

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
August 15, 2023

PRESENT: Commissioners Piper, Ahern and McLeod, County Administrator Libby, Assistant County Administrator Burbank, Administrative Assistant Norcross

OTHERS: Chief Briggs, Officer Frank, Sheriff Stiegler, Maintenance Supt. Oakes, Helen Mrema

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

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

1. Grafton Police Department Request – Sheriff Stiegler introduced Grafton Police Chief Briggs and Officer Frank. He stated that he had previously discussed the possibility of a Grafton County Police Department interested in purchasing one of the Sheriff's Department cruisers with the equipment that would be going out to bid, as they did not get a warrant article on their town meeting agenda. A letter from Chief Briggs and the Town of Grafton Selectboard outlines the need for a cruiser, as one (1) of their cruisers will not pass its upcoming inspection. They are hoping to purchase a new cruiser in 2024 but are in need of a quality used vehicle this year to replace the one that will not pass inspection. Chief Briggs and Officer Frank stated that they understand that they are purchasing this cruiser as is with no warranties or guarantees and they are looking to purchase it with most of the emergency equipment installed. Sheriff Stiegler stated that he has done some research online and the value of the cruiser is \$13,000 according to Kelly Blue Book. He noted that a vendor would not give the County any credit or buy used equipment that is removed from an old cruiser due to evolving technology in the vehicles.

Commissioner McLeod asked Chief Briggs if he had a number in mind for an offer. Chief Briggs stated that he did not have a number in mind but it would depend on the equipment that came with the vehicle. Sheriff Stiegler stated that the cruiser would have all of the equipment with the exception of the radio and cruiser camera. Chief Briggs stated that he felt \$12,000 would be a reasonable offer. S. Frank stated that they would agree to the \$12,000 and think it is fair for both the Town of Grafton and Grafton County. Sheriff Stiegler stated this is more than the County has ever received for a used cruiser and the equipment that the Town of Grafton would be receiving would otherwise be stripped and put into storage if this cruiser were to go out to bid. Officer Frank stated that they feel this is a fair price and they are in a position where they are coming up on inspections being due and in another month, they will be down a unit that will not pass inspection. They believe this is a fair deal for both Grafton County and the Town of Grafton. Commissioner Ahern stated that he thinks it is too quick to make a decision today. Sheriff Stiegler stated that he would have no problem accepting this offer but wanted it noted for the record that these are waters he has never been in before but it appears to be a fair deal for both parties. CA Libby stated that if the County can benefit an agency police department in the County with equipment they would put into storage as well as receive more money than they would if the cruiser were put out to bid, it seems as though this is a very good situation for the

County. Commissioner Piper stated that they would need a unanimous vote and asked the Commissioners if they could all agree to help one of their small towns, given CA Libby's recommendation and expertise.

MOTION: Commissioner McLeod moved to waive competitive bid and accept the offer from the Town of Grafton for \$12,000 for the 2020 Police Interceptor Utility Vehicle. Commissioner Ahern seconded the motion.

Discussion: Commissioner Ahern stated that he received this request in the last day and part of his job is to look at all the people in the County.

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

Officer Frank thanked the Commissioners for helping them out. He stated that they are in a tough bind and trying to rebuild their department.

2. Memo for Requested Action – Sheriff Stiegler explained that the County has been purchasing “Hold Over” previous model year vehicles the last couple of years as a means to save money. He stated that their most recent vendor has located several 2023 F-150 vehicles that will save on the increased costs associated with the 2024 models. He stated that he is looking to purchase two (2) F-150 Responders from Colonial Municipal Group at \$45,670.10 a piece for a total of \$91,342.20. He noted that the cost to purchase these vehicles new would be \$6,000-\$7,000 more per vehicle. Sheriff Stiegler stated that he had found another 2023 vehicle in MA but the cost of that was \$50,000 so he was happy to see this price from Colonial Municipal Group. Commissioner Ahern stated that his experience has been that there is a reason there needs to be a bidding process. Until the bids are put out there, they do not know what the price will be and therefore he will not vote for this bid waiver.

MOTION: Commissioner McLeod moved to waive the bidding process and accept the quote from Colonial Ford of \$91,342.20 for the purchase of two (2) F-150 Responders. Commissioner Piper seconded the motion. Commissioner Piper and Commissioner McLeod were in favor. Commissioner Ahern was opposed. Bid waivers require a unanimous vote and therefore the motion fails.

Sheriff Stiegler stated that this would cost the County significantly more for the inaction taken today. Commissioner Ahern stated that they would not know that until they receive the bids. Sheriff Stiegler responded by stating that this price will not be there and the price that is in his budget will not sustain the price of two (2) new 2024 vehicles. He thinks he will only be able to purchase one (1) vehicle and that will hurt their fleet in terms of maintenance, which in turn will have him requesting four (4) cruisers next year.

3. Incentive/Sign On Bonus – Sheriff Stiegler stated that due to not having any interest from full time certified law enforcement candidates he is requesting an incentive and a sign on bonus as a tool for enhancing their recruiting efforts. He explained that any Deputy who recruits a NH full time certified law enforcement officer would receive a onetime \$1,000 bonus, which would be paid upon the new Deputy completing field training and receiving a satisfactory six (6) month

evaluation. Sheriff Stiegler stated that he is also requesting a \$2,000 sign on bonus to be paid in two installments, one for completing field training and the second would be paid upon the new Deputy receiving a satisfactory six (6) month evaluation. Commissioner Ahern asked how this would affect morale in his department. CA Libby stated that this is not the first department to implement this. There are many other departments that have sign on and incentive bonuses. She asked why the Sheriff's Department would be any different.

MOTION: Commissioner Ahern moved to approve the \$1,000 incentive bonus and \$2,000 sign on bonus for the Sheriff's Department. Commissioner McLeod seconded the motion and all were in favor.

Agenda Item:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the August 8th meeting. Commissioners Piper and Ahern had a few edits.

MOTION: Commissioner McLeod moved to approve the minutes from August 8th as amended. Commissioner Ahern seconded the motion and all were in favor.

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

Supt. Oakes outlined in his report the need to purchase a new mower. He explained that the rear axle broke and the transmission was damaged in the process. He stated that the cost to repair the mower is \$3,600 and the value of the mower, without any issues, is \$4,000. He stated that he would request the use of ARPA interest monies, to purchase a new mower rather than put money into the current mower that he will be looking to replace in the next couple of years.

Commissioner Ahern stated that the County owes it to the taxpayers to find a way to do as little as they can with all of the technology. He is really concerned with all of the technology that does not work and feels they have to find another way to perform certain tasks. Supt. Oakes explained that the world they live in today is not the world they grew up in. Certain laws they have to follow require this technology. He added that it may seem as though brings a lot of issues to the Commissioners, but he is bringing them a snapshot, it is not a lot when they look at the complex as a whole. Many more things on the complex are not breaking than there are that are breaking. Commissioner Ahern stated that he would prefer that this request be put out to bid. Supt. Oakes stated that he is not in dire need to purchase the mower this week, as their second one is back up and running and therefore he will go out and get a few more quotes to bring back to the Commissioners.

Agenda Items:

1. The Commissioners signed check registers 1018 & 1019.

2. CA Libby presented the Intergovernmental Transfer Agreement (IGT). She explained that this is for County CAP and payments made to the state on a monthly basis. This year's cap is \$7,963,379.00. CA Libby noted that this agreement is identical to last year and she is requesting the Commissioners approval to sign off on the agreement.

MOTION: Commissioner McLeod moved to enter into and authorize the County Administrator to sign the Intergovernmental Transfer Agreement. Commissioner Ahern seconded the motion and all were in favor.

3. Resignation – Broadband Committee – CA Libby informed the Commissioners that Carina Park has resigned from the Broadband Committee. The Committee now has Nik Coates, Austin Albro and Ed Morris, as the municipal representatives and the Commissioner’s recent addition of Tim Egan.

4. Small Business Funding – CA Libby stated that when the Commissioners were reviewing small business applications, Free Public LLC was not in good standing with the State of NH. She stated that he corrected the issue and has been issued a Certificate of Good Standing. He has asked that his application now be approved. Commissioner McLeod asked if there is any other funding that could be used for this business rather than having to go through the Executive Committee process. Commissioner Piper stated that she feels it would be risky to take this from another funding source and noted that the deadline has passed. CA Libby stated that he did meet all of the requirements and had his application in before the deadline. There was an issue with his Certificate of Good Standing, which he said would be 4-6 weeks before it would be corrected. Commissioner Ahern stated that businesses have to pay attention to these details. He may have had all of these requirements but there are other legal requirements that they have to uphold. He stated that he is willing to forgive but believes the funding needs to come from ARPA and go through the Executive Committee process. CA Libby noted that the total funding would be \$16,604.00.

MOTION: Commissioner McLeod moved to move the request from Free Public LLC to the Executive Committee. Commissioner Ahern seconded the motion and all were in favor.

5. CA Libby submitted a CDBG Drawdown – Micro from WREN for \$2,362.20 for Commissioner Piper to sign.

6. Access to Property – Hunting Season – CA Libby explained that for many years, access to the back property by vehicle has been closed because people in the past would drive up and dump trash. She stated that there has been family for a handful of years, who has requested permission to drive out back as they have an elderly member who cannot walk up that hill and they have been allowed to do so. She wants the Commissioners to clarify what they would like. The Commissioners discussed the subject and agreed to leave the decision up to CA Libby’s discretion but noting that if people were allowed to drive up on County property, it would have to be due to a handicap.

MOTION: Commissioner Ahern moved to approve the revised policy for allowing vehicles driving up on county property for hunting based on the County Administrators discretion. Commissioner McLeod seconded the motion and all were in favor.

7. Password Policy – CA Libby stated when E. Wargo from SNS met with the Commissioners, they discussed setting a password policy and she would like to have this policy approved. The policy will require employees to change their password every 90 days as well add complexity and length requirements. This policy was brought up at the Department Head meeting and there was not a lot of push back. This policy will go out to all staff before SNS makes the change to ensure everyone knows it is coming.

MOTION: Commissioner Ahern moved to approve the password policy as presented by SNS. Commissioner McLeod seconded the motion and all were in favor.

8. Recognition Dinner – CA Libby and the Commissioners discussed the Employee Recognition Dinner and set the date for September 19th. They agreed to move their meeting that day to the afternoon.

9. Non Public Session per RSA 91-A:3 II (b)

MOTION: * 11:10 AM Commissioner Ahern moved to enter into non-public session for the purposes of the hiring of any person as a public employee according to RSA 91-A: 3, II (b). 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.

* 11:34AM 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.

MOTION: Commissioner McLeod moved to appoint Chris Kendall as Interim Superintendent of the Department of Corrections and compensate him accordingly. Commissioner Ahern seconded the motion and all were in favor.

10. Non Public Session per RSA 91-A:3 II (e)

MOTION: * 11:34 AM Commissioner Ahern moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A: 3, II (e). 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.

*11:49 AM 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.

11. Non Public Session per RSA 91-A:3 II (a) & (c)

MOTION: * 11:49 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 and 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 (a) and (c). 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.

*12:13 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.

Commissioner Issues:

1. Commissioner Ahern received a request from the Wentworth Historical Society regarding a project they have where they decorate artificial Christmas Trees for their annual Christmas event. The person who approached Commissioner Ahern would like to bring the Christmas Trees to the Nursing Home after the event. Commissioner Ahern stated that he spoke with Nursing Home Administrator Labore and he seemed to be very enthusiastic but stated that Commissioner Ahern

would need to talk to the Activities Director. After Christmas, the trees would be taken back and put in storage. Commissioner Piper and Commissioner McLeod both supported this idea.

12:17 PM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Martha S. McLeod".

Martha S. McLeod, Clerk



Grafton County Sheriff's Department Operations Division

Monthly Report

July 2023

Statistics

-Transport:

- Court Transports: 8 Prisoner Transports: 44
- CSO movements from jail to court: 16
- Juvenile Transports: 1
- Involuntary Emergency Admissions (IEA): 4

-Arrest:

- Arrest on warrant, Superior or Civil Warrant, Instate Warrant, EBW, GCSO cases and on view arrest(complaint generated by this agency)
- Total Arrest: 25

-Civil:

(CSI inforsevr cannot differentiate types of civil service, In Hand, Abode or Non Est)

Total Monthly Civil Service: 243

-Warrants:

-Total # of Active Warrants:

Criminal=	420
Civil	= 27
Total	447

-Motor Vehicle Activity

-Motor Vehicle Stops: 13

-Fleet Mileage

- Total Miles Driven: 22,888

Grafton County Sheriff's Department Investigative Services Division Activity



July 2023

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Units had the following activity for the month of July 2023. July 2023 was very much a month of trying to get caught up and under control with pending changes in personnel.

It is with mixed emotions that I retire from my full-time position with the Grafton County Sheriff's Department effective July 31, 2023. After consulting with my family and nearly 28 years in the profession I feel it is now the time to reflect on my career and evaluate my future. It has been a true honor to serve the Grafton County Sheriff's Department and the people of this great County and State over the last 21+ years. I look forward to returning in September 2023 when we may continue to pursue those who prey on our youngest victims, our children when I return as an investigator for the New Hampshire Internet Crimes Against Children Task Force.

Possession of Child Sexual Abuse Images (1)

Drug Investigations (1)

Fugitive From Justice (1)

Assist Other Agencies (6)

Investigative Subpoenas (1)

Indictments - Aggravated Felonious Sexual Assault (x4),
Delivery of Articles Prohibited

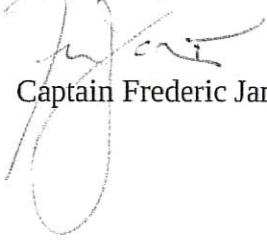
Child Advocacy Center (CAC) Interviews attended (1)

Evidence or Property obtained to include electronics or storage medium for review, examination, delivered or taken into the Computer Forensic Unit (CFU).

Communication Devices (Cell Phone):	(7)
Electronic Equipment:	(3)
Computer Hardware/Software	(1)
Drug	(1)

Training:
Sextortion and Self Production Awareness

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Frederic James", written over a large, faint circular stamp or watermark.

Captain Frederic James

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

July 12 – August 14, 2023

COMPLEX

American Rescue Plan Act (ARPA) Project Updates

Test Wells – Tri-state Drilling & Boring and Horizons Engineering completed the pump tests on wells 1 (upper) and test well 2 (lower) in addition to taking new water samples at each location. Ethan, Horizon's junior engineer, verbally told me test well 1 pumped 32-gallons a minute without any loss at test well 2. He has not yet told me the pump test results of well 2 nor water sample results for either well. Horizons is studying the data collected on both wells, including water recovery rates, etc. and will have a report to us by the beginning of September, telling whether or not its viable to develop our own water system. They are supposed to give us an estimated budgetary number for developing such a system, assuming their report recommends such action. They know we need this information soon for obligating ARPA funds.

BACnet Full Integration – This job is predominantly complete other than working some punch list items. We've been tied up working a slew of other issues so close out of this project has been delayed.

Paving Project – Paige Excavating completed all their paving prep work on schedule and Blaktop completed all of the paving as well. The Line striper striped all the newly paved areas yesterday with the exception of a few small scattered areas. This morning I notified department heads they could resume parking in the newly paved areas. They can inform their employees and visitors.

Crack filling & line striping other areas (weather permitting)

1. The DOC parking lots and drives were completed last weekend.
2. The front of the Nursing Home and Administrative Building Parking lots are scheduled for the weekend of August 19th and 20th.
3. The Courthouse parking lots and drive areas are scheduled for the weekend of August 26th and 27th.

Nursing Home Landscape Project – I put this project out to bid about 10-days ago. We have it listed on the county's webpage and through Construction Summary, a construction advertising agency for NH, ME and VT. All bidders can view plans and specifications at www.blueprintsetc.com to gauge their interest in bidding our project. All site visits must take place by August 25th. Bids are due no later than August 28th. We will review bids on August 29th. Work must begin no later than 3-weeks from receiving a Notice to Proceed and be completed by November 1, 2023. Thus far no one has scheduled a site visit yet. To support this project, my staff removed numerous trees and overgrown shrubs in addition to relocating the flagpoles and flag lights to the front of the 1969 building to vacate the space where the new pavilion will go.

Makeup Air Unit (MAU) – Our MAU was ordered around July 31st. The project lead person for VT Mechanical says the MAU is tentatively scheduled for delivery the last week of September. Our Agreement specifies it must be installed no later than October 1, 2023.

Farm Generator – The asbestos abatement of the old muffler is complete. Giguere Electric completed all the electrical work and my staff and Dead River completed the propane work. On August 11 Generac conducted a startup of the new generator and completed load banking it. During the load banking an O²

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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sensor failed. This does not prohibit us from running the generator should we have a power outage. Generac will be back on-site next week to replace the sensor.

Quarterly Sprinkler Inspections & Tests – All building's with sprinklers were recently inspected and tested...all passed without incident.

Quarterly Elevator Inspections & Tests - All building's with elevators were recently inspected and tested...all passed without incident.

Isolation Valve Building – A tree fell on the electrical service to our valve building. Woodsville Water & Light Dept. (WW&LD) did a temp fix to it. My department is in the process of assessing what we need to do for a permanent fix. Last week WW&LD worked together to install an electrical mast extension and permanently repair the wire feed from the pole to the building.

COURTHOUSE

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

Heating, Ventilation & Air Conditioning (HVAC)

1. AC1, the system that provides cooling to the South half of the courthouse, had its condensing unit, circuit 2 thermal expansion valves (TXV's) fail and its new compressor failed shortly after installation. I ordered and received the TXV's and also received a warranty replacement compressor from Trane. The unit is running on one bank of compressors for now as an interim condition. When we get sustained cooler weather, we will replace these parts.
2. The building's pneumatic controls compressor has a contactor chattering that is being caused by a bad pressure switch and relay. Parts are backordered with an 8/31 estimated delivery date. As an interim measure we are running the controls off a portable compressor.

Electrical

1. The Area of Courts (AOC) requested Grafton County install new outlets at various locations in Superior Courtrooms 1 and 2. Last Friday, my staff met with Dan Labrie, AOC's representative, to firm up the locations and discuss the logistics of the project. AOC has agreed to pay for the materials and labor but requested we find them an electrical contractor to do the work. We agreed to do that as well as oversee the work once it commences.
2. In various locations, through an attrition process, we converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.

Lower Entrance – The door buzzer that alerts Dispatch did not work. We replaced the buzzer coil to fix the problem.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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Dispatch Director's Office – One of the window panels became completely delaminated and fell apart. We are in the process of removing and rebuilding it.

Judge Chamber 2 (Room 126A) – The asbestos ceiling in in the subject cloak room was damaged from a water leak above (see attached picture). We discovered some of the pipe fittings and controls leak when the hot water pumps shut off, causing contraction to take place, thus leading to the leak. Once the pump was turned back on the parts expanded and the leak stopped. Subsequently, the leak caused flaking and peeling of the asbestos ceiling. We asked the judge to remove his items from this space. I'm in the process of seeking a quote from The Scott Lawson Group to abate the ceiling. My staff will have to hand a suspended ceiling in this space once the old ceiling is gone.

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 Hampshire Fire fixed four 1 ¼ pipes above the corridor ceiling on Granite that showed signs of weeping. They are scheduled to come back on 8/17 to readdress one that is still weeping. They will also be replacing a section of 4" dry pipe in the attic that is leaking air at one of its joints.

Security – The keypad supporting the Meadow stairwell magnetic lock failed. My staff replaced the keypad.

HVAC

1. Air handler HRU1, which supports the common areas on Meadow and Granite, had its lower secondary filter rack rot out...a fabrication shop in Littleton fabricated us a new one. When we get sustained cooler weather, we will shut the unit down and replace the rack.
2. Air conditioning condensing unit ACCU 3, 2nd stage compressor experienced motor failure. We replaced this unit's compressor and reserviced the unit.
3. ACCU 6, which supports the Activities Room AC system, has a bad pressure switch that is causing the ACCU to short cycle. Once we get a new pressure switch we will replace it.
4. Heat coil HC-06, above the main entrance receptionists desk started leaking. My staff replaced the zone valve to correct the problem.

Kitchen

1. Dishwasher - The wash temp is too low. We troubleshot the cause to a bad gauge/thermometer unit...we just received these parts and need to install them.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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2. Upper Steamer – This unit was not operational. My staff troubleshot the problem to a bad relay. They installed a used relay as an interim fix. I need to order some new ones and install one of them as a permanent fix.

Laundry

1. Washer 2 – On 7/18 Daniels Equipment company installed a new washer in this location. My staff did all the electrical and plumbing work. On 7/25 Daniels staff hooked up the ozone equipment and did a startup of the new washer. On 8/9 the new washer drum failed to spin. On 8/14 Daniels troubleshot the problem to a loose Variable Frequency Drive (VFD) cable. Their service report says they are ordering a new cable for it.
2. Dryers 2 and 3 had cracked burner tubes. My staff replaced the tubes.

ADMINISTRATIVE BUILDING

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

HVAC

1. The fan coil units in rooms 119, 120, 122, 221, 253 and 254 were discovered to have bad cold-water valves. We replaced five so far. We are awaiting back ordered parts to fix the last one.
2. The fan coil units in rooms 11 and 252 have failed blower wheels...parts were just ordered.
3. The fan coil in Deed's breakroom has a cracked drip pan and started leaking on their refrigerator. We epoxied the crack...awaiting install.
4. Heating System Pumps
 - o The VFD for heat pump 1 has a relay on its circuit board that intermittently will not engage, so the pump will not run. A replacement circuit board just came in yesterday and is awaiting installation.
 - o The pressure differential sensor for the Administration heating pumps has been acting up, causing the pumps to run at 100% when they should only run at 45% speed. This problem is being troubleshot to determine the cause.
5. Deeds Vault AC unit – The condensate drain pan cracked from old age and leaked all over the floor. We ordered a replacement pan, but it is back ordered. As an interim fix we placed a large trash can beneath this AC system to catch the condensate water.
6. Chiller unit – Over the last month this unit has been working sporadically. Lee Pennock, the department's HVAC technician, discovered it has multiple problems.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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- The exterior loop expansion tank failed. We ordered a replacement and it just came in and is awaiting installation
- The units water temperature sensors have failed. I ordered resistors to correct the problem and they are awaiting installation.
- The TXV's failed. I have the parts and they are awaiting installation.

Dept. of Corrections (DOC)

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

HVAC

1. Heat pump WHP-F2 had a load side water actuator fail. A new replacement actuator just came in and it is awaiting installation.
2. Heat Pump WHP-A1 shutting down intermittently on high pressure. We troubleshot the cause to a bad high-pressure sensor...the part is backordered and due to ship on 8/19.
3. Heat Pump WHP-G1 shutting down intermittently on low pressure. We troubleshot the cause to a bad low-pressure sensor...the part is backordered and due to ship on 8/19.
4. Air handler AHU-G1's exhaust damper was not modulating properly. We replaced a bad damper actuator to correct the problem.

Laundry

1. The left-hand dryer was overheating. My staff troubleshot the problem to a bad control board. Because the part is obsolete we sent the bad control board to an electronics repair facility. It has since been returned and installed, and the dryer works fine now.
2. Both washers intermittently would not drain. We replaced their motorized drain valve assemblies.

Kitchen – The upper right convection oven was not working. We replaced that unit's igniter control module.

Area E (Women's Housing Unit) – This unit's electronic hot water control valve stopped working so there was no domestic hot water to the unit. We replaced the valve's actuator.

Emergency Generator – Battery charger 2 is in AC failure. My staff troubleshot the problem to a bad circuit board tray. This charger is under warranty since it was just replaced on 12/7/22. Powers Generator is scheduled to come confirm the issue on 8/16.

Domestic Water – The primary backflow device for the building failed its 6-month test. We rerouted water through the secondary backflow device as an interim measure. We still need to tear down the primary one to determine what is wrong with it.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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MAINT/FARM BUILDING

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

HVAC – The Farm shop’s ceiling-hung propane heater rotted out in numerous locations and was unsafe to operate in the upcoming heating season. My staff replaced it with a new like heater and just need to finish venting it to complete the job.

FARM

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

Dairy Barn

Electrical power

1. A PVC fitting that carries power to the grain bin was broken at ground level. My staff replaced it.
2. The Power connection for milk trucks was found to be unsafe due to an improperly sized breaker and a bad motor starter. We replaced both to correct the problem.

Domestic water

1. The water system reclamation system’s pressure tank failed. We put the water system in bypass until it could be replaced. I’m in the process of getting a warranty replacement tank from Home Depot.
2. The building’s backflow device failed its 6-month backflow test due to a bad 2nd check valve. The isolation valves on each side would not shut off all the way prior to testing it, so we had to replace them before doing the backflow test. The 2nd check valve is currently backordered.

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

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

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Fire Alarm – My staff discovered that the primary phone line serving the fire panel was not operational due to a short. They ran new wires to fix the issue. They then discovered the fire alarm does not dial out to Dispatch on its primary line even though the wires were replaced and they had good dial tone. Further troubleshooting revealed the primary side of the dialer had failed. I ordered a replacement dialer, but it is on back order. The secondary side of the existing fire alarm dialer will suffice for dialing coverage until the dialer gets replaced.

Panic Alarm – The building's panic alarm system was in TROUBLE mode and could not call out. My staff troubleshot the problem and discovered someone had switched its call out phone line and that the dialer was not properly programmed. To correct the problem, Tasco reprogrammed the dialer.

Back Porch – My staff have redocked the back porch with pressure treated dimensional lumber and are in the process of constructing new steps.

SENIOR CENTER

Nothing to report

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – My staff performed various PM tasks on the dept. vehicles and grounds equipment.

OTHER

New Truck – Grappone Automotive Group delivered our new truck. We've since installed graphics on the doors that say Grafton County Complex. We've also registered it and are awaiting license plates. Samantha Norcross registered it with PRIMEX to ensure we have insurance coverage on it.

Old Truck – My staff removed the sander controls and harness from the old truck and installed them in the new truck. We since turned the old truck and its plow over to Ben White for the Farm's use.

Zero Turn Mower – The throttle spring broke, rendering this mower inoperable for about a week as we waited on a new spring. We've since replaced the spring. To make matters worse, the only other riding mower we have failed a day later, so we were without a mower about 1-week.

John Deere X530 – The rear axle broke and the transmission was damaged in the process. The cost to fix this older mower with high hours is \$3,600. I asked United Ag & Turf for a quote for a replacement like setup. They quoted the county \$8,226 for a John Deere X580 with a 54" deck (see attached quote). Our

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existing tractor, without any problem, retails for \$4,000. I asked United Ag what they would give us in trade for the damaged tractor. They said they are not interested in a trade because here is no room for profit (see attached email). I can't see spending \$3,600 to fix the old mower if we will likely replace it the next couple of years anywhere. If there is enough ARPA interest money available to cover the cost of a replacement mower? If so, would you approve United Ag & Turf's quote?