

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building
North Haverhill, NH 03774
August 23, 2022

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

OTHERS PRESENT: Ed Wargo – SNS, Alternative Sentencing Director Mitchell, DoC Superintendent Elliott, Maintenance Superintendent Oakes

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

Ed Wargo from SNS arrived and gave the following IT update (* see attached)

Alternative Sentencing Director Mitchell arrived and gave the following report: (* see attached)

MOTION: * 9:25 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.

* 9:40 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.

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

New Hires – Supt. Elliott reported that he has six (6) with the potential for seven (7) new people starting September 6th. He stated that there are four (4) full time, one (1) part time and one (1) full time chef. Commissioner Piper asked if Supt. Elliott thought that these new hires were due to

the new wage charts. Supt. Elliott stated that he would be asking the new hires what made them decide to apply.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the August 16th meeting. Commissioner Piper had a few grammatical edits.

MOTION: Commissioner Ahern moved to approve the minutes from the August 16th meeting as amended. Commissioner Lauer seconded the motion and all were in favor.

2. The Commissioners signed check registers 1017; 1019-1024; 2022-08.19.2022.

3. The Commissioners signed the Childhood Cancer Proclamation that they discussed at last week's meeting.

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

Water Waste Study – The Commissioners discussed Woodsville Water and Light's denial of the County's request to potentially disconnect from the Woodsville Treatment Plant as outlined in Supt. Oakes' report. Supt. Oakes stated that he urges the Commissioners to find a legislative entity who would support drafting a house bill to change the language of the RSA so that the Woodsville Fire District does not have the final authority to make this decision. CA Libby stated that the filing for bills starts in September and if it is something that this board is interested in, they need to start working on that. The Commissioners agreed to reach out to Rep. Sykes to discuss this issue with them. The Commissioners will send an appeal as well to Woodsville Water and Light. Supt. Oakes stated that the study has been put on hold until they address this issue.

Supt. Oakes stated that he has reviewed the bids received last week for the well drilling services and recommends that the Commissioners select Tri State Drilling and Boring's bid of \$32,700 to be completed 60 days from selection.

MOTION: Commissioner Lauer moved to accept Tri State Drilling and Boring's bid of \$32,700 to be completed 60 days from selection. Commissioner Ahern seconded the motion and all were in favor.

Supt. Oakes explained that one of the heat pumps at the Department of Corrections is woefully inadequate to heat and cool the locker room spaces. He received a proposal of \$5,169.00 to replace the pump. They currently have a Trane system and this pump is a compatible unit, therefore he is requesting a bid waiver.

MOTION: Commissioner Lauer moved to sole source the heat pump purchase to Trane for \$5,169.00. Commissioner Ahern seconded the motion and all were in favor.

Geothermal Supply – Supt. Oakes outlined in his report a leak in the geothermal system at the Department of Corrections that needs repairing and the plan to fix it. He stated that Granite State Plumbing and Heating quoted the job at \$24,585.00. He stated that Vermont Heating & Ventilating, the company used for the biomass plant declined to quote the job because they do not think they can save the county money over Granite State and they have a very busy schedule.

MOTION: Commissioner Lauer moved to accept the quote from Granite State Plumbing and Heating for \$24,585.00 based on the fact they are the only company that responded to do the work and they are the original installer. Commissioner Ahern seconded the motion and all were in favor.

Agenda Items:

5. Primex – Workers’ Comp Contribution Assurance Program – CA Libby explained that this CAP program is for FY2024-2026. It caps the amount the workers comp insurance can increase each year. The cap is for FY2024-2026 is 6%. She explained that the county has participated in a cap program for many years; it gives stability in terms of budgeting purposes.

MOTION: Commissioner Lauer moved to adopt the following resolution:

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers’ Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Workers’ Compensation Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents.

Commissioner Ahern seconded the motion and all were in favor.

6. July Financial Reports – CA Libby stated that the county is \$3.6 million ahead of where they were last year in cash position. She stated that the county will make the last bond payment on the nursing home September 14th.

Monthly Variance Report – CA Libby stated that many departments are showing in the red but that is normal for the beginning of the fiscal year. She noted that the Register of Deeds continues to do extremely well.

Expense side – CA Libby stated that some departments over expended but is nothing of concern at this point.

ARPA Funding – Next Round – CA Libby stated that requests are due Friday. She will schedule time in the next two (2) weeks for the Commissioners to discuss the requests. The next Executive Committee meeting is September 19th at 8:00am.

8. Broadband Request – CA Libby stated that last week the Broadband Committee had suggested that the county look into bonding up to \$7.4 million as the 30% match requirement for the NTIA grant application. She needs to know from the Commissioners what information they want and what questions they have. She has thought about reaching out to bond banks to look at bond schedules and interest rates. She stated that she would want to know what communities are going to benefit from this. Does the county understand and know who will directly benefit from this investment. Commissioner Piper stated that the County has funded the engineering project and asked what happens if Grafton County Government does not bond the match. CA Libby stated that there is some hope that the county is going to be generating revenue from this project, as all of this would be Grafton County assets. Internet Service Providers would rent the poles and lines from the county. It is supposed to be a revenue generator long term. Commissioner Lauer stated that she would like to hear information from the bond banks. CA Libby stated that if the Commissioners decide that they want to bond this match, it needs to have 2/3 majority vote of the Delegation and that will not happen before the end of September when this NTIA application is due. She also noted that the makeup of the Delegation would be different from when they ask for the bonding authority to when it is time to vote on the bond. Commissioner Piper stated that the specifics of the bond is the main issue. The Commissioners further discussed the issue and Commissioner Lauer stated that based on the need for broadband in her district she would go through the bonding process if the rates were reasonable. CA Libby stated that the Commissioners do not need to make a decision today. They can wait to see what the RFPs for Internet Service Providers look like and if there is more assistance for the match. The Commissioners agreed to wait for the results of the ISP RFPs and CA Libby stated that she would reach out to the bond banks and get the information they need from them.

9. Farm Discussion – CA Libby stated that Glenn Libby’s title is Assistant to the Farm Manager and in that job description, it states that this position is to fill in, in the absence of the Farm Manager. She stated that G. Libby would be Interim Farm Manager. The Commissioners discussed the Farm Manager position and decided that due to the need to have a mission and purpose developed for the farm, that they would hold off hiring the farm manager right now. She stated that she feels that the Commissioners should get the Farm Committee together and meet weekly.

Commissioner Piper stated that she had previously stated that she did not think it made sense to hire a farm manager until they know what they are doing. She thinks that they have been going in circles in terms of what the purpose of the farm is. They need to have this committee to establish what that purpose will be.

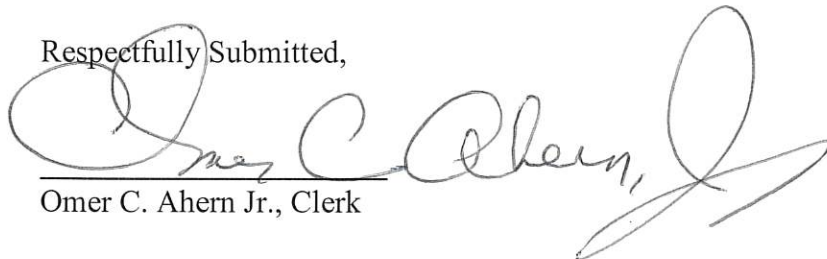
Commissioner Issues

1. Commissioner Lauer stated that she received a message from one of their state representatives that the Commissioner of Agriculture had heard that the farm was closing. She stated that she quickly corrected her that the farm is not closing and they are looking for ways to save it. They are not selling the dairy herd; they are reducing the size to make it easier to milk them without inmate labor.

2. Commissioner Ahern stated that last week he met with the Bristol Board of Selectmen and gave them an update on what is going on at the county. He noted that on Friday morning he attended the ribbon cutting ceremony for Bristol's new solar energy project to power their water and sewer systems.

12:33 PM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Omer C. Ahern Jr.", written in black ink. The signature is fluid and somewhat stylized, with a large loop at the end.

Omer C. Ahern Jr., Clerk

Grafton County IT update for 8-23-2022

Issues brought up during the last meeting have all been addressed.

Jim's equipment alerts.
Full Outlook installed for dept heads.
Shared calendars.
Distribution lists for nursing home.

Service tickets opened

434 service tickets closed in June.
409 service tickets closed in July.
297 service tickets closed in August to date.

Cybersecurity/Infrastructure upgrade

5 new switches in DoC installed, configured and tested.
Found a bad fiber connection between admin closet and DoC closet "C". Testing and attempting remediation today.
Once completed, we are ready to begin moving cables over from old switches to new.
Courthouse switches are next on the list.

Automatic Windows updates patching underway.

Ran into issues with the number of patches that need to be deployed.
Due to being behind on patches, the patching window was exceeded so the process was failing.
We have increased the patching window to 1am -5am. Group is also now split into two. Group 1 is Monday/Tuesday. Group 2 is Wednesday/Thursday.

Storage array for the new servers has arrived and is installed. We are now configuring the new server array and can start creating the new servers soon. This will replace the older versions of Windows servers with the most current as well as running on a more powerful server platform.

Alternative Sentencing

Commissioners Report June/July 2022

Director's Report:

Over the past two months the Alternative Sentencing office has undergone several changes and challenges. With the transition of the previous Director, and Nicole Mitchell stepping in, the team has worked together to identify strengths and deficits in the programs, while maintaining current programming. Unfortunately, Emerge (Intimate Partner Violence Program) has not been initiated due to staffing deficiencies. Nicole continues to work as the acting Licensed Alcohol and Drug Counselor as well as the Director and is covering some case management during a staff maternity leave.

The Director has met with WISE to forge a more collaborative relationship with advocates for the survivors of domestic violence and has begun participation in the SART (Sexual Assault Response Team) meetings.

The Director has a scheduled meeting with the entirety of Juvenile Probation and Parole Officers (JPPO) for Grafton County, Coos County and part of Carroll County to better support the Juvenile Restorative Justice (JRJ) program. This meeting is on August 24, 2022. Collaboration has begun with The JRJ Network and Valley Court JRJ staff as well as JPPO's. Further collaboration is underway between Adult Diversion programs of Grafton County Alternative Sentencing and Valley Court Diversion programs.

The Director has met with the Grafton County Attorney's office to discuss the need for increased communication and adjustments to programming, sharing of information and confidentiality. Some discussion included Adult Diversion considering phases or tracks and addressing young adults specifically under a separate track. Discussions also addressed CARE + needing terms of engagement for better parameters and outcomes.

The Alternative Sentencing office has met with the Probation and Parole office to address challenges with the CARE program and communication issues, setting forth agreed upon expectations and sanctions to support the success of probationers in the CARE program.

The Director has collaborated several times with NH Detox to support timely admissions to inpatient treatment for any participants in the Alternative Sentencing programs.

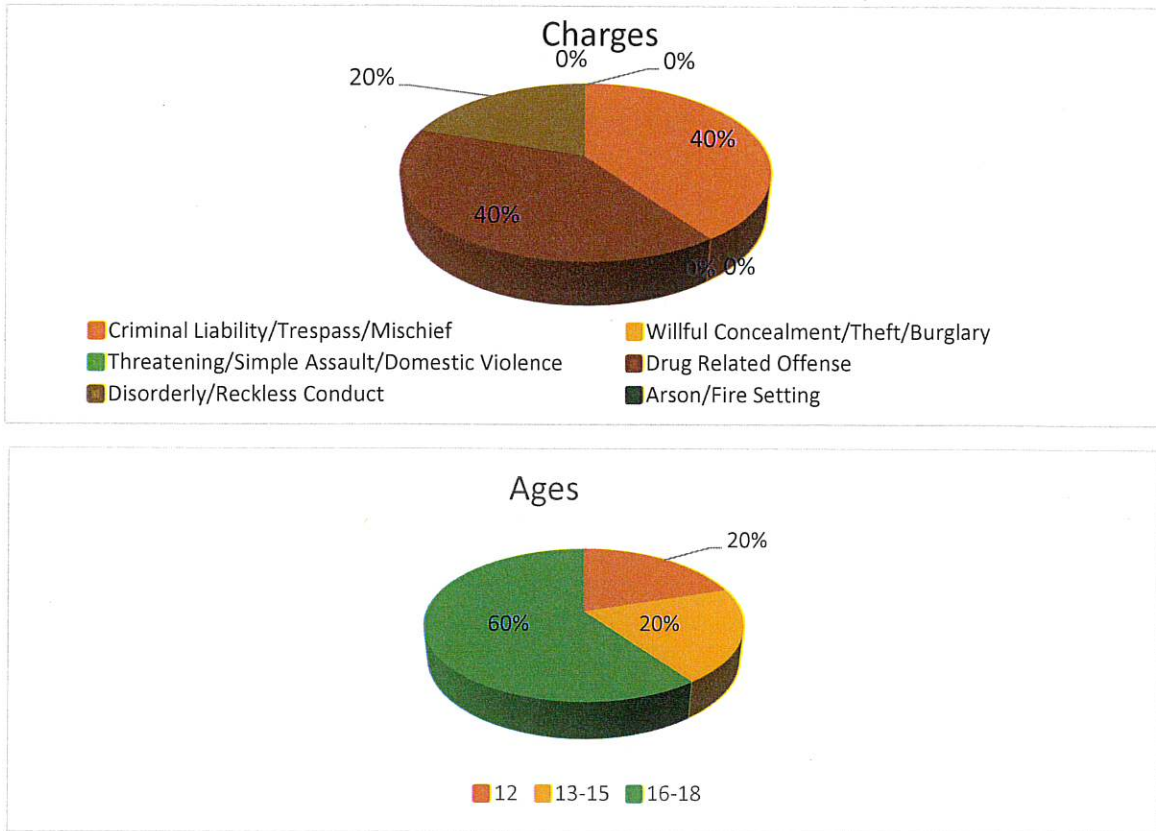
The Director and Mental Health Court Coordinator, Shelly Golden, have upcoming meetings with the Lebanon Police Department and West Central Behavioral Health to address and support the deficits in the Lebanon area and a reciprocal need for support of our participants.

Juvenile Restorative Justice

Grafton County Juvenile Restorative Justice Program is to promote community-based alternatives to the formal court process that; promote positive youth development, safer communities, integrates restorative justice practices, intervenes at the earliest possible opportunity and promotes reduction in juvenile crime and recidivism

	<i>Current</i>	<i>Referrals</i>	<i>Completed</i>	<i>Cases Returned</i>
<i>GCJRJ</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>
<i>Coos</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>1</i>
<i>Total</i>	<i>2</i>	<i>2</i>	<i>0</i>	<i>1</i>

Alternative Sentencing Commissioners Report June/July 2022



At the end of June into July, we began working with two juveniles and held opening panels. We received two other referrals, both were sent back. One due to the juvenile transitioning to long-term residential treatment, and the other failing to meet the criteria for Juvenile Restorative Justice.

Currently, there are some challenges as the Transformation rolls out for probation officers by county. This requires probation officers to evaluate juveniles using the Child and Adolescent Needs and Strengths Assessment (CANS) and determine which arm of juvenile justice they would best be supported under. This Transformation may influence how referrals come to Juvenile Restorative Justice.

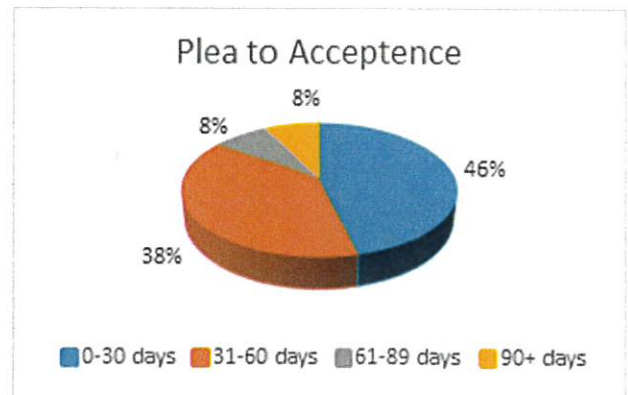
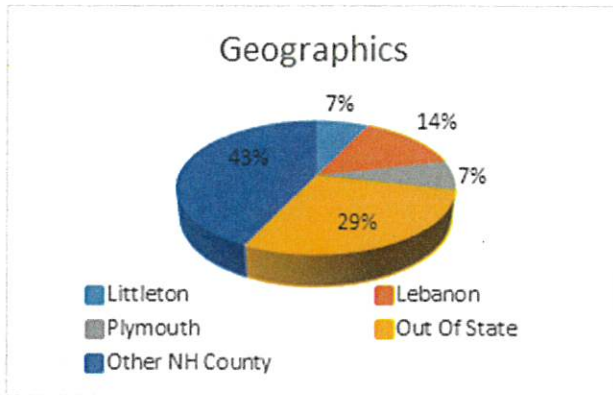
Adult Diversion

Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and other punitive sanctions including fines, probation and incarceration.

Alternative Sentencing Commissioners Report June/July 2022

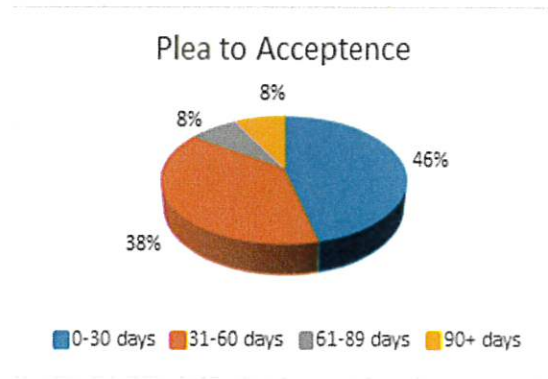
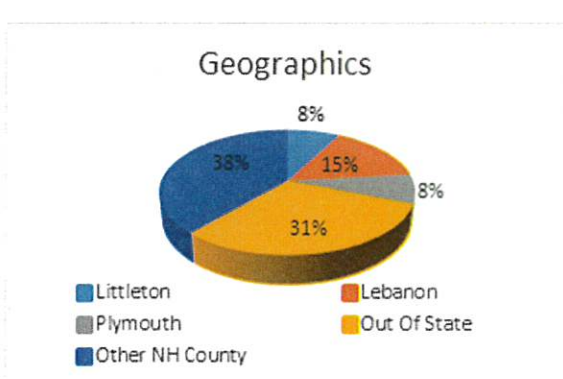
JUNE

	Current	New	Completed	Program Fees	Prospective
Felony	8	1	0	\$310	5
Misdemeanor	5	0	0	\$0	0

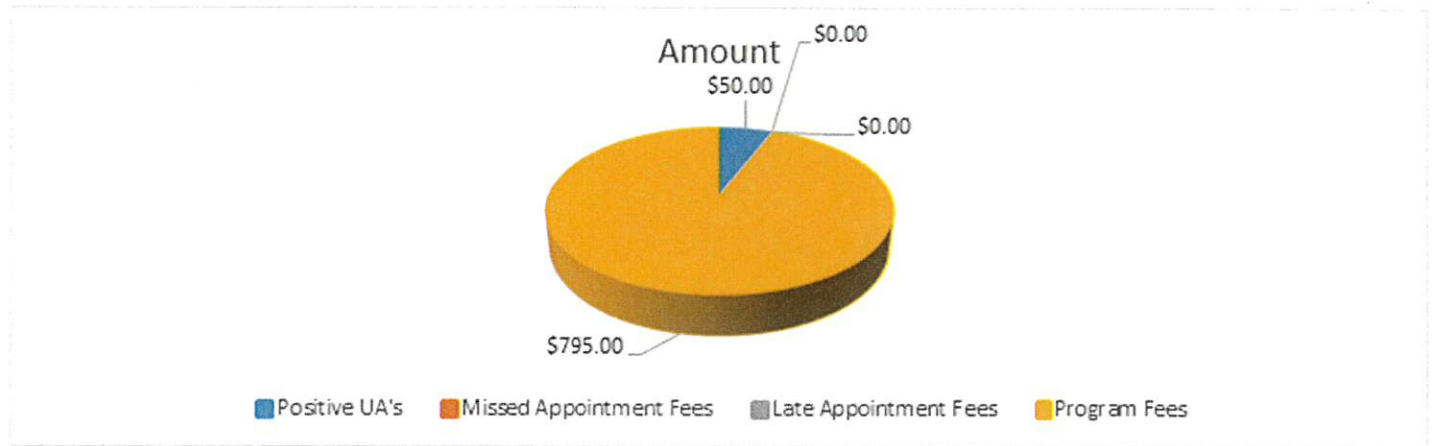


JULY

	Current	New	Completed	Program Fees	Prospective
Felony	6	0	3	\$845	9
Misdemeanor	2	0	2	\$0	0



Alternative Sentencing Commissioners Report June/July 2022



There is a continued lack of resources for therapists, housing, transportation and recovery programs in Grafton County and within the State of NH.

C.A.R.E & C.A.R.E+

The Grafton County C.A.R.E+ Program is designed to support individuals who have been convicted and are under supervision to connect to services and stay active in a therapeutic environment. C.A.R.E+ stands for Community, Assessment, Re-Entry and Education + Supervision, the focus of this program is to assist individuals in giving back to their community while creating a successful foundation and becoming a productive member of society.

The Grafton County C.A.R.E program is currently in a state of modification while probation and the Alternative Sentencing staff collaborate to identify effective timelines and potential sanctions. The program is designed to support individuals on probation who need additional resources in the community, including social services, substance use or mental health treatment, medical and dental services, and life skills.

JUNE

	Current	New	Completed	Program Fees	Prospective
C.A.R.E	4	0	1	\$0	3
C.A.R.E +	4	0	0	\$0	0

JULY

	Current	New	Completed	Program Fees	Prospective
C.A.R.E	4	3	0	\$0	1
C.A.R.E +	4	0	0	\$0	0

Alternative Sentencing Commissioners Report June/July 2022

Mental Health Court

Grafton County Mental Health Court seeks to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with mental illness. Our goal is to promote prompt intervention, education, treatment and recovery in order to improve the quality of the individual's life, reduce recidivism and improve community safety.

Location	Active Participants	New, Actively Supported Applicants	Veteran Participants	Prospective Participants	Completed
ASSERT Littleton	7	0	3	3	1
HOH Lebanon	2	3	0	5	0
PMHC Plymouth	3	2	1	4	1
TOTALS	12	5	4	12	2

A new category has been added to the chart above reflecting the work that Grafton County Mental Health Court staff are doing to support referrals. Shelly and Chelsea begin work with referrals immediately, and prior to being accepted into the program. Oftentimes, this is integral to stabilization and successful participation in Mental Health Court. This added support includes supervision and connection to services.

Mental Health Court staff are now working closely with Probation and Parole, and the DOC staff. We are working together to transition inmates to needed community resources, treatment and Mental Health Court.

Mental Health Court staff have registered to attend the annual NH Treatment Court Conference on Sept. 21-22 to support ongoing training in best practice. Shelly Golden facilitated a statewide presentation to NAMI NH regarding NH Mental Health Courts (MHC) and the progress being made toward creating NH MHC Standards.

Alternative Sentencing
Commissioners Report June/July 2022

Budget Report

Revenue below;

	JAN	FEB	MAR	APR	MAY	JUN	JUL
JRJ	---	---	---	---	---	---	---
AD	\$705	\$375	\$730	\$525	\$225	\$310	\$794
MISSED	---	\$25	\$50	---	\$25	---	---
LATE	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	\$50
MRT	---	---	---	---	---	---	\$35
CARE	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---
BDAS	\$1445.04	\$1970.53	\$2410.99	\$1745.75	\$3008.97	\$3756.92	\$3429.21
Totals	\$2150.04	\$2370.53	\$3190.99	\$2270.75	\$3258.97	\$4066.92	\$4308.21



August 23, 2022

Commissioners Report

Population: In House: 53 F Unit: 20
 E Unit: 10
 D Unit: 6
 C Unit: 10
 Intake: 7

Out of Facility: 23

Total population: 76

Intakes since 7/1/22: 166 Male: 103 Female: 63

Community Corrections Report:

- a) Electronic Monitoring: 2
- b) Daily Work Release: 0
- c) Pre-Trial Services: 16 1 on GPS monitor

Operation Impact:

No presentations last month. Corporal Balch has assumed duties as the Coordinator as of mid-August.

Community Work Detail:

Sergeant Griffin has been preparing the farm stand, helped with a landscaping project at the jail, assisting the farm and covering jail shifts as well as community corrections supervision checks as needed.

Transports: For the month of July staff conducted 6 transports.

- 2 transport to a treatment facility.
- 1 medical transports for inmate medical needs/doctor's appointments.
- 3 courtesy rides home for inmates being released that could not find a ride for themselves.

FIRRM Program

3 current participants

Level 1 – 1

Level 2 – 1

Level 3 - 1

Programs Department Report:

For the month of July, the Programs Department provided various services to 13 different inmates for approximately 144 hours. These services include SUD groups, individual counseling and HISET. The majority of these hours came from the following services broken down below.

Individual Counseling: 0 total hours

Female – 0 hours

Male – 0 hours

SUD Treatment Groups: 140 total hours

Female – 48 hours

Male – 92 hours

Mental Health Report: For the month of July there were three psychiatric clinic days with a total of 24 patient encounters.

General:

New hires

Are there any Commissioner concerns?

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

June 21 – August 22, 2022

COMPLEX

Building Automation System (BAS) Project (99% complete) Alliance Building Automation (ABA) Has to complete our final punch list and provide training. Once complete I will release their 10% retainage.

Unscheduled Power Outage - On August 3 Woodsville Water & Light had a regulator in their substation fail, which caused their system to send out dirty power. This created havoc here at the complex, especially in the Dept. of Corrections, which has a lot of sensitive equipment that shuts down on safety to prevent damage. This precipitated us to run on generator power for 26 hours and resulted in having to call Alliance Building Automation to recover much of our building automation system devices in the DOC. The cost of this outage cost the county just shy of \$4,000 in diesel fuel and contractor services. Samantha Norcross has submitted an insurance claim to Primex on my behalf to see if they will cover this cost, minus our deductible.

Water System SCADA (supervisory control and data acquisition) – is a category of software applications for controlling industrial processes, which is the gathering of data in real time from remote locations in order to control equipment and conditions. The water tank's SCADA cell radio was compromised during a recent lightening event and requires replacement. The item is ordered and due in sometime this week.

Boiler & Pressure Vessel Inspections – Last week St. Paul Travelers Insurance inspected our multiple boilers and pressure vessels throughout the complex. The inspector discovered our air tank at the courthouse that controls the HVAC controls is 51 years old and exceeds the 50-year replacement criteria established by NH Dept of Safety. He signed the inspection paperwork authorizing 2-more years of use but said we would have to replace it before the next 2-year visit. A replacement dual compressor/air tank will run \$8,000 and incidentals another \$500 or less. Because of the precariousness of the building and a desire to save money, I will transfer a little used single compressor/air tank from the DOC to the courthouse and pump air from the existing dual compressors to the new air tank as an interim measure. Lastly, the inspector wants to inspect the water side of the biomass boiler next time we take the biomass boiler down for maintenance. Currently, it is scheduled to be down for maintenance on October 19th.

Sprinkler Systems – Hampshire Fire Protection completed the quarterly inspections on all our system and the 3-year full trip test on the biomass sprinkler system. Everything passed inspection/test.

Fuel Polishing – Over the last few weeks we've polished all the fuel in our generator base tanks and the courthouse Underground Storage Tank (UST). We have three UST's to go.

ARPA Projects Status

1. Snow Removal implements – Implements are scheduled for install in September.
2. Sewage Grinder – Received new grinder assembly...awaiting install.
3. Generator – I am in the process of reviewing the generator submittal before it is formally ordered.
4. Admin Building Flooring – Mayo's Flooring installed new flooring in all the approved locations.
5. Waste Water Study – The Woodsville Fire District (WFD) Commissioners disapproved our RSA 147:8 waiver request to potentially disconnect from the Woodsville Treatment Plant. I've asked for a formal, signed

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

June 21 – August 22, 2022

letter from the WFD Commissioners to that affect. I strongly urge the Grafton County Commissioners find a legislative entity who will support drafting a house bill to change the language of this RSA so that WFD doesn't have the final authority to make this decision, because putting the interest of a business over the interest of the county taxpayers is counterintuitive.

6. Test Well – Dept. staff prepped the well site by clearing trees, excavating the site to facilitate access and finished by installing 3" minus ledge stone as base for well rig traffic. Based on the outcome of the waste water study, Rick Colbeth raised the question, "can Woodsville Water & Light Department (WW&LD) disallow the county from disconnecting from their water system. I thought that was a good question so I asked the question of Kevin Shelton, WW&LD's superintendent, and he said he is unaware of any RSA that prohibits it. I asked Horizons Engineering the same question and they queried NH DES and determined there is no such regulation in place similar to RSA 147:8. Since there is no restriction I move you select a well drilling company from the two who submitted bids last week. Based on these drilling proposals and additional information provided by Tri-State Drilling & Boring, Inc. (TSDBI) clarifying their proposal, I am requesting you consider selecting TSDBI's bid over Cushing & Sons based on cost and schedule. For the 8-inch casing option Cushing's proposal is \$37,944 to be completed 90-days from selection whereas Tri-state's proposal is \$32,700 to be completed 60-days from selection. I have \$27,000 in my ARPA budget for this job and suggest taking additional ARPA funding from the waste water project since it is on hold pending legislative intervention.
7. BACnet Full Integration - Alliance has received much of the material for this project. My staff have completed the process of plotting BACnet Bus (wiring) routes and determining which devices will connect to each BACnet Bus. I still need to review their work before sending it to Alliance to proceed.
8. Sheriff Dept. Wall – This job is completely finished.
9. Root Cellar Refrigeration – Grant had requested \$6,500, which is inadequate to complete this project correctly. When Lee Pennock, the county's refrigeration specialist, met with Grant to discuss this project initially, Lee explained to Grant that the refrigeration compartment must have an impervious outer shell with insulation in between and an impervious inner shell. This configuration would not allow warm outside air to migrate through these combined surfaces and cause condensation on the cooler interior walls. Grant ignored Lee's recommendation and said he was just going to do the refrigeration part and run it in the existing compartment, hence his ARPA request just covered the refrigeration equipment only. Lee informed me that if we follow Grant's plan it will cause a huge issue because the existing compartment is not designed for refrigeration. Both Lee and I examined the existing compartment to determine the feasibility of creating the correct configuration and found it would be quite difficult to do with all the existing sprinkler piping and lighting. The cost of preparing the compartment correctly would likely cost many thousands more, thus I am recommending that you nix this project altogether.

COURTHOUSE

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

HVAC – The 60-ton AC system that supports the Southern ½ of the building had its #2 compressor fail in one of its two circuits. I have a new compressor on hand along with the associated materials and gases to repair it. In the interim, we've been able to keep the affected space cool enough with one less compressor. To replace the compressor, it will require a complete shutdown of the entire air handling system, which will make for a few

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

June 21 – August 22, 2022

uncomfortable days for the building occupants should we try replacing it now. When the weather gets cooler we will tackle this job in order to minimize discomfort.

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. Per the manufacturer's direction, Alarmco added relays to the wiring scheme in order to make the doors stay unlocked until the fire alarm panel is reset.

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.

Kitchen - Ice machine not keeping up with ice production...installed new thermistor and cleaned coil. That helped some but not enough. Replaced water valve but that did not fix it. Ordered water level sensor...awaiting part delivery.

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 and they replaced the failed curtain control system.

Plumbing

1. A 2003 Building domestic hot water line distribution pipe at the hot water storage tank has minor leak...still awaiting repair.
2. 3/4 copper pipe to mixing valve has minor leak...repaired leak.
3. Isolation valve on heating system in ramp area has minor leak at valve...repaired leak
4. Leonard thermostatic mixing valve for domestic hot water failed in 2003 building...replaced mixing valve with more reliable Symmons thermostatic mixing valve.

Laundry

1. Lint Collector - Blow down spinner assembly not working (worn out) and causing VFD tripping due to excessive lint buildup in lint collector. Also, lower polyester cap for lint collector has numerous holes. Replaced blow down spinner assembly and lower poly cap.
2. Dryer 1 (newest dryer) – Was making intermittent squealing noise. Yankee Laundry Equipment Sales & Service sent a tech to inspect. He found an exhaust fan pulley not properly aligned from the factory. He aligned the pulley and replaced a worn belt.

ADMINISTRATIVE BUILDING

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

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

June 21 – August 22, 2022

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

Plumbing - While doing backflow testing of building water supply the toilet flush-o-meter in the County Attorney staff bathroom burped and would not stop flushing. Due to an unmanifested clog in the sewer line below the slab at the basement level the water backed up until it overflowed the toilet and cascaded down three floors before it was discovered. After breaking through the clog, we discovered there is a partial pipe collapse right before the maintenance department bathroom. Since only one private bathroom is affected, I suggest not tearing up the concrete floor and digging down 3-4 feet to replace this one section. Eventually a day will come where that bathroom will become unserviceable and I suggest when that happens we turn that room into a closet.

Elevator – Control Input/output board and main processor board failed. Originals are obsolete so Stanley Elevator had to find a company who could manufacture upgraded boards. Once manufactured a Stanley Elevator technician installed the new boards and tested the elevator.

Roof – Numerous slates broke and fell off the roof during the winter. Installed roughly a dozen new slates.

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

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 WHP-A1 – Phase monitor failed...replaced phase monitor.
4. Heat pump HP-B17 is woefully inadequate to heat and cool the locker room spaces. Lee Pennock calculated the size of a new replacement and the proposal I have for this work is \$5,169, which requires your approval to purchase. We have a Trane system; hence the replacement heat pump is a properly sized, compatible Trane unit.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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5. Geothermal Supply – Leak on 6" supply line to building, approximately 100' from geo-pit. The leak is at a Victaulic fitting and is leaking approximately ½ -gallon every 24-hours. Due to the location of the leak, it will take draining a few thousand gallons of glycol to do the work safely and without flooding the building. Granite State Plumbing & Heating, the original installer, quoted this job \$24,585. Their plan is to hire a cryogenics firm from Massachusetts to freeze both sides of the pipe to do the repair vs. draining the whole system. I called Vermont Heating & Ventilating, the mechanical company we used for the biomass plant, to provide an optional quote. They have declined the job because they don't think they can save us money over GSP&H, there is elevated risk and they super busy schedule.
6. Reheat Valve actuator for RHT-C3 failed...replaced actuator.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Preventative Maintenance (PM) – Performed various PM tasks throughout

Milk Line – No detergent pumping into system during cleaning cycle...Rebuilt detergent pump by replacing piston, cylinder and check valves.

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

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

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

Front Façade – Found sections of sheathing rotted where aluminum trim blew off this past winter. Replaced sheathing; installed Tyvek house wrap and installed new siding across front façade.

North Vent - Sections of North vent are rotted and need replacement – In progress of fixing.

Fire Alarm – In TROUBLE on zone 5. CO detectors installed 10-years ago for introduction of basement generator had reached end of life. Since generator was decommissioned 2-3 years ago I had Alarmco remove the CO detectors from the fire alarm system altogether.

VEHICLES & EQUIPMENT

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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New Kubota MX5400 Tractor – A department employee backed the tractor into the garage with the driver door open and when he became distracted over his right shoulder the door impacted the building and shattered. Replaced door.

John Deere X530 Mower – Getting up in hours and have had to replace numerous parts this summer to keep it operating properly.

STAFFING

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

1. Master plumber – Steve Whitcomb is back to work on limited duty
2. Master Electrician - To date I have not been able to find an electrician to fill Nick Santy's position that was vacated at the beginning of March. Over the next few of weeks I will try hiring a Skilled Maint. Assistant to fill that position so my guys don't have to pull pager and weekend duty as often.
3. Skilled Maintenance Assistant – On July 11th I filled Jake Hall's position that was vacated on May 14th. The new employee, Seth Butson, comes to us from Glencliff Home where he worked there 11-years. According to his old boss, David Brown, who retired in April of this year, we picked up his best guy that worked for him at Glencliff. In the short time Seth has been on staff he has proven to be a quick learner and a go-getter. His department peers hold him in high regard for the skills and attitude he brings to the job.

OTHER

Inventory – Spent several days completing inventory at the end of June. This set us back on preventative maintenance, complex wide.