

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
December 19, 2023

PRESENT: Commissioners Piper, Ahern and McLeod, County Administrator (CA) Libby,
Assistant County Administrator Burbank, Administrative Assistant Norcross.

OTHERS: Sheriff Stiegler, Maintenance Supt. Oakes, Register Monahan

Commissioner Piper called the meeting to order at 10:00 AM and began with the Pledge of Allegiance led by Commissioner Ahern.

Treasurer Hill arrived via Teams to discuss tax investment recommendations.

Treasurer Hill presented the attached letter and spreadsheet. She answered questions from the Commissioners.

MOTION: Commissioner McLeod moved to accept the Treasurer's recommendations for tax investments as presented. Commissioner Ahern seconded the motion, and all were in favor.

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

The Commissioners opened bids for the sale of one (1) used cruiser. Three (3) bids were received as follows:

Robert Rowley – \$7,889.00
Geoff McAllister - \$1,000.00
Dante Vigneault - \$3,500.00

MOTION: Commissioner Ahern moved to accept Robert Rowley's high bid of \$7,889.00 for the 2019 Ford Escape. Commissioner McLeod seconded the motion, and all were in favor.

The Commissioners opened bids for outfitting two (2) 2023 Chevy Tahoes. Three (3) bids were received as follows:

Vendor	Build 1	Build 2
Global Public Safety	\$ 17,150.90	\$ 17,436.00
Ossipee Mountain Electronics	\$ 17,192.40	\$ 17,615.55
New England Vehicle Outfitters	\$ 15,860.00	\$16,010.00.

Lt. Hamilton was present to review the bids. He reported that the bid from New England Vehicle Outfitters, although it is the lowest bid, does not meet the bid specifications and requirements. Lt. Hamilton recommended Global Public Safety and noted that they have done work for other police departments, and those departments have been satisfied.

MOTION: Commissioner McLeod moved to accept the bids of \$17,150.90 and \$17,436.00 from Global Public Safety. Commissioner Ahern seconded the motion, and all were in favor.

Sheriff Stiegler requested a nonpublic session.

MOTION: * 10:50 AM Commissioner Ahern moved to enter into a 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 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.

*11:14 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 said "yes," Commissioner McLeod said "yes," and Commissioner Piper said "yes." Commissioner Piper stated that a majority of the board voted "yes," and the motion passes.

Commissioner Issues:

Commissioner Piper stated that she feels the Commissioners need to rethink the start time of the meetings. The meetings have always started at 9:00, but they recently moved the start time to 10:00. That later start time is causing Commissioner McLeod to have to leave the meetings early, and it is causing administrative staff to get a slower start as well. Commissioner Piper stated that she feels the start time should be moved back to 9:00. Commissioner McLeod and Commissioner Ahern agreed.

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

Register Monahan was present at the meeting and stated that one of the reoccurring comments from the handicapped members of the public is that they do not see the handicapped parking sign when pulling into the parking lot. She explained that one of the biggest takeaways from a course she took in college was the amount of time and distraction that it takes for someone to digest reading a sign when there are other distractions, as well as the rate of speed at which they are

going. When handicapped members of the public pull in, they look at pedestrians or where to park and have already driven past the sign. If it were moved back some, as they are going around the corner, they would be more likely to see it. Supt. Oakes stated that they could move that sign. He noted that they have also placed speed limit signs throughout the complex.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the December 12th meeting.

MOTION: Commissioner Ahern moved to approve the minutes from December 12th. Commissioner Piper seconded the motion, and all were in favor. Commissioner McLeod abstained.

2. The Commissioners signed check registers 1087-1088.

3. Drug Task Force Grant – CA Libby explained that the contract has been amended to add \$20,000. Therefore, the County needs a new certificate of authority to give the Sheriff the authority to enter into that agreement.

MOTION: Commissioner Ahern moved to accept the additional \$20,000 in funding for the Drug Task Force Grant and allow the Sheriff to enter into that agreement.

4. Commissioner Piper signed a CDBG Drawdown for WREN for \$5,500.

5. NTIA/White House Broadband Event – CA Libby reported that the White House Senior Advisor and Director of Intergovernmental Affairs Tom Perez and the National Telecommunications Infrastructure Association (NTIA) will be holding an event on January 4th to highlight and discuss the Grafton County Broadband Project. They would like 6-7 speakers for a roundtable discussion and have requested those speakers to include people from education, healthcare professionals and librarians. She stated that she and Assistant CA Burbank are working to put this event together and will also discuss it with the Broadband Committee.

6. Proposals for the Broadband Owners Project Manager – CA Libby explained that the Commissioners would open and record the bids received. Then, the Broadband Committee will review the bids at their meeting on Thursday. The following three (3) bids were received:

- EN Engineering - \$620,400.00
- ECC Technologies – \$860,250.00
- Key Tower’s LCC - \$1,178,000.00

7. November Financial Report:

Revenue:

CA Libby reviewed the revenue with the Commissioner and reported that the revenue is in line for this point in the fiscal year, noting that the nursing home is running right on target with the population but is showing a slight negative variance due to the mix of payer sources currently. She also reported that the Register of Deeds is doing very well in revenue and that interest income is much higher than was budgeted due to interest rates. Taxes were due on December 18th and have been fully collected except for two (2) towns.

Expense:

CA Libby stated that a few departments are showing minimally over-expended but are nothing of concern. She reported that she will request appropriation transfers at the Commissioners' January 2nd meeting.

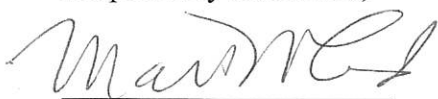
Commissioner Issues:

1. Commissioner McLeod stated that there is a bill for Medical Aid in Dying (MAID), which establishes a procedure for an individual with a terminal illness to receive medical assistance in dying through a self-administrated dose of medicine. This bill will establish criteria and reporting requirements. It would be similar to what Vermont and Maine have. Older adults have been asking for it, particularly in the Upper Valley area. They would like to see this go further than it currently reads. As it states, this bill makes it so one has to have a terminal illness or be in hospice care, and this leaves out people with illnesses such as ALS, which is not an immediately terminal diagnosis. This bill is for people who are already dying and gives them options for how to do that.

2. Commissioner Piper reported that at the NHAC Executive Committee on Friday, they reviewed the dues increases and the budget. The fact that there is additional revenue offsets most of the increase in expenses. She noted that the bill that Commissioner McLeod just mentioned was discussed as well. The bill was brought up because a coalition against the bill asked to meet with the Nursing Home Affiliate. These individuals represent disability rights, veteran groups, and Catholic Charities, among others. The Nursing Home Affiliate and Kate Horgan met with this group. This group of people who do not support the bill wanted counties to join them in a public pledge of non-support. It was thought by Nursing Home Administrator Labore and Kate Horgan that this is something counties are going to differ on, and it will not be something that the NHAC will take a stance on. At the NHAC Executive Committee meeting, they all agreed that this is something for individual counties to explore further if they want to.

12:13 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

TO: GRAFTON COUNTY COMMISSIONERS
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S INVESTMENT
RECOMMENDATIONS
DATE: DECEMBER 19, 2023



Investment letters were sent to all banks that have a branch located within Grafton County (see attached list of banks that were invited to bid.) These letters were sent out on December 07, 2023 with bids due back by the close of business on Friday, December 15, 2023.

We received proposals from eleven (11) banks. I have attached a spreadsheet that details the banks that responded. This spreadsheet shows the various different investment options that were provided by the different financial institutions.

Interest rates have increased since last year. Based on the investment proposals that were received and the practice of spreading funds out across the Commissioner districts, I am recommending that we invest \$500,000 with all banks that submitted a proposal with interest rates less than 4.5%, \$1,000,000 with all banks that submitted proposals with interest rates between 4.75%-4.8%, \$2,500,000 with all banks that interest rates were above 5%. In addition, I recommend investing \$7,500,000 with the NH Public Deposit Investment Pool at 5.46%. The balance of our funds to remain at Woodsville Guaranty, as we currently hold our Operating Account with them.

I propose the following investment plan for 2024:

Woodsville Guaranty Savings Bank – Insured Cash Sweep – 4.80% - All funds remaining in the County's possession after the investments below are made. This would be approximately \$5,333,657.

Franklin Savings Bank – Insured Cash Sweep – 4.25% - \$500,000

Northway Bank – Insured Cash Sweep - 4.50% - \$500,000

Passumpsic Savings Bank – 6 Month CD – 4.75% - \$1,000,000

Bank of NH – Insured Cash Sweep – 4.8% - \$1,000,000

TD Bank – 6 Month CD – 5.00% - \$2,500,000

Mascoma Bank – Insured Cash Sweep – 5.13% - \$2,500,000

Claremont Savings – 13 Week CDARS – 5.00% - \$2,500,000

Bar Harbor Bank & Trust – 26 Week CDARS – 5.10% - \$2,500,000

NH Public Deposit Investment Pool – 5.46% - \$7,500,000

Thank you for your consideration of this recommendation. I welcome your questions and thoughts.

Current Amount Available				\$ 25,833,657.02
Invest \$500,000 less than 4.50%				
Franklin Savings Bank		4.25%	ICS	\$ 500,000.00
Northway Bank		4.50%	ICS	\$ 500,000.00
Invest \$1,000,000 up to 5%				
Passumpsic		4.75%	6 Month CD	\$ 1,000,000.00
Bank of NH		4.80%	ICS	\$ 1,000,000.00
Invest \$2,500,000 above 5%				
TD Bank		5.00%	6 Month CD	\$ 2,500,000.00
Mascoma Bank		5.13%	ICS	\$ 2,500,000.00
Claremont Savings		5.00%	13 Week CDARS	\$ 2,500,000.00
Bar Harbor Bank & Trust		5.10%	26 Week CDARS	\$ 2,500,000.00
			Subtotal	\$ 12,833,657.02
NH Public Deposit Investment Pool		5.46%		\$ 7,500,000.00
Woodsville Guaranty Savings		4.80%	ICS	\$ 5,333,657.02
(Operating Account)				



Grafton County Sheriff's Department Operations Division

Monthly Report

November 2023

Statistics

-Transport:

- Court Transports: 14 Prisoner Transports: 67
- CSO movements from jail to court: 19
- Juvenile Transports: 1
- Involuntary Emergency Admissions (IEA): 6

-Arrest:

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

Total Arrest: 19

-Civil:

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

Total Monthly Civil Service: 216

-Warrants:

-Total # of Active Warrants:	Criminal= 405
	Civil = 20
	Total 425

-Motor Vehicle Activity

-Motor Vehicle Stops: 11

-Fleet Mileage

- Total Miles Driven: 26,430

Grafton County Sheriff's Department Investigative Services Division Activity



November 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 November 2023. The Investigative Services Division is feeling the impact of staffing shortages resulting in having to limit the services as a regional resource to support the Operation's Division in extraditions, warrant services, and other responsibilities. The majority of investigative work conducted was on active and previously reported matters. We hope as vacant positions may be filled, we are able to once again offer extended investigative services to the agencies and communities in our region.

As the Part-Time Internet Crimes Against Children Task Force Investigator, I have had a chance to try and dispose of, or refer to other jurisdictions a number of cases that otherwise have back-logged while triaging cases as they are referred for investigation. In the month of November, three (3) new CyberTipline Reports were taken in while working on the backlog of approximately 12 other Cyber Tips that are in various stages of investigation. Each of these CyberTipline Reports in reference to the possession, distribution, or manufacture of child sexual abuse material (CSAM). Three investigative search warrants were applied for and granted on behalf of these ICAC investigations, these investigations still open. The tedious examination of evidence continues in a number of cases.

New Investigations:

Possession of Child Sexual Abuse Images (2)

Possession / Suspected Manufacture of Child Sexual Abuse Material (1)

Assist Other Police Agencies (12)

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): (9)

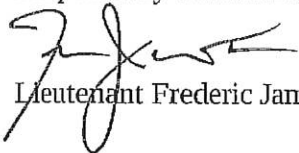
Camera(s) (6)

Electronic Equipment (USB): (Over 100+)

Electronic Equipment (tablets, computers, laptops, other) (1)

The Investigative Services Division continues to try and learn and manage cases using CSI, our acquired records management system (RMS) often finding this platform and it's capabilities less than desirable or efficient for criminal case management and reporting of events. We will continue to try and remain patient with this technology but often feel the frustration like many agencies who have adopted this platform.

Respectfully Submitted,



Lieutenant Frederic James

Thank you to Deputy Marshall

Daniel Fowler <Daniel.Fowler@hanovernh.org>

Tue 11/28/2023 7:31 PM

To: Jeff Stiegler <jstiegler@graftoncountynh.gov>

You don't often get email from daniel.fowler@hanovernh.org. [Learn why this is important](#)
Sheriff,

I just wanted to pass along a thank you to Deputy Elizabeth Marshall.

Today, 11/28/23, at approximately 0730 hours, Hanover Officers were dispatched to multiple motor vehicle crashes at the same time in town due to a microburst which left the roadways quickly covered in snow and ice.

Hearing this, [Deputy Marshall](#) broadcasted to Hanover Dispatch that she was in the area and available to assist in any way she could.

Although her assistance was not readily needed, it was nice to hear a fellow law enforcement officer in the area step up and offer their assistance without any reservation.

Please pass along our thanks to Deputy Marshall, and I appreciate you taking the time to review this note of thanks.

Respectfully,



Sergeant Daniel W. Fowler III
Hanover New Hampshire Police Department
46 Lyme Road
Hanover, NH 03755
Daniel.Fowler@HanoverNH.org
PH: 603-643-2222
FAX: 603-643-0727

TO: B #18Z, ADM GZ

Download the Hanover NH Police Department mobile app from any mobile device:
<https://apps.myocv.com/share/a53803755>

Written correspondence to or from the Town of Hanover, its officials, and employees regarding town business is a governmental document, and is generally subject to public disclosure under NH RSA 91-A, the Right to Know Law. Though there are certain limited exceptions, you should assume that written correspondence is a public record, regardless of whether the correspondence is to or from a "hanovernh.org" email address, another email address, or another platform/website.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 28 – December 18, 2023

COMPLEX

American Rescue Plan Act (ARPA) Project Updates

Test Wells – At the beginning of November Horizons Engineering started gathering and collating data to submit on our behalf a Concept Approval Request to the New Hampshire Drinking Water and Groundwater Bureau following the requirements of Env-Dw405.04. Jon Warzocha said it would take a couple months to complete this process. *I sent him a bunch of data 2-weeks ago but have not heard from him since.*

BACnet Full Integration – The punch list process is complete. When I get As-built documents from Alliance Building Automation I will make final payment on the Administration Building portion of this project and our focus will shift towards completing the nursing home portion over the next several months. *No update.*

Makeup Air Unit (MAU) – Last week Vermont Mechanical (VM) and a Buckley Associates (Selling vendor) technician returned to the nursing home for further troubleshooting. The Buckley Associates tech discovered a resistance temperature control device was not installed in the system as it should be and said it was cause for wild temperature swings. He said it had been shipped to VM independent of the MAU but somehow it got lost. *VM reordered and received the resistance temperature control and are scheduled to install it tomorrow, 12/20/23.*

Farm Generator Dead River was supposed to install a gas meter so we can track generator propane usage. This is needed because the Farm and generator share one of the same propane tanks. *Dead River said they can't get the meter they ordered. I will have one of my gas-fitters look into it and see if we might be more successful.*

Generator & Automatic Transfer Switch (ATS) Inspections & Tests – Due to a generator breakdown, Powers was unable to complete the DOC generator major PM inspection, load bank and ATS PM work. Now that the generator is fixed, I am trying to get them to put this work on their immediate schedule. I am also still awaiting fuel, oil and coolant sample results for all other generators.

Underground Storage Tanks (UST) & Above-ground Storage Tanks (AST): We are in the process of polishing the diesel fuel in all our UST's and AST's. It's an extremely slow process. Thus far we've completed the Administration Building and Courthouse UST's. *I put this work on the back burner due to other competing priorities.*

Traffic Safety – In a recent Joint Loss Management Committee meeting some of the attendees voiced their concern about pedestrian safety around the complex. In response to these concerns, we posted 15-MPH speed limit signs and pedestrian traffic caution signs throughout the complex to get drivers to slow down and to watch for pedestrian traffic. I also ordered a traffic mirror for the blind corner at the Northwest corner of the Administration Building by Burton Park. *We received the mirror last week and will install it once we beef up its mounting bracket to prevent high winds from taking it.*

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 28 – December 18, 2023

Fire Extinguishers – Last week Vermont Fire Extinguisher completed the following inspections: Routine Annual, 6-year Tank Inspections and 12-year tank hydrostatic tests.

COURTHOUSE

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

Heating, Ventilation & Air Conditioning (HVAC)

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 fail 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. *We've replaced the compressor and TXV's. This system is now fully serviced and back on line.*

NURSING HOME

Preventative Maintenance (PM) – Dept. 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.

Fire Safety

1. Over the last month Craig Labore, Lindsey Champagne and I made numerous changes to the nursing home's fire and evacuation response plans. We will finalize those changes on 12/27/23. Once finalized, Lindsey will conduct staff training. When that is complete we will conduct fire drills using the revised procedures.
2. During the review Craig & Lindsey requested I change some of the fire alarm address descriptions based on staff feedback saying some descriptions are ambiguous. Collectively, we made a list of updates.
3. In addition to the review, Craig & Lindsey asked if I could add a fire panel annunciator in the In-Service training room to provide fire panel feedback to those working in the service wing of the nursing home. Since then, I met with a contractor on this proposed work and have received their quote to add an annunciator panel and reprogram the fire panel addresses mentioned above. I plan to have this work done sometime in late January.

Sprinkler System – A 4-inch dry sprinkler pipe by the Finance Office started leaking air from a hole in the pipe caused by corrosion. Dept. staff temporarily patched the pipe until Hampshire Fire Protection can replace that section next time they are on site.

ADMINISTRATIVE BUILDING

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 28 – December 18, 2023

Lighting – In various locations we converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.

HVAC

Deeds Vault AC unit – The condensate drain pan cracked from old age and leaked water all over the floor. As an interim fix we placed a large trash can beneath this AC system to catch the liquid, which we monitor and drain regularly. *This 3-day job was started over a week ago but was put on hold because the employee working this job had a family emergency that took him out of work for a week. When he returned to work yesterday he resumed work this job on and will likely finish it sometime today.*

Roof – We discovered rain water had leaked into the commissioner’s porch and commissioner’s conference room. We sealed numerous cracks in the copper roofing using silicone sealant. The roof in this area should be replaced next summer. *The department’s painter is in the process of fixing the plaster and repainting the ceiling area that was damaged.*

Dept. of Corrections (DOC)

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

HVAC

1. Heat Pump WHP-D1: Circuit A kept tripping off line when its reversing valve actuated and the heat pumps slave controller is not providing the right voltage to this same valve actuator. A Trane technician verified the slave controller and reversing valve are bad. We’ve secured a new reversing valve to do that repair in house. However, we are dependent on a contractor for the control work. I’ve tried working with Multistack, the manufacturer of the heat pump, and their service division has been horrible to deal with. Because of this I went through Trane, Multistack’s former partner, to have them verify the perceived issue and to provide a quote for the repair. Because Trane’s quote is \$28,000 for the repair, I went to Alliance Building Automation to see if they could install a non-proprietary controller in this unit to solve the issue. They conducted a site visit to assess what is needed. *Alliance suggested a few options, but I am still awaiting pricing before settling on a solution.*
2. Air handler ERU-F1: The heat exchanger wheel motor failed...we replaced the motor.
3. Air handler AHU-B1: The exhaust fan motor bearings failed...we replaced the bearings.

Generator

During a routine test the generator shut down due to low fuel pressure. On 10/4 a Powers Generator tech replaced the fuel filters and cleared the engine codes, but the generator still would not start. The generator needs 6,000 psi fuel pressure to start but only got 400 psi. The tech checked the fuel transfer pump integrity but that was not the issue. Powers brought in a temp generator to provide backup power until ours is fixed. In early November Cummins Generator sent a technician to further troubleshoot the problem. He discovered a catastrophic failure of the fuel injection pump. I asked Cummins if they would stand by

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 28 – December 18, 2023

their product since the generator only has 386 hours on it. They said the warranty ran out in 2018 and thus did not feel obligated to do anything beyond the warranty period.

On December 5th Powers & Cummins started the generator repair. Cummins had to go deeper into the engine than anticipated to replace parts damaged by the ground up metal that went through the engine. The job took twice as long as anticipated; thus, I am expecting the cost of the job to exceed Power's good faith estimate of \$112,692.15.

Last week I finally was able to speak with a Cummins Generator sales representative about the possibility of selling our generator and downsizing to a more appropriately sized one. He agreed to work with me to figure out what this process will look like in terms of equipment values, costs, logistics and lead times. I sent him a copy of Lee Carroll's Generator study, which has the load data he needs to appropriately size a replacement. Tentatively, it looks like we would need one around 750 KW (based on existing load, 25% fluctuation factor plus future load of adding one additional housing unit). Current lead times for 750 KW generators is 90-weeks. *I'm still waiting to hear back from the Cummins Sales Rep regarding this topic.*

Kitchen – The tilt skillet was not heating. We replaced the ignition control, pilot assembly and spark wires to correct the issue.

Laundry – The lint collection system compressor had a leaking Pressure Relief Valve (PRV). As an interim measure we installed a temporary one of a slightly higher pressure in its place and ordered a new PRV. *We've since installed a new, correct sized PRV.*

Special Handling Unit

1. An inmate broke the security glass in Cell A02 door...we boarded it up and ordered replacement glazing. A week later an inmate broke the lower left-hand panel...we boarded it up and ordered replacement glazing. *We recently received the security glass and installed it within a couple days of receiving it.*
2. An inmate destroyed the rubber padding on the floor in front of A05 cell door. *While we were waiting on materials to deliver due to a 6-week delivery time, I started looking for other vendor sources but wasn't successful. This company seems to be a sole source supplier for specialized rubber pads used to pad jail cells, thus they get away with charging unreasonably high prices for their products. Additionally, knowing they are sole source, they were very cavalier about shipping me the materials in a timely manner even though they had them in stock. It was like, "you will get them when you get them when we get around to shipping them to you." While we continued to wait for the materials, we tore out the delaminated rubber matting and discovered that a toilet leak had caused the subfloor to rot out and create the delamination. We removed the toilet, the entire rubber floor and particle board sub-floor. As I stewed more about the sole source vendor I came up with an idea of installing Advantech, a resin impregnated chip board material used extensively in the construction industry, as a new subfloor because it is designed for wet areas. I also came up with the idea of using heavy duty, rubber cow mat floor panels instead of the sole source vendor's super-expensive rubber floor panels. Tim Lethbridge approved the idea and we've since rebuilt the cell using the materials I suggested. We sealed all the seams with epoxy and just need to paint the floors and walls with a rubber compatible paint. When I*

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 28 – December 18, 2023

finally received the super expensive materials, I contacted the vendor and said I wanted to return them. They refused to take them back even though we hadn't used them. I am hopeful the materials used will hold up long-term. If so, these repairs will save Grafton County a lot of money and cell down times will be much shorter due to local availability of materials.

J-Connector – Sheriff Stiegler voiced a few Criminal Justice Information Systems (CJIS) concerns related to the J-connector door that opens into his department. In the past, a DOC employee used it as a regular thoroughfare and the door's window allowed anyone to view sheriff department computer screenshots. My department applied two layers of tinting to the window to eliminate the CJIS concern. DOC Superintendent Tim Lethbridge will draft a policy prohibiting his staff from using this door unless the elevator fails. This door provides a secondary means of access to the courthouse in the event of an emergency.

MAINT/FARM BUILDING

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

Farm

Dairy Barn:

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

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

SENIOR CENTER

Nothing to report

VEHICLES & EQUIPMENT

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