

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
February 20, 2024

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

OTHERS: Supt. Oakes, Anne Duncan Cooley, and Michelle Beaudin – Grafton Regional Development Corporation, Tracey Secula, Jack Terrill, Julia Butterfield, Justin Slattery

Commissioner Piper called the meeting to order at 2:00 PM and began with the Pledge of Allegiance led by Commissioner Ahern.

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

Supt. Oakes discussed the status of the test wells with the Commissioners and stated that Jon Warzocha from Horizons Engineering has stated that he can attend a meeting to answer further questions from the Commissioners. The Commissioners agreed to have J. Warzocha come to a meeting.

Supt. Oakes stated that regarding the administration building boiler project outlined in his report, he has looked further into funding and has roughly \$19,000 from various encumbered accounts that he can use to cover the costs. He has received a not to exceed quote of \$22,273.00 from ARC Mechanical. Commissioner Piper asked if the Commissioners wanted to rethink last week's decision regarding using capital monies. The Commissioners discussed where the funding for the project would come from and agreed on using the encumbered funds.

MOTION: Commissioner McLeod moved to accept the quote from ARC Mechanical for \$22,273.00 and approve using the encumbered funds identified by Supt. Oakes.
Commissioner Ahern seconded the motion, and all were in favor.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from February 14th. Commissioner Piper had a couple of small edits.

MOTION: Commissioner Ahern moved to approve the minutes from February 14th as amended. Commissioner McLeod seconded the motion, and all were in favor.

2. The Commissioners signed check register 2024-02.02.2024

3. January Financial Reports:

CA Libby reported that the Nursing Home is on target for revenue and could exceed Medicare revenue if the payor source stays as is with the census. She stated that the Farm is behind due to

the sale of milk as well as a timber cut that has not happened but was budgeted for. She noted that they are at the budgeted amount for interest, and the Register of Deeds is up \$131,000.

Expenses – CA Libby noted nothing of concern at this point.

Commissioner McLeod left the meeting.

3. Non-Profit Funding – Commissioner Ahern stated that he talked with Supt. Lethbridge about FarmDOC. Commissioner Ahern stated he does not know if a smaller dairy trailer could be purchased with ARPA funds. He thinks that could be something that would be in the best interest of the County and the taxpayers. This could be used to train the inmates at the DoC to learn skills for when they are released. He discussed the upcoming crop season and what the plan is for the farm.

The Commissioners agreed to have the nonprofit discussion next week when Commissioner McLeod was present.

Anne Duncan Cooley & Michelle Beaudin from Grafton Regional Development Corporation arrived and gave the following quarterly update:

A. Cooley stated that Casey Trio would like to meet with the Commissioners to discuss potential programs with the inmates from the DoC.

A. Cooley discussed the attached spreadsheet that outlines an overview of their services and impact.

M. Beaudin reviewed the Micro Business grants that have been awarded.

Grant Administrator Tracey Secula arrived for three (3) Public Hearings.

1. Mid-Grant public hearing on the 2023-2024 CDBG Microenterprise Technical Assistant Grant

3:30 PM Commissioner Piper stated that they will now hold the Mid-Grant public hearing on the 2023-2024 CDBG Microenterprise Technical Assistant Grant. This meeting is available both in person and by virtual link, as stated on the Grafton County website and in the published notice.

She then turned it over to the Grant Administrator.

Tracey Secula of Lakes Region Planning Commission introduced herself as the Grant Administrator for the 2023-24 CDBG Microenterprise Technical Assistant Grant.

The purpose of this hearing is for Grafton County to review the results of the 2023-24 Community Development Block Grant Microenterprise Technical Assistance Program with the public and to take comments on the project's performance. The following information will be reviewed: 1. The scope of the project 2. The project's progress and status of completion and

expected timeframe to completion. 3. The program results to date with project totals of the number of lmi beneficiaries served 4. The funds expended so far, the funds available and budget expectations to completion. There is a handout of the summary data for this project available to everyone. 5) After all this data is presented, I would like to introduce you to our subrecipients who are in the field meeting and assisting NH's microenterprise individuals and businesses.

1) Project Scope: Grafton County was awarded up to \$747,615 for the purpose of assisting five subrecipient agencies to provide microenterprise training and technical assistance activities, direct grants, down payment assistance and loans to eligible applicants. An eligible applicant must own or be actively developing a microenterprise and be a low- to moderate-income individual/business owner with 5 or fewer full-time employees. The five agencies assisting the County include:

Belknap Economic Development Council \$100,815

Coos Economic Development Corporation (CEDC) \$153,175

Grafton Regional Development Corporation \$245,960

Wentworth Economic Development Corporation (WEDCO) \$85,800

Women's Rural Entrepreneurial Network (WREN) \$161,865

2) Project progress and status of completion and expected timeframe to completion - This project is a one-year award encompassing the timeframe of July 1, 2023, through June 30, 2024. The data I will be providing encompasses the 1st six months of this project, thus we are ½ way through this project. All eligible program activities will be conducted on or before June 30, 2024 (but there is an allowance up to December 31, 2024, to finalize all direct grant/down payment/loan claims which may include an updated final close out report).

3) Program results to date and projected totals – The data I am reporting on covers the first six months of this program, or July 2023 through December 2023. There have been 54 low- and moderate-income recipients that have received technical assistance/training benefits. The project calls for up to 120 recipients to be served for these services. This means 45% of the LMI have been served and the expectation is that up to an additional 66 lmi beneficiaries can be assisted through this award by June 30, 2024. There are also targets for Community Center Area and Target Population beneficiaries. For this time period, 54% of the lmi beneficiaries were in a CCA/TP category or 31 out of the 54 beneficiaries.

In addition to this, there have been 16 direct grant awards given out with a total of \$48,276 in equipment related assistance. While there were no targeted number of direct grants by lmi beneficiary, the subrecipients targeted \$115,000 toward direct grants. An individual lmi beneficiary can receive up to \$5,000. The sixteen that received the awards ranged from \$1,740-\$5,000 per client.

4) Funds expended, balance of funds available, and budget expectations to completion - The project has accrued almost \$324,181 in claims through 12/31/2023 or approximately 43% of the

award. There is a balance of \$423,434, or 57%, available. There are quarterly claims submitted for the Technical Assistance and Training beneficiaries, which means two additional claims will be submitted for these services. Any direct, down payment or loan claims can be submitted as the subrecipient works with a client. All Technical Assistance claims will be submitted no later than mid-July 2023 with final report documents due then as well. It is expected that the five organizations will utilize all the training and technical assistance funds and provide up to an additional 66 lmi clients with benefits by the program end date of June 30, 2024. It is unclear, however, if all the direct grant, down payment, and loan program opportunities will be fully utilized at this time. The direct grants targeted \$115,000 towards direct grants, with the amount spent through 12/31/23 representing a 42% utilization thus far. The subrecipients are continuing to work with clients on direct grant awards. There were two of five loans provided amounting to \$5,000.

This is the third year that this program expanded into down payments. There are more lengthy environmental review and document compliance requirements than the TA and direct grants. There were no down payments during the first half of this program year. However, there is one subrecipient (CEDC) that is working with two clients for up to \$10,000 in down payment awards that will be reflected in the second program year. If both of these move forward, the target of \$20,000 in down payments will be met.

The subrecipients will be asked to re-evaluate their program offerings and review their budgets to maximize what the lmi beneficiaries' needs are, which could mean some adjustments to their budgets with CDFA and Grantee approval.

5) Agency Introductions/Stories – I would now like to turn it over to our subrecipients (virtual or in person attendance) to introduce themselves and have them talk about their agency, services, or a special story. The agencies and representatives are as follows:

- **BEDC** – Justin Slattery with Belknap Economic Development Council
- **Partnership with CEDC** - Ericka Canales with Coos Economic Development Corporation
- **GRDC** – Anne Duncan Cooley/Michelle Beaudin with Grafton Regional Development Corporation (in person)
- **WEDCO**- Jack Terrill with Wentworth Economic Development Corporation
- **Women's Rural Entrepreneurial Network (WREN)** Julia Butterfield

Members from each agency discussed their agency and shared stories.

Questions/Comments - Tracey Secula asked the Commissioners if they had any questions or comments. There were none.

Tracey stated that seeing there are no more questions, she would turn it over to the Chair to open the public hearing.

Commissioner Piper stated that this closes the presentation portion of the 2023-2024 Mid-Grant

Microenterprise Technical Assistant Public Hearing. She stated that she would like to now open the Public Hearing to the public to seek any comments or questions.

Public Comment – H. Mrema stated that she had seen this presentation before and to see the project advance at a rapid pace, she finds it very compelling.

3:49 PM Commissioner Piper stated that there are no further comments/questions from the public and she would like to close the Mid-Grant Public Hearing on the 2023-2024 CDBG Microenterprise Technical Assistant Grant.

2. Public Hearing on the Amendment to the 2023-2024 CDBG Microenterprise Technical Assistant Grant

3:50 PM Commissioner Piper stated that they would now hold a Public Hearing on the Amendment to the 2023-2024 CDBG Microenterprise Technical Assistant Grant. This meeting is available both in person and by virtual link as stated on the Grafton County website and in the published notice. She stated that she would turn it over to the Grant Administrator.

1. Purpose of Hearing: Tracey Secula of Lakes Region Planning Commission explained that “The purpose of this hearing is to obtain public input on a CDBG grant amendment to the current 2023-2024 CDBG Microenterprise Technical Assistance award for up to \$747,615. This amount matches the original allocation and adds an additional one-year timeline extension. This hearing is also intended to authorize the Grafton County Chair to sign, submit, and execute any documents which may be necessary to effectuate the CDBG Amendment.
2. Reason for Amendment: NH Community Development Finance Authority (CDFA), the administrators of NH’s CDBG federal grant allocation, is providing current Grantees of the Microenterprise Technical Assistance award the opportunity to file an Amendment for up to the same original allocation and an additional year to continue the program objectives of this Microenterprise Technical Assistance program rather than conducting a full competitive application process. Historically, this CDBG opportunity is a yearly competitive application process. The program has had very successful Technical Assistance and Training outcomes and has expanded into providing down payment, loans, and direct grant assistance to 100% low-moderate income microenterprise beneficiaries. The Amendment process is quicker than the full application which will allow the subrecipients to focus on providing direct benefits to the community.
3. Amendment Changes: This Amendment will not have any major changes from the original/current award’s purpose, scope, location, or lmi beneficiaries. This Amendment will provide for the following things: 1) A one year extension (7/1/24-6/30/25) for all Technical Assistance and Training opportunities and up to 12/31/2025 to close out the Down Payment and Direct Grants 2) Up to \$747,615 in additional CDBG funds to the Grantee and broken down again to each of the following subrecipients:

- Belknap Economic Development Council (BEDC) \$100,815
- Coos Economic Development Corporation (CEDC) \$153,175
- Grafton Regional Development Corporation \$245,960
- Wentworth Economic Development Corporation (WEDCO) \$85,800
- Women’s Rural Entrepreneurial Network (WREN) \$161,865

4. Overall Amendment/Contract Modification: If approved, the overall award will cover the time period of 7/1/2023-12/31/2025. The total allocation will be \$1,495,230.

Please see the attached handout of the original award amounts, the proposed amendment amounts and the total award with the timelines. There are some small re-allocations anticipated to one of the agency’s budgets, however, the overall scope and purpose of these modifications fall within the original intention of the grant award. Any notes on modified budget are indicated by each agency and have been altered to best market and service their clients.

- Belknap Economic Development Council \$100,815 – NO CHANGE
- Coos Economic Development Corporation (CEDC) \$153,175 – NO CHANGE
- Grafton Regional Development Corporation \$245,960 – NO CHANGE
- Wentworth Economic Development Corporation (WEDCO) \$85,800 – NO CHANGE
- Women’s Rural Entrepreneurial Network (WREN) \$161,865 – *PROPOSE CHANGES TO \$20,000 FROM TA CLIENTS TO DIRECT GRANTS CLIENTS- 6 LESS TA CLIENTS AND MINIMUM OF 4 MORE DIRECT GRANTS TO CLIENTS*

5. Questions/Comments - Tracey Secula asked if there were any questions from the Commissioners. There were none. She stated that seeing there are no more questions, she will turn it over to the Chair to open the public hearing.

Commissioner Piper stated that this closes the presentation portion of the Amendment to the 2023-2024 Amendment Microenterprise Technical Assistant Grant. I would like to now open the Public Hearing to the public to seek any comments or questions.

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

3:56 PM Commissioner Piper stated that if there are no further comments/questions from the public, she would like to close the Amendment Public Hearing on the 2023-2024 CDBG Microenterprise Technical Assistant Grant.

MOTION: Commissioner Ahern to support the submission of the CDBG grant amendment of up to \$747,615 in CDBG funds to provide an additional year to the

existing 2023-24 CDBG Microenterprise Technical Assistance and Training program with the same program requirements, outcomes, and sub-recipient partners; and to authorize the County Commissioners to sign, submit, and execute any documents which may be necessary to effectuate the CDBG Amendment. Commissioner Piper seconded the motion, and all were in favor.

3. Housing and Community Development Plan Public Hearing

3:59 PM Commissioner Piper stated that they would now hold a Public Hearing to review and seek public comment on the Grafton County Commissioners' Housing and Community Development Plan. This meeting is available both in person and by virtual link as stated on the Grafton County website and in the published notice. This hearing is also intended to authorize the Grafton County Commission to approve this HCDP.

The County's Housing and Community Development Plan (HCDP) identifies needs which currently exist or are anticipated during the next three years. The plan provides a basis for guiding Grafton County's housing and community development objectives and actions. There are copies of the Housing and Community Development Plan for your review. Handout of Updated Housing and Community Development Plan w/ 2/20/24 date provided by Grafton County.

Commissioner Piper stated that she would like to open this up to the public for any comment or input. There were no comments.

4:01 PM Commissioner Piper stated that she would like to close the public hearing as there are no more comments.

MOTION: Commissioner Ahern moved to adopt the Housing and Community Development Plan. Commissioner Piper seconded the motion, and all were in favor.

Agenda Items:

1. CA Libby requested to go into nonpublic session.

MOTION: * 4:05 PM Commissioner Ahern moved to enter into non-public session for the purposes consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A: 3, II (e). Commissioner Piper seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern "yes and Commissioner Piper "yes. " Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

*4:36 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 Piper seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “Yes,” Commissioner Piper said, “Yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passes.

4:37 PM With no further business, the meeting adjourned.

Respectfully Submitted,


Martha S. McLeod, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 16 – February 19, 2024

COMPLEX

American Rescue Plan Act (ARPA) Project Updates

Test Wells – NH DES approved the county's Concept Approval Request per the requirements of Env-Dw405.04. At my request, Horizons Engineering has laid out benchmarks for pursuing our own water system (see the attached email from Jon Warzocha. Jon also agreed to provide budgets for the engineering and permitting, and update the budget for the construction cost to develop our own water system so you are armed with an up-to-date estimate to help in your decision-making process to pursue or not pursue our own water system.

BACnet Full Integration – We are still awaiting As-built documents. When I get them 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.

Makeup Air Unit (MAU) – Vermont Mechanical and the air balancing contractor was on site this morning and balanced the MAU air flow.

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 tasked my department's gas-fitter to order one and install it. *No update since last report.*

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. All of the AST's are complete and the nursing home and DOC UST's are the only tanks left to complete.

Backflow Device Testing – Over the last 2-weeks my staff tested the county's 38 back flow devices to ensure bacteria from our sprinkler pipes and chemicals from our boilers didn't back feed into the domestic water supply. One device in the dairy barn and one at the courthouse failed their tests. Each device is comprised of double check valves and each one experienced one of their check valves to fail. Because the second check valve in each device remained operational, no bacteria or chemicals were discharged into the domestic water supply. We replaced the failed check valve in the courthouse device and cleaned and reassembled the barn device. Both passed test following these actions.

COURTHOUSE

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

Fire Exit – Concrete heaved under threshold of the North emergency exit stairwell door where do would not open. Had to tear threshold out to free door. We can't install a new threshold until warm weather. In the interim we had to stuff pipe insulation under the door gap to prevent cold penetration.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 16 – February 19, 2024

Dispatch – The On-Demand (OD) hot water heater in the kitchen failed. The department’s master plumber discovered domestic hot water lines in the vicinity of the kitchen that are part of the building’s overall domestic hot water supply. Instead of replacing the OD hot water heater, he tied in the building supply system to the kitchen faucet.

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.

HVAC

- The Biomass feed to the building’s boilers had its bypass return valve fail. We mechanically adjusted it and eventually replaced it with a new one once that part came in.
- Air Handler HRU-2 had its exhaust damper stop working. We replaced a failed actuator.

Laundry – Washer 2, a washer that was new 6-months ago, experienced a Variable Frequency Drive (VFD) failure. Daniels Equipment Co. replaced the VFD. The part was covered by warranty but the labor was not.

State Survey – The nursing home was inspected by Health & Human Services 2-weeks ago. Although I can’t speak for the medical side of the inspection, the life safety portion of the inspection was deficiency free.

Fire Alarm – A week ago we had a fire alarm contractor add an annunciator panel in the In-Service Training Room; They replaced the main panel LCD screen due to an intermittent scrambling of its digits and letters. The contractor also reprogrammed quite a few alarm points so the nursing staff could better understand the locations of various alarm points.

Street Sign – A recent storm broke off the top portion of the large wooden nursing home sign in front of the building. We removed the lower half and have been in the process of restoring the sign in our woodshop. Once completed, we will rehang it.

ADMINISTRATIVE BUILDING

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.

Boilers - Boiler I has a leak between its castings. We tightened the casting bolts to draw the sections together but the leak got worse. We took the boiler off line and isolated it. A Vermont Heating &

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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Ventilating (VHV) technician assessed it last week and I am awaiting a quote to repair it. They said it is very likely we have some cracked castings.

I since met with ARC Mechanical and Alliance Mechanical and both mechanical contractors believe the leak likely stems from a failed seal called a push nipple. ARC Mechanical agreed to do the work based on Time & Material (T&M) with a Not-To-Exceed (NTE) quote of \$22,273.00. This would entail completely disassembling the boiler, cleaning and inspecting all surfaces and rebuilding the boiler with new seals if all sections are found serviceable. Alliance Mechanical's proposal for this exact same scope of work, based on T&M, with an NTE quote of \$29,675.00 is \$7,402 more. Please accept the quote of ARC Mechanical for this job (quotes are attached).

Dept. of Corrections (DOC)

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

HVAC

- Heat Pump WHP-D1 that serves the Men's Minimum-Security Housing Area: 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.*
- Heat Pump HP-B7 that serves the roll call room had its carbon dioxide sensor fail, causing the outside air damper to remain at 100% open, thus bringing in too much cold air and causing the heat pump to run excessively to maintain the room setpoint temperature. Since this sensor is obsolete, we cannibalized one from the employee dining room, a rarely used room, and installed it in the roll call room to fix the issue there.
- Air handler AHU-G1, which serves the programs area in Area G, had its exhaust dampers stop modulating. We replaced an actuator that had failed.

Plumbing – In Area A, Intake & Booking, many of the inmates try to flood their cells to be a nuisance. The correctional officers (CO's) have the ability to electronically shutoff water to banks of cells but not individual cells. To prevent shutting down a whole bank of cells, many of the CO's figured out how to mechanically isolate a cell by manually closing water isolation valves. This ad-hoc process achieved outcome they desired, but as a side effect they prematurely wore out many of the mechanical isolation valves. To mitigate this issue, my staff replaced the worn-out valves but also introduced electrical

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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switches into the electrical circuits for the electronic shutoff valves so the CO's just have to flip a switch to isolate an individual cell vs. shutting down a whole bank of cells.

Kitchen – The dishwasher tray feed motor and cogs are completely worn out and are cause for trays getting hung up at the outfeed portion of the dishwasher, causing excessive use of hot water if not closely monitored. We made some interim adjustments and ordered a new motor and cogs to replace the worn-out items.

MAINT/FARM BUILDING

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

Emergency Lighting – One of my staff recently noticed many of the fluorescent lights with battery ballasts did not work when testing the battery function. We upgraded the lights to a non-ballasted LED type with LED battery backup bulbs. We also added these lights to our monthly emergency equipment inspection checklists to more proactively monitor their condition.

Farm

Dairy Barn

- Southwest High Drive Area: Farm staff accidently broke with a skid steer a structural support post that supports the Southwest high drive floor. My staff installed a new post.
- Fire Alarm: While investigating the broken post situation I saw a broken electrical conduit with a fire alarm strobe device hanging by it wires in the same area as the post damage. We repaired the conduit and remounted the strobe.

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

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

SENIOR CENTER

Nothing to report

VEHICLES & EQUIPMENT

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

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

January 16 – February 19, 2024



Sewer Rates – While preparing my FY25 budget I analyzed our current sewer rates vs. what Woodsville Water & Light Department said they would be in FY24. They projected an 8% sewer rate increase from FY23 to FY24 and my sewer budgets account for that increase. All of my sewer budgets have spent down much faster than they normal and today I realized WW&LD levied a 55% increase for FY24, 47% higher than what they suggested I budget for FY24. With this said, all of my sewer budgets will be in the red at year end.

Jim Oakes

From: Jon Warzocha <jwarzocha@horizonsengineering.com>
Sent: Thursday, February 8, 2024 2:37 PM
To: Jim Oakes; Karyn Wong; Cathy Conway
Cc: Julie Libby
Subject: Re: Request for Concept Approval- Small Community Water System- Grafton County Complex (PWS#1104010, DR6445)

The next steps would be as follows:

1. Prepare and submit a Preliminary Siting Report for the wells, including adding the location in the report for the third well.
2. Upon approval install the third well and do the permitting pumping test and water quality sampling
3. Once data are in hand for water quality prepare and submit the design of the emergency interconnection and pump station with any treatment (if required), disinfection, and corrosion control.
4. Concurrently, prepare and submit a Final Siting Report to request final well approval.
5. Construction of the project.

We can put together budgets for the engineering and permitting, and update the budget for the construction cost if you'd like. We can have this to you by end of next week if that's acceptable.

From: Jim Oakes <joakes@graftoncountynh.gov>
Sent: Thursday, February 8, 2024 2:25 PM
To: Jon Warzocha <jwarzocha@horizonsengineering.com>
Cc: Julie Libby <jlibby@graftoncountynh.gov>
Subject: FW: Request for Concept Approval- Small Community Water System- Grafton County Complex (PWS#1104010, DR6445)

Jon,

What is the next step in this process? We are in the budgeting process and need a road map to identify benchmarks and costs.

Jlm

From: Gaylord, David <David.D.Gaylord@des.nh.gov>
Sent: Thursday, February 8, 2024 2:17 PM
To: Wendy Piper <wpiper@graftoncountynh.gov>
Cc: Jim Oakes <joakes@graftoncountynh.gov>; Jon Warzocha <jwarzocha@horizonsengineering.com>; Karyn Wong <kwong@horizonsengineering.com>; DES: Community Well <communitywell@des.nh.gov>; Klevens, Cynthia <CYNTHIA.M.KLEVENS@des.nh.gov>
Subject: RE: Request for Concept Approval- Small Community Water System- Grafton County Complex (PWS#1104010, DR6445)

Some people who received this message don't often get email from david.d.gaylord@des.nh.gov. [Learn why this is important](#)

Good afternoon Wendy,

Please find the attached Concept Approval regarding conversion of the Grafton County Complex from it's current PORS configuration to a Community Water System with independent water sources. Let me know if you have any questions.

Take care,

David D. Gaylord, PE

Small Systems Design Review Engineer

Drinking Water & Groundwater Bureau

NH Department of Environmental Services

(603) 271-2953 | David.D.Gaylord@des.nh.gov

From: Wendy Piper <wpiper@grafftoncountynh.gov>

Sent: Friday, January 26, 2024 11:14 AM

To: Jon Warzocha <jwarzocha@horizonsengineering.com>; Gaylord, David <David.D.Gaylord@des.nh.gov>; Karyn Wong <kwong@horizonsengineering.com>

Cc: Jim Oakes <joakes@grafftoncountynh.gov>; Klevens, Cynthia <CYNTHIA.M.KLEVENS@des.nh.gov>

Subject: Re: Request for Concept Approval- Small Community Water System- Grafton County Complex

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Thank you.

Wendy

Wendy A. Piper

Chair, Grafton County Board of Commissioners

President, New Hampshire Association of Counties

Grafton County Commissioners Office

3855 Dartmouth College Highway

North Haverhill, NH 03744

(603) 727-8392

From: Jon Warzocha <jwarzocha@horizonsengineering.com>

Sent: Friday, January 26, 2024 11:08 AM

To: Gaylord, David <David.D.Gaylord@des.nh.gov>; Karyn Wong <kwong@horizonsengineering.com>

Cc: Jim Oakes <joakes@grafftoncountynh.gov>; Wendy Piper <wpiper@grafftoncountynh.gov>; Klevens, Cynthia <CYNTHIA.M.KLEVENS@des.nh.gov>

Subject: Re: Request for Concept Approval- Small Community Water System- Grafton County Complex

Hi David,

Please see our responses below in *italics*. Please let us know if you have further questions, and if it would be beneficial to set up a call to discuss the project.



Corporate Headquarters
802-222-9255 Bradford
802-222-5481 Fax
www.arcmech.com

Satellite Locations
603-444-3440 Littleton/St. Johnsbury
603-443-6111 Lebanon/White River Jct.
603-256-8533 Keene/Brattleboro

Paul Luciw
Estimator/Project Manager
802-535-7167 Cell
603-298-7902 Office
pluciw@arcmech.com

February 16, 2024

Jim Oakes
Grafton County Complex
3855 Dartmouth College Hwy
North Haverhill, NH 03774

603-787-2700, joakes@graftoncountynh.gov

Budget Estimate# 24-258

Project Name & Location

Boiler Budget
3855 Dartmouth College Hwy, North Haverhill, NH

Jim,

Thank you for the opportunity to provide a quote to re-rope and gasket your existing HB Smith boiler.

ARC will

- Shut down boiler, disconnect the burner and electrical, and remove boiler jacket.
- Take each section apart and remove the existing gaskets and roping.
- Clean each section and inspect for any issues after the boiler has been taken apart. If there are no issues found after the boiler sections have been cleaned, we will start the assembly process.
- Replace all the gaskets and roping for each section.
- Pressure test and check for any leaks after all sections have been assembled. If no leaks are found, we will start installing the jacket on the boiler along with gauges and controls. We will then mount the burner with a new burner gasket and connect oil piping.
- Fill boiler, check for leaks, start boiler, perform an efficiency test, and check for proper operation after all connections have been completed.

Budget: \$22,273.00

Notes

I have estimated 4 guys for a week. We will perform this project on a T & M basis, which can be a cost savings. If there are no issues with the sections, I feel this can be completed in 3 to 4 days.

This budget includes removing old parts and any garbage there might be.

Exclusions

- Premium time labor
- Permits and permit fees
- Line voltage electrical wiring and loose disconnects
- Repairs/modifications to systems beyond this scope of work

Please call if you have questions.

Respectfully,

A handwritten signature in black ink that reads "Paul Luciw". The signature is written in a cursive, flowing style.

Paul Luciw



Date:	2/20/2024		
Submitted to:	Grafton County Complex Admin Bldg.	Job/Project :	Re-gasketing Smith boiler.

We hereby submit the following:

- Lockout and disconnect the line voltage and controls to boiler.
- Remove burner from boiler.
- Disassemble boiler jacket to expose all sections of boiler.
- Isolate supply line to building with a valve downstream of both boilers. If no valve is present, draining of the system may need to take place.
- Cut out small section of supply pipe to be able to remove boiler sections.
- Disassemble all boiler sections leaving the back section in place.
- Clean and inspect each boiler section ensuring that the gasket locations have no pitting or corrosion.
- Re-install each boiler section one by one with new gasket material and torque to spec.
- Install new boiler chamber kit.
- Reconnect supply piping with welded fittings as needed.
- Re-mount burner and reconnect electrical/controls.
- Install new pressure relief valve.
- Pressurize boiler and check for leaks.
- Fire boiler and check for proper operation.
- Re-insulate supply pipe connection.
- Perform combustion test.

EXCLUSIONS: Ductwork painting and cleaning; Sprinkler systems and fire protection; Masonry cutting, coring and patching; Concrete cutting, coring and patching; Roof cutting, patching and flashing; Asbestos and lead removal; Excavation and backfill; Coordination drawings; Liquidated damages; LEED requirements; Prevailing wages and Davis-Bacon Act; Bonds and Permits; Temporary Facilities and Services; Off hours, overtime and holidays.

We propose to complete the above referenced work for the amount of:

Twenty-Nine Thousand Six Hundred Seventy-Five Dollars \$29,675.00

Payment terms:

Net 30

All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized Signature:

Shawn Keefe
Project Manager

Note: This proposal may be withdrawn by us if not accepted within 15 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above. Payment will be made as outlined above. If Alliance Mechanical undertakes collection of delinquent accounts; the customer agrees to promptly pay the balance due plus any and all costs of collection, including court costs, interest and reasonable attorney's fees.

Date of Acceptance _____

Authorized
Signature: _____



AN OVERVIEW OF OUR SERVICES AND IMPACT

1:1 Business Advising

GRDC partners with SBDC to provide 1:1 business advising to all of our clients.

- 150 businesses served in 2023.
- 67 came from outreach efforts initiated through the SBA Community Navigator program.

Loans

GRDC provides loans to business owners in Grafton County and partners with banks and other lenders to leverage the resources available to growing businesses. Most recently, GRDC has been making more and more loans to owners seeking to purchase an existing business from a retiring owner.

- 15 loans made in 2023; 10 were microloans.
- \$934,000 in loans
- \$5.2 million leveraged
- 99 jobs created or retained

Grants

Through the CDBG-Micro grant program, GRDC is able to offer small grants to business owners.

- 7 equipment grants in 2023
- \$12,795 awarded in total
- Example purchases: commercial refrigerator, computer, palm router, plumbing tools, pressure washer, printing press.

Programming

GRDC offers short lunch and learn workshops as well as more intensive program series – all for free. We often partner with Chambers of Commerce, Center for Women & Enterprise, and other business support groups in order to reach more business owners and business leaders.

- 10 programs in 2023
- Most popular programs were anything marketing related and Quickbooks.

Incubators & Co-Work Space

GRDC provides affordable space to growing businesses in our two incubators – The Enterprise Center at Plymouth and Dartmouth Regional Technology Center (DRTC) – and in our co-work space, PemiWorks.

- 56 businesses were in our incubators/co-work space in 2023.
- 460+ jobs were created or retained by these businesses

Success Stories throughout the County

GRDC reaches businesses throughout Grafton County and the success of the local businesses we serve promotes the success of the towns and cities in Grafton County.

- Served businesses in 30 different communities in Grafton County in 2023.
- A sampling of the variety of businesses served:
 - Jeff LaClair | Jade Grace dba ProOptical
 - Roland & Catherine Lacoss | RL Lacoss Plumbing & Heating
 - Renee Costa | Lady Rich Car Wash
 - Leonel & Alexa Vasquez | La Familia Restaurant
 - Amanda Arcone | New England Home & Interiors