

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
October 17, 2023

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

OTHERS: Sheriff Stiegler, Lt. Hamilton, Maintenance Superintendent Oakes, HR Director Clough, Anne Duncan Cooley & Michelle Beaudin– Grafton Regional Development Corporation, Jeff Hayes – Lakes Region Planning Commission, Helen Mrema

Commissioner Piper called the meeting to order at 1:00 PM and began with the Pledge of Allegiance.

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

Memos for Requested Action

1. Cruisers - Sheriff Stiegler stated that there is a real problem regarding vehicles, with the United Auto Workers on strike. He explained that he has spoken with several members in the industry, and they have all stated that the price will be far more significant moving forward into the next fiscal year. Sheriff Stiegler also expressed concerns about being able to get these vehicles due to the ongoing strike. He stated that he appreciates Commissioner Ahern's concerns about putting these purchases out to bid but explained that bidding is going to cost the County substantially more money, and when these do go out to bid, there will not be any vehicles to bid for. Sheriff Stiegler went on to explain that he is now requesting the purchase of two (2) Chevy Tahoes instead of the F-150s due to the increased cost of the safety equipment that will go in the cruisers. Making this switch will allow him to stay within his budget. He went back to the Colonial Municipal Group, which the County had purchased vehicles from. They have the Chevy Tahoes available and have put them on hold for Grafton County for the original quoted price of \$41,531.55 per vehicle. Sheriff Stiegler noted that \$120,845.00 was approved for two (2) vehicles with safety equipment. He is asking \$83,063.10 for the vehicles and roughly \$32,000 for the safety equipment, which would leave roughly \$4,000 from those funds.

MOTION: Commissioner McLeod moved to waive the bidding process and purchase two (2) Chevy Tahoes (P.P.V models) from the Colonial Municipal Group for a total of \$83,063.10. Commissioner Ahern seconded the motion, and all were in favor.

Tasers – Sheriff Stiegler reported that the Sheriff's Department has multiple Taser X26P models in use with their Court Security Staff, and they have recently acquired Taser 7s for the Deputies. Sheriff Stiegler explained that Axon Taser is phasing out the X26P models, and the technology of the Taser 10 is rated as using significantly less current than the Taser 7 or Taser x26P. Lt. Hamilton was present for the meeting and had the two (2)

models of Tasers to show the Commissioners. He explained the differences and why they are looking to upgrade. He noted that the failure rate in the City of Lebanon, with the TaserX26P, is 50%. The new Taser 10 model is much more accurate. Commissioner Piper asked why these upgrades needed to take place now. Sheriff Stiegler explained that the Taser 7s would be phased out in a couple of years, and the cost to replace them would be much more if he were to replace all of them at that point. He is looking to replace the Tasers now to get everyone using the same equipment with the Taser 10. CA Libby noted that if the Commissioners were to wait a few years, ARPA funds would not be available to make this purchase.

Sheriff Stiegler stated that the Sheriff's Department is also looking to upgrade its body cameras. He explained that the current body cameras in use have been great. The only drawback is the battery life, which is currently around eight (8) hours. He stated that the Axon Body Camera 4 battery life is reportedly exceeding twelve (12) hours of service. He explained that this, coupled with the evolving technology making the recordings clearer in both audio and video, provides an even greater service to people who encounter personnel from their office. The upgrade to the new model is included in their contract but not until next year. With the addition of the new Tasers, he'd like to upgrade the body cameras now as well.

Sheriff Stiegler stated that he is requesting to increase the Sheriff's Department yearly price agreement with Axon Taser to provide sixteen (16) new Taser 10s and sooner access to sixteen (16) new Body Camera 4 models.

MOTION: Commissioner McLeod moved to enter into a new agreement with Axon Taser for the purchase of sixteen (16) Taser 10s and sooner access to sixteen (16) body camera 4 models for an annual cost of \$42,476.28. Commissioner Ahern seconded the motion, and all were in favor.

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

HR Director Clough

Employee Handbook – Commissioner Piper stated that the discussion of the Employee Handbook was put on the agenda at Commissioner Ahern's request, as he had a concern to address. Commissioner Ahern stated that he is concerned that the definition of "county employee" in the employee handbook includes County Commissioners. He stated that the Commissioners are not county employees; they are Elected Officials and, therefore, should not be considered employees in the handbook. This would then take the Commissioners out from under prohibitions for carrying a firearm. CA Libby explained that the term "county employee" includes all Elected Officials. HR Director Clough stated that the definition states that the Elected Officials are employees whom the citizens of Grafton County elect. Commissioner Piper asked if the Commissioners were employees or not. HR Director Clough stated that this is an issue they have dealt with many times, and it depends on which piece of the puzzle they are looking at. Commissioner Ahern stated that the general definition should omit Elected Officials, including County Commissioners, and then if there are other sections in the handbook where the

Commissioners are entitled to something, that would then include the term Elected Officials. CA Libby explained that for the purposes of workers' compensation, Elected Officials are considered employees. HR Director Clough stated that there needs to be some particulars that address the Elected Official Code of Conduct. The County needs something in place that tells the Elected Officials of their expected behavior. CA Libby stated that it appears that the Commissioners are trying to come up with definitions that allow Commissioners to do certain things that they do not want the rest of the employees to do. This then allows other Elected Officials not to follow the policies in the handbook, which is something they have been trying to work on. CA Libby stated that she feels by doing this, they will be creating many more problems by circumventing the policies so the Commissioners can do certain things that the handbook says the rest of the employees cannot do.

Commissioner Ahern stated that the definition of Elected Officials in the handbook should state, "Elected Officials refer to those who the citizens of Grafton County elect." He stated that he would request that the words "the employees" be replaced with "those."

Commissioner Ahern stated that he does not see an issue with the weapons policy, except for the section that states, "except law enforcement personnel, employees are not permitted to possess guns or other weapons while in county buildings." Commissioner Piper stated that the Commissioners are considered employees at times, and that is the issue. Commissioner Ahern stated that the County needs to have some type of narrowing of the word "employee." The Commissioners are Elected Officials, and he feels, under the New Hampshire Constitution, this is denying their constitutional right to carry, and that needs to change. HR Director Clough stated that she understands that there is a constitutional right, but as a practical matter, it is the employers' right to ensure the safety of the people within the confines of their workspace. The employer has every right to make those policies. Commissioner Ahern stated that the Commissioners are not employees; they are Elected Officials, and he would be glad to work with HR Director Clough in coming up with language that would allow those who should be entitled to continue to exercise their constitutional rights on campus. Commissioner Piper stated that this is a lengthy discussion that they would need to continue. HR Director Clough stated that maybe the legislature needs to set a definition of what an Elected Official is. There are external factors that define employees, not the County's internal factors.

MOTION: * 2:25 PM 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 (a). 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.

*2:50 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.

Jeff Hayes from Lakes Region Planning Commission arrived for a Public Hearing for the Transformation Planning Grant CDBG application.

J. Hayes passed out a handout with the program information.

Transformational Planning Grant CDBG Grant Application
for Grant Submission and the Residential Anti-Displacement and Relocation Plan (RARA)
Public Hearings
3:00 pm, October 17, 2023

3:00 PM Commissioner Piper opened the 1st public hearing.

Commissioner Piper stated that they were here for two public hearings that were advertised in the Union Leader and on the County’s website. The first Public Hearing is for the new CDBG Transformational Planning Grant Submission. She then turned this over to the Grant Administrator.

Jeff Hayes of Lakes Region Planning Commission explained that Community Development Block Grant funds are available to municipalities for economic development, public facilities, and housing rehabilitation projects, as well as feasibility studies that primarily benefit low- and moderate-income persons. The purpose of this public hearing is to solicit the views of citizens on this CDBG funding opportunity, furnish the citizens with information concerning the amount of funds available, and indicate the range of community development activities that may be undertaken under the Community Development Act.

CDBG Project Funding Categories include up to \$500,000 of CDBG funds available annually to eligible Municipalities/Counties on a competitive basis for:

housing/public facilities, economic development, and emergency activities that directly benefit low- and moderate-income persons.

Up to \$750,000 annually is available for Microenterprise grants.

Up to \$100,000 is available for planning and feasibility-study grants.

The proposal to be considered by the Commissioners is a “Transformational Planning Grant” to be submitted by Grafton County on behalf of several potential organizations statewide, including but not necessarily limited to LRPC (Lakes Region Planning Commission), UVLSRPC (Upper Valley Lake Sunapee RPC), SRPC (Strafford Regional Planning Commission), CNHRPC

(Central NH RPC). The grant, for up to \$100,000, would be used to create and employ planning services that will positively address the statewide housing shortage crisis.

Potential Applicants Statewide: It is anticipated that two separate entities will apply for funding under two counties: Grafton and Cheshire. A county can apply for up to \$100,000 a year. Grafton County will request funds for entities in the northern half of the state. It is expected that Cheshire County will apply to provide funds to entities in the southern parts of the state.

Timeframe: The anticipated timeframe for funding opportunity is as follows:

*Funding Opportunity Grant Application Submittal: Before the end of December 2023

*Community Development Advisory Council (CDAC) Decision: February 2024

*Contracts/CDFA Board/G&C Process: April-May 2024

Commissioner Piper opened the first public hearing for any comments or questions regarding this Transformational Planning Grant funding opportunity. There were no comments or questions.

Commissioner Piper asked if there were any further discussions or questions. There were none, and Commissioner Piper stated that since there was no further discussion or questions, they would conclude this application hearing and move to the next public hearing topic.

3:04 PM Commissioner Piper closed the 1st public hearing.

3:04 PM Commissioner Piper opened the 2nd public hearing.

Commissioner Piper stated that the next topic is the Public Hearing to review and adopt Grafton County's Residential Anti-Displacement and Relocation Plan (RARA). She turned this over to the Grant Administrator.

Jeff Hayes explained that if any displacement takes place because of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must find comparable housing in a comparable neighborhood at a comparable price.

There will be no displacement because of this project.

Under the certification section of the application, the County will certify that the Residential Anti-displacement & Relocation (RARA) plan is in place, and if it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA before obligating or expending funds.

Commissioner Piper asked if there were any questions from the public. There were none.

3:05 PM Commissioner Piper stated that since there were no further discussions or

questions, they would close this second public hearing.

MOTION: Commissioner Ahern moved to support the submission of a Transformational Planning Grant to provide funds to multiple regional planning commissions throughout the state to provide transformational planning services designed to address the statewide housing shortage and to authorize the Chair to sign, submit, and execute any documents that may be necessary to effectuate the CDBG application and contract. Commissioner McLeod seconded the motion, and all were in favor.

MOTION: Commissioner Ahern moved to adopt the Grafton County Anti-displacement and Relocation Assistance Plan for this project. Commissioner McLeod seconded the motion, and all were in favor.

Anne Duncan Cooley & Michelle Beaudin from Grafton Regional Development Corporation arrived and gave their quarterly update.

A. Duncan Cooley reported that Casey Trio from SBDC was unable to join them today, but there may be a request for him to meet with the Commissioners at a later meeting. She explained that C. Trio is an SBDC advisor that GRDC works with under their Microenterprise Program. He has been working with incarcerated individuals to help them with planning for what they might do if they are interested in having a business after their release. C. Trio wanted to speak with the Commissioners and whoever else may be appropriate about whether that is a good idea for Grafton County. A. Duncan Cooley stated that she believes some work like this has been done in Sullivan County. CA Libby stated that the County has a new Department of Corrections Superintendent starting next month, and they can plan this conversation with C. Trio after the new Superintendent has come on board.

M. Beaudin gave an update on the Navigator Program. She stated that this program has allowed her to get out there to introduce herself and let people know of the resources GRDC has to offer. She stated that they have over thirty (30) clients who are eligible for microenterprise, and in the first quarter, fourteen (14) have been enrolled. A. Duncan Cooley stated that they asked for an increase in this program because the demand is there, and it is looking like that demand will be filled. A. Duncan Cooley and M. Beaudin further discussed the Navigator Program and the different types of businesses that have received or applied for the grants.

A. Duncan Cooley and M. Beaudin discussed the lack of childcare in Northern Grafton County and the impacts that it has on the workforce with the Commissioners. They stated they are working on doing what they can to help and noted that it is a very complex and regulated industry.

A. Duncan Cooley reported that the lending programs at GRDC are the strongest she has ever seen since she has been there. Last year, GRDC provided \$1 million in loans, many of them to small businesses. She believes part of it is M. Beaudin's work, and the other is that people are looking for reasonable interest rates. GRDC can provide those lower rates because they have been able to take out another line of credit through the Business Finance Authority to be able to offer these loans.

Agenda Items

1. Commissioner Piper asked if everyone had a chance to read the minutes from the October 10th meeting.

MOTION: Commissioner McLeod moved to approve the minutes from the October 10th meeting. Commissioner Ahern seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1047-1048; 1050-1051; 1054; 2023-10.13.2023.

3. CDBG Application Request – City of Lebanon – CA Libby stated that she and Assistant CA Burbank had a meeting with Lebanon City Manager Shaun Mulholland and Rebecca Owens from the City of Lebanon. They have submitted a formal request for the County to apply for a Community Development Block Grant for a Public Facilities CDBG in the January 2024 round of funding. The city has used its allocation for a project they are doing in conjunction with Dartmouth Health for an inpatient rehab program for pregnant and early mothers. The CDBG would be for the Early Learning Center of the Upper Valley project. It is a \$22 million early learning center project, set to be constructed on city property near the airport. The center will be for 200 children, 51% of those will be for low- and moderate-income families. CA Libby stated that this will be a regional facility, not just for those living in Lebanon, and the Boys and Girls Club of Central New Hampshire will be operating the center. The project is ready to go, and they are entering the fundraising stage. There will be an emphasis on infant care positions as those positions are in dire need in that region. CA Libby also noted that the agreement the City of Lebanon has in place with The Boys and Girls Club will require decent wages and benefits. After all, what they are seeing in the Upper Valley is that many childcare facilities are unable to staff their programs because they do not pay well enough, and that creates workforce issues because people cannot afford childcare. The Commissioners discussed the request and agreed to submit the application.

4. Northern Community Investment Corp (NCIC) Acquisition – CA Libby stated that the Commissioners were told in the spring that NCIC was going to be dissolving. The NH Community Loan Fund has acquired them and will be carrying on with the businesses they have been working with.

5. Workers' Comp & Property Liability – FY 25 Not-to-Exceed Increase. CA Libby reported the not-to-exceed rate for workers' comp is .8% or a \$1,873.00 increase, and the Property Liability insurance increase is 17.8% or \$29,550.00. CA Libby also reported that Grafton County received its Guaranteed Maximum Rate from HealthTrust and that GMR is 25%. She stated that they will be doing a lot of research. With the union petition at the Sheriff's Department, the Benefits Committee had to be put on hold, but they will be looking at other possibilities. CA Libby explained that everyone at HealthTrust is seeing rates increase, and those increases have been capped at 25%. The total increase in the budget with the current health insurance plans in place would be \$1.1 million.

7. NTIA – Letter of Credit – CA Libby explained that the County is required to have an irrevocable standby letter of credit with a value of no less than 25% of the award amount. The Bank of New Hampshire has committed to issuing this letter of credit, but they need to see a motion that the Commissioners approve this letter of credit application.

MOTION: Commissioner McLeod moved to submit an application to the Bank of NH for an Irrevocable Standby Letter of Credit in the amount of \$4,274,643, which is 25% of the grant. This LoC will be cash-secured in a deposit account to be opened at the Bank of NH. The Bank of NH will match the rate the County currently earns on our promontory account for the funds securing the LOC. The current rate on the promontory is 4.80%. The Treasurer and Deputy Treasurer will be the signers on this deposit account, and the Commissioners will be the signers on the Letter of Credit. Commissioner Ahern seconded the motion, and all were in favor.

CA Libby explained that the Commissioners also needed to fill out a CIP form, which is a required form by banks. The form is a result of September 11th and this form is for the bank, so they know and proof that they know the customers and they are not affiliated with any terrorist groups.

8. Commissioner Piper signed the Professional Services Agreement for the Lakes Region Planning Committee CDBG.

9. September Financial Reports –

- CA Libby reported that the County is $\frac{1}{4}$ of the way through the fiscal year. Some departments are behind in revenue. The DoC and Alternative Sentencing are behind due to not having any BDAS revenue recorded in the first quarter. There are billings currently out, and there is also a significant increase in BDAS funding for the 2nd – 4th quarters. Both of those departments should finish within their revenue projections. CA Libby noted nothing of concern on the revenue.

- CA Libby stated that many departments are showing over-expended due to the 3rd payroll in September and explained that months with three (3) payrolls skew the numbers.

- CA Libby reviewed the Prorated Report and reported that the County is on target for revenue and under-expended by just over \$700,000. There is a \$9.2 million unassigned fund balance.

CA Libby stated that the County is about to tie up \$4.2 million in a cash-secured letter of credit, but she believes, based on the County's cash on hand, they will still make it through the year without borrowing any money.

10. Commissioner Piper signed the following CDGB Drawdown Requests:

- WEDCO Micro - \$18,743.24
- WREN Micro - \$35,614.69
- BEDC Micro - \$20,479.56
- GRDC Micro - \$65,097.29
- Mid-State Health – Public Facilities - \$11,750
- Mid-State Health – Econ Dev - \$19,000

Commissioner Issues:

1. Commissioner Ahern stated that members of the NHEC Broadband group attended the Wentworth Selectboard meeting, and they are trying not to have any duplication with the broadband projects. He stated that the County should keep close contact with the NHEC Broadband Committee. CA Libby stated that an RFP will be sent soliciting any providers who want to be involved with the County broadband project, and based on those RFPs, the County will be working closely with whoever wants to partner and bring forth a good proposal.

2. Commissioner McLeod stated that both she and Commissioner Piper attended the State Commission on Aging monthly meeting. There was a speaker on Broadband, and it appears they will be applying for a grant to go to people’s homes. Commissioner McLeod and Commissioner Piper discussed the various items the Commission on Aging is working on.

3. Commissioner Piper stated that she attended the Enfield Selectboard meeting and gave a county update. She reported that she talked about the difference between the proposed and final budgets, as well as the targeted increases, broadband project, and the community ARPA grants.

4. Commissioner Piper stated that she wanted to state for the record that she felt CA Libby did a fantastic job at fielding questions, directing the thinking of some of the delegates, and supporting the broadband project at the Delegation meeting. Commissioner Piper stated that she also wanted to note that she has been enjoying reading the minutes and that they have been in stellar form. CA Libby stated she and Assistant CA Burbank have much to learn about the broadband project, and two (2) of them have been working daily on it. She stated that she is thankful to the Board of Commissioners for approving the Assistant County Administrator position and having Asst. CA Burbank on board, as she would not be able to tackle this project by herself. CA Libby added that the RFP for a project manager will go out soon to lift some of the responsibility of her and Asst. CA Burbank.

CA Libby noted that on top of the broadband project, the County has a large cybersecurity assessment that was just recently completed. The assessment showed that Grafton County is in one of the best shapes in terms of cyber security of all counties in the state. For all the negative reports she has given the Commissioners regarding SNS from a customer service standpoint, behind the scenes, they are doing very good things, and she learned that through this assessment. She stated that the Commissioners could have a nonpublic session later to discuss the results of that assessment further.

5. Commissioner McLeod stated that she received an email from a resident in Easton about Hamas terrorists and what is happening in Israel, telling the County they should make a clear

Franconia's resolution regarding the issue with the LGBTQ community, which welcomes all people to their community. Commissioner McLeod discussed the issues in the Town of Littleton, with the select board wanting to ban all public art because it could possibly be related to people in the LGBTQ community. Commissioner Piper brought up a previous issue regarding the County taking a stand on a public issue, which was the issue with the Ukrainian Flag that was posted on County property, and there was a complaint by a department head. The employee handbook does state that there is no posting of other flags on County property, and there were a few discussions regarding this. She stated that the convincing argument was made that there is a very large pool of taxpayers. This is a public building and is paid for by taxpayers. There could be opposing views that would then put up another country's flag, and that was not something the County wanted to happen. The result was the flag was asked to be removed.

4:57 PM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Martha S. McLeod". The signature is written in dark ink and is positioned above the printed name.

Martha S. McLeod, Clerk



aq Grafton County Sheriff's Department
Operations Division

Monthly Report

September 2023

Statistics

-Transport:

- Court Transports: 10 Prisoner Transports: 52
- CSO movements from jail to court: 24
- Juvenile Transports: 0
- Involuntary Emergency Admissions (IEA): 5

-Arrest:

- Arrest on warrant, Superior or Civil Warrant, Instate Warrant, EBW, GCSO cases and on view arrest(complaint generated by this agency)
Total Arrest: 20

-Civil:

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

Total Monthly Civil Service: 159

-Warrants:

- Total # of Active Warrants: Criminal= 398
Civil = 29
Total 427

-Motor Vehicle Activity

- Motor Vehicle Stops: 11

-Fleet Mileage

- Total Miles Driven: 22,485

Grafton County Sheriff's Department Investigative Services Division Activity



September 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 September 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.

New Investigations:

Possession of Child Sexual Abuse Images (1)

Cyber Crime / Identity Theft (1)

Narcotic Investigations (4)

Grand Jury:

Possession of Child Sexual Abuse Images (2)

Distribution of Child Sexual Abuse Images (1)

Possession of Controlled Drug / Delivery of Articles (2)

Resisting Arrest or Detention (1)

Subpoena Update (2)

Court Disposition:

1 Plead Guilty to Possession of Child Sexual Abuse Images (4 Counts)

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

September 19 – October 16, 2023

COMPLEX

American Rescue Plan Act (ARPA) Project Updates

Test Wells – This project is complete and based on Horizons Engineering’s report (see attachment), we have a well field that is capable of meeting the county’s water needs, with the following caveats:

- Although our flow & reserve capacity meets DES requirements, it is marginally over the requirement, hence Horizons recommends drilling one more well to ensure adequate reserve.
- All compounds detected in our water samples were well below DES thresholds, however, uranium levels were just 20% below the DES maximum contaminant level. Based on this Horizons recommends a uranium removal system to treat a portion of the flow to reduce it further.

Conceptual Opinion of Cost: \$2,222,000

Conceptual Opinion of Operating Cost vs. Current Costs: Wells - \$60,355 / Woodsville \$85,941

Annual water cost savings: \$25,586 annual savings with a potential to be a \$27,065 savings

As a next step, Horizons Engineering’s recommends the Grafton County Complex should prepare and submit a Concept Approval Request to the New Hampshire Drinking Water and Groundwater Bureau following the requirements of Env-Dw405.04. Essentially, this document is a formal request to develop our own water system. Jon Warzocha said a lot of data is collected and collated and would take he and his staff a week to prepare. His preliminary estimate of cost for this service is \$6,000 - \$8,000. I’ve asked him to send a formal quote.

Based on last month’s report, has the Board of Commissioners decided whether to proceed with our own water system? If so, then I need your approval to hire Horizons Engineering to prepare and submit a Concept Approval Request to the New Hampshire Drinking Water and Groundwater Bureau following the requirements of Env-Dw405.04.

BACnet Full Integration – We are still working with Alliance Building Automation to complete punch list discrepancies.

Makeup Air Unit (MAU) – On 9/28 Vermont Mechanical (VM) replaced the nursing home’s Make Up Air Unit (MAU). The process has not gone smoothly from the start. Initially, VM miscalculated the roof curb in relationship to the new MAU, causing their new duct transition not to fit. They had to make a new one. Their startup team did not arrive on the date scheduled, so the start up was delayed. The gas piping was done poorly and had to be redone. The MAU heater will not stay running and keeps tripping off during colder weather. VM has been on site twice to troubleshoot the issue but were unsuccessful in finding the exact cause. Yesterday they consulted with Greenheck, the MAU manufacturer, to solicit their input on what may be the cause. Greenheck had two main concerns, one being MUA fan speed that likely will require a minor adjustment to prevent over firing and short cycling and the need for a new regulator at the unit.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

September 19 – October 16, 2023

VM ordered the new regulator and had it overnighted to get it here today. If all goes as planned, VM will install the new regulator today and adjust the fan speed accordingly in hopes these two things will correct the problem.

Farm Generator – Generac came back on site and replaced the O2 sensor that failed during the load banking of the new generator. Dead River is scheduled to come back and 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. *Still awaiting the backordered meter.*

Water Tank

Every 5-years the water tank must be cleaned and inspected in accordance with EPA standards. On 8/21 M&K Commercial Divers completed this task. The overall condition of the tank is sound. My department needs to reseal the top before cold weather sets in to seal up minor cracks. I've ordered the material to complete this job and we received it last week. If the weather cooperates we will try to reseal the top of the tank otherwise it will have to wait until spring.

Kitchen Hoods & Ductwork – Kitchen Kleen completed the 6-month inspections and cleaning of our hood systems at the nursing home and Dept of Corrections (DOC). Both passed inspection and are good for another 6-months of use.

Elevators – Stanley Elevator completed the quarterly inspections on all of the county's six elevators and the annual inspection on two of the nursing home's three elevators. All passed inspection & test and are good for another 3-months.

Fire Alarm Systems – Alarmco and my staff are currently performing annual testing of the fire alarm and smoke control systems at the DOC. All other buildings will be tested when the DOC is complete.

Horse Meadow Cemetery – We dropped several dying pine trees situated along the road side of the cemetery as a preventative measure vs. allowing high winds to take them down.

Underground Storage Tanks (UST) & Above-ground Storage Tanks (AST)

1. We treated all UST and AST tanks with fuel stabilizers and treatments to maintain the quality of fuel.
2. We started polishing the fuel in the Admin. Building UST. All others USTs and ASTs to follow.
3. Tanner Hill Milling & Construction Inc, a new UST inspection contractor that I used for the first time, completed the annual inspections on all four of the county's USTs. All passed inspection without issue.

COURTHOUSE

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

September 19 – October 16, 2023

Fire Alarm – Over the past month the fire alarm intermittently went into TROUBLE mode for AC failure. My staff troubleshot the problem to a power module that is starting to fail. Alarmco is in the process of getting us a replacement part. *Because this panel is so old, it has been difficult sourcing a replacement power module.*

Elevator – Last month I reported that the elevator intermittently would not go to the floor it was called to but needed to be left in the fault mode so Stanley Elevator could troubleshoot and fix the problem. In a recent visit a Stanley tech discovered and replaced a faulty door control relay to correct the problem.

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. *We moved all the parts, refrigerant gases, torches and lift to the courthouse roof to do this 2-day job. We've evacuated all the refrigerant from the defective circuit but are now at a standstill due to competing priorities and FMLA requirements for a key staff member.*
2. The building's pneumatic controls compressor has a contactor chattering that is being caused by a bad pressure switch and relays. As an interim measure we are running the controls off a portable compressor. *We received the backordered parts but some of them are not correct. We are working with the vendor to rectify this situation.*

Dispatch Director's Office – One of the window panels became completely delaminated and fell apart. We rebuilt the panel and reinstalled it

Circuit Court Area - Judge Chamber 2 closet and stenographer closet both have asbestos peeling off the ceiling. Catamount Environmental abated the ceilings and my staff installed new suspended ceilings and painted both rooms.

Plumbing – A steel-braided water hose serving a sink in the male bathroom near court rooms 1 & 2 burst and flooded the back hallway by all the court offices. We replaced the braided hose and inspected the rest of the braided-hoses in the building and found eight more that looked suspect. We've replaced all eight.

Generator – The block heater intermittently stopped working. Yesterday we replaced it with a new one.

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.

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Tubs – We removed the old Apollo tub system from the Meadow unit and installed & plumbed a new Penner tub system in its place. We were unable to do the same thing on the Granite unit because the tub chair for that new tub system was received with a faulty base. We received a replacement tub chair base and will install this new tub system on Granite within the next week or so.

Laundry – Dryer 2 would not light. We replaced the spark module to correct the problem.

ADMINISTRATIVE BUILDING

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

Exterior Entrances - All of this building's concrete stairs and landings had various areas of decayed concrete. All of the decay was chiseled out, cleaned with muriatic acid & power-washed and new concrete and bonding agent applied. All areas are under a 1-month cure time before they can be painted.

HVAC

1. Deeds Vault AC unit – The condensate drain pan cracked from old age and leaked all over the floor. As an interim fix we placed a large trash can beneath this AC system to catch the condensate water, which we monitor and drain regularly. *We are still awaiting the backordered drain pan.*
2. Air Handler – Heat Recovery Unit 2 serving the North end of this building's common areas had a failed heat actuator. We installed a used actuator as an interim fix until a new one is procured.

Dept. of Corrections (DOC)

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

HVAC

1. Heat Pump WHP-A1 shutting down intermittently on high pressure. We troubleshot the cause to a bad high-pressure sensor...*we installed used serviceable sensors but need to order new replacement ones.*
2. Heat Pump WHP-G1 shutting down intermittently on low pressure. We troubleshot the cause to a bad low-pressure sensor... *we installed used serviceable sensors but need to order new replacement ones.*
3. Heat Pump WHP-D1 circuit A kept tripping off line when its reversing valve actuated and slave controller is not providing the right voltage to this same valve actuator. A Trane technician troubleshot the issue and believes the reversing valve needs rebuild and the unit needs a new slave controller. We are awaiting a quote.
4. Air handler ERU-D1 supply fan motor mount cracked. We replaced the motor mount and belts.

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Emergency Generator

1. 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 replace it in October when on site doing annual PM work.
2. 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 6000 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 cover backup power requirements until ours is fixed. They are currently seeking the manufacturer's help to troubleshoot and fix our generator. As of yesterday, Powers informed me they have been in contact with Cummins, the generator engine manufacturer, and it is looking like a Cummins service tech could be on site Wednesday or Thursday of this week to troubleshoot our generator's engine problem.

Kitchen – Middle walk-in cooler refrigerant low. Tightened service valve to better seat packing and serviced refrigerant.

Security Glass

1. An inmate broke the security glass in Cell A02 door...we boarded it up and ordered replacement glazing.
2. A correctional officer broke the security glass above the service tray slide-out in Control...we boarded it up and ordered replacement glazing.

Special Handling Unit - An inmate destroyed the rubber padding on the floor in front of A05 cell door. I still have to order the materials needed to fix it.

MAINT/FARM BUILDING

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

Sprinkler – Hampshire Fire completed the 5-year open pipe inspection. Everything looks really good, so the system is good for another 5-years of continued service.

Dairy Barn

Domestic water – When the water reclamation system failed this past summer it took several weeks to get parts and get it repaired. During this timeframe water used to prechill the milk tank drained directly down the drain instead of being directed to the water reclamation system that normally used this water to water the cows. This had an adverse effect on the farm's sewage account. It currently sits at 39% remaining when normally it should be at 75% remaining at the beginning of October.

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BIOMASS PLANT

Preventative Maintenance (PM) – My staff performed various PM tasks throughout. Next week we will be shutting down the plant for a 6-month cleaning of the boiler, an inspection of the system and to replace the boiler firebox door.

ALTERNATIVE SENTENCING BUILDING

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

SENIOR CENTER

Nothing to report

VEHICLES & EQUIPMENT

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