floor heating zone 1 on Meadow failed...replaced valve.

**Kitchen** - Ice machine not keeping up with ice production...installed new thermistor and cleaned coil

**Fire Curtain** – Hallway to dishwasher room fire curtain control system showing battery fault. Replaced battery to no avail. Suspect battery charging circuit issue. Contacted Overhead Door for troubleshooting assistance.

## Plumbing

1. A 2003 Building domestic hot water line distribution pipe at the hot water storage tank has minor leak...awaiting repair.
2. 3/4 copper pipe to mixing valve has minor leak...awaiting repair.
3. Isolation valve on heating system in ramp area has minor leak at valve...awaiting repair.
4. Diaphragm failed on Pressure Reducing Valve (PRV) that supports domestic hot water system...rebuilt PRV.

## 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. Corey Electric completed this job.

**Roadside Sign** – The Human Resource Office portion of the sign fell off due to rot. Fabricated and installed all new office signs.

**Deed's Vault** – Humidifier system has minor leaking on fill valve in area that is unreparable...ordered new fill valve.

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**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

**Plumbing** – Domestic hot water tank #2 recirculation pump failed...replaced circulator.

## 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.
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.
3. Heat pump HP-B14 had a bad low-pressure switch...installed service tee and new low-pressure switch.

## Laundry

1. Right hand dryer thermistor failed causing dryer to shut down on ALARM...replaced thermistor

## MAINT/FARM BUILDING

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

## FARM

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

## BIOMASS PLANT

**Preventative Maintenance (PM)** – Performed various PM tasks throughout. Completed boiler cleaning and replaced gear box oils during plant shutdown in May.

**Distribution Pipe** – Installed Power Clamp on leaking distribution pipe in vault near barns to stop leak.

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**Boiler** – Under fire air dampers worn out...replaced all four.

## ALTERNATIVE SENTENCING BUILDING

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

**Rear Porch & Steps** – Joist hangers rotted away from rust...replaced all.

**Front Entrance Overhang** – Corner post rotted...replaced post.

**Handrails** – Metal handrails heavily rusted...in process of removing rust, priming and painting.

## VEHICLES & EQUIPMENT

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

## STAFFING

The department continues to be understaffed, which adversely affects moral but also impinges on our ability to complete special projects.

1. Master electrician – vacant
2. Master plumber – vacant for next 6-8 weeks due to surgery
3. Skilled Maintenance Assistant – slated to be filled July 11<sup>th</sup>

## OTHER

**IT Support** – SNS recently transitioned all county employees from Kerio email to Outlook 365. A few users like myself have regular Outlook accounts linked to Kerio, and we with Outlook accounts were told to expect a smooth transition. The transition has been anything but smooth. Biomass alarming never got transitioned to the new email and the old is unavailable; my calendar is a mess; my address groups were lost and 18-years of meticulous email files were either lost or skewed, adversely affecting my ability to do my job. They've attempted to restore my files, and I've started to go through them to verify everything is properly restored, but it will take a while due to the volume. If anything is lost it will be devastating in terms of lost history, contacts and critical documentation! I am extremely upset with SNS's cavalier approach to transitioning our email services. They should have tried their transition on a small segment of users vs. a sweeping transition of everyone.

This latest debacle is linked to a string of other disappointing services by SNS. Previous issues:

- Incorrectly connected new switch at biomass plant causing loss of boiler communications in buildings with plant...caused oil boilers to run about 3-days straight, concurrent with the biomass plant running. Wasted over 300 gallons of oil. It was my staff who figured out the cause and prompted SNS to correct the issue.

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- Constantly had to hound SNS over a 2-3-month period to get them to order replacement computer equipment for my department that was budgeted by Brent.
- There are periods where there is no on-site support; SNS is understaffed for complex's daily demands (only 1-deep when someone is here); IT support is often cumbersome and slow.

**Electrical Rate Increase** – Based on the following report my FY23 electrical budgets are going to be woefully short, causing these budgets to be deeply in the red by next June.

On 6/15/22 WMUR reported, "New Hampshire executive councilors are sounding the alarm about rising energy costs, and some on Wednesday slammed the chairman of the Public Utilities Commission for not doing enough to help consumers.

Executive Councilor Ted Gatsas went after the head of the Public Utilities Commission over the PUC's acceptance of power rate increases he said are going to harm consumers.

"The commission voted unanimously to increase electric rates by 100%," Gatsas said. "That's unacceptable."

PUC Chairman Dan Goldner told the council that default service rates reflect price inflation for fuel, and there's little he can do about it.

"I think that across all utilities, rates will go up this summer," Goldner said. "They'll go up again this winter, and then we don't know after that."