

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
April 16, 2024

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

OTHERS: Supt. Oakes, Register Monahan, GRDC – Anne Duncan Cooley & Michelle Beaudin, Interim Farm Manager White, Sgt. Griffin, Pete Blanchard, Helen Mrema

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

Commissioner Ahern participated electronically, according to RSA 91-A: 2, with the reason being he was unable to attend the meeting in person. Electronic participation was at his request. It was noted that a roll call must take all votes.

Employee Council – See attached attendance sheet.

The Commissioners presented the attached proposal for the Employee Council.

A. Sanders asked why a percentage-based COLA keeps the integrity of the wage scale rather than a flat dollar amount. CA Libby explained that a flat dollar amount gives a much higher percentage raise at the bottom of the scale and compresses the wage chart. The wage chart is based on percentages. She stated that the Commissioners gave a dollar amount last year, but they cannot keep doing that each year. She stated that the current CPI as of last week is 3.4%. A. Sanders noted that Social Security gave 3.2% for 2024. He stated that if they are looking at a 3.4% CPI for the Northeast Region, he would like to counter the Commissioners' 2% COLA offer with a 3.4%. He added that he likes the additional \$500 Flexible Spending Account contribution for the SOS plan and thinks that is a nice offer.

The Commissioners thanked the employees for coming and said they would further discuss the proposal and get back in touch with them.

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

1. The Commissioners opened bids for the Nursing Home Landscape Project. One (1) bid was received as follows:

- Alliance Consulting and Excavation – \$117,902.64

Supt. Oakes stated that he would like to check references before they accept the bid.

2. DoC Heat Pump – Supt. Oakes referred to the need to replace this heat pump in his report. He stated that various pots of money are available to cover this cost. He noted that he has

encumbered funds, funds in the current budget, and leftover ARPA funds. He received the two (2) following quotes:

Trane - \$28,260.00

Alliance Building Automation - \$12,774.00

MOTION: Commissioner Ahern moved to accept the quote from Alliance Building Automation for \$12,774.00. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes.” With three (3) votes in favor and none in opposition, the motion passed.

Register Monahan – Memo for Consideration

Register Monahan stated that she will temporarily leave a deputy position until they see what happens. She hired two (2) unbenefited records clerks to help with the project. She thought one (1) of those employees’ skills would segway into a part-time unbenefited office position for indexing, but then, due to personal reasons, she left, and therefore, she has an unfilled part-time unbenefited records clerk position as well as a Deputy Register position. Register Monahan reported one of her other staff members was promoted to the Assistant Deputy Register in February.

Register Monahan explained that her office is about to undertake another automation and wants to see how this works out. She noted that she is thrilled with her new hire and will see what everyone’s abilities are, then likely have another automation. She said they are doing a lot of counseling for the public. She spoke with Noah Hodges of NH Planning. There are a lot of situations with their citizens where someone is bulldozing right-a-ways because they are a landlocked state. Planning boards are making poor decisions, and there is a lot of waste in legal fees and animosity, which starts at her counter. Register Monahan reported that the gentleman from NH Planning, whom she has worked with in the past, left, and she was disappointed because they did great work together. He is now the Judge of the dedicated land issues courts in Hillsborough. They are going to see busy activity. She stated that this is the overview of what is going on with customer service support. She stated that they will likely need a new deputy in the future but are waiting to see how this transition goes.

Register Monahan stated that she has had a discussion with Fidlar and SNS. SNS wanted her office to come onto the County’s domain but felt insecure with their systems because they were aging out. She stated that she is going to submit a supplemental surcharge request for the upcoming budget for nine (9) new desktop stations so that when they go into the domain, it is with new equipment with Windows 11. She said that she would not have pushback with their programs, with them being on Windows 11. This will make the most sense for cyber security and all around. Register Monahan explained that this will be integrated and run by Grafton County IT, not Fidlar. She feels this will be a good move because they would be under the same system as the rest of the County.

Register Monahan stated that, regarding her memo for consideration, she is looking to promote Brenda Dodge to Executive Assistant to the Register/Senior Deputy.

MOTION: Commissioner McLeod moved to promote Brenda Dodge to the Executive Assistant to the Register/Senior Deputy. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes”. With the vote being three (3) in favor and none in opposition the motion passes.

Commissioner Piper said they would discuss Register Monahan’s email regarding the April 2nd minutes under their agenda items. She stated that this email was regarding the nonpublic session. She had a conversation with Admin. Assistant Norcross because she remembered it the same way Register Monahan did. She asked Admin. Assistant Norcross to review the audio. She and CA Libby reviewed the audio, and the Commissioners went into a nonpublic session briefly. Register Monahan noted concerns about her statement regarding her requiring security for her department and that the Commissioners are in charge of this building and are not included in the minutes. CA Libby stated that the comment was not in the recording and offered to send Register Monahan a copy. CA Libby stated that Register Monahan may have said it in a nonpublic session, but it is not part of the statement she made in a public session. Register Monahan stated that she requires security for her department as many of these situations could be defused with another deputy. She stated they are having issues every day. If the Commissioners would like to go into nonpublic, she can discuss the morale of her department over these security issues but noted that she does not have time for this today. Commissioner Piper responded that they could schedule a nonpublic session, but the Commissioners have time left before their next agenda item. Register Monahan requested to go into a nonpublic session.

MOTION: * 9:49 AM Commissioner McLeod moved to enter into a non-public session for the purposes of consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life according to RSA 91-A: 3, II (i). Commissioner Ahern seconded the motion. This motion requires a roll call vote. 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 would now go into non-public session.

*9:59 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “Yes,” Commissioner McLeod said, “Yes,” Commissioner Piper said, “Yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passes.

Ann Duncan Cooley and Michelle Beaudin – GRDC

A. Duncan Cooley reported that the microenterprise program is doing well, and they have had a steady stream of businesses applying. She noted that the Enterprise Center is also doing well.

M. Beaudin reported that GRDC has been the recipient of a family childcare grant, which will support bringing in family childcare providers across the County at various stages of licensure. Those that are informal, license-exempt, and licensed. She stated that her job is to find these providers and show them the available resources. Some of the resources available are directors' networks, which are facilitative groups where providers can talk to each other and learn from each other about resources coming from the state. She will work to get them connected with grants to get licensed and then get them into the microenterprise programs. She explained that often, childcare providers work long hours during the day and do not have the time to step away to meet with them. She stated that this grant will allow her to visit these childcare providers to help them fill out paperwork while they are working. A. Duncan Cooley noted that this is a CDFA grant. M. Beaudin stated that GRDC has been sounding the alarm with CDFA in northern Grafton County due to the lack of childcare available, and they are happy to see the movement now.

Commissioner Ahern thanked them for coming in. He expressed his concerns regarding the lack of housing and a safe place for people to go. A. Duncan Cooley stated that housing and childcare are at the top of their list and are the biggest needs of businesses. Funding from the federal government can help finance accessory dwelling units. She explained that she has been talking to local banking agencies about an informational session to help with this financial piece on real estate, and they are hoping to have that informational session this fall.

A. Duncan Cooley and M. Beaudin answered questions from the Commissioners. The Commissioner thanked A. Duncan Cooley and M. Beaudin for coming in.

Farm Staff – Interim Farm Manager White, Pete Blanchard, Sgt. Griffin

MOTION: * 10:30 AM Commissioner McLeod moved to enter into a non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c). Commissioner Ahern seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern said "yes," Commissioner McLeod said "yes," and Commissioner Piper said "yes," and Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

*11:55 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 said, “Yes,” Commissioner Piper said, “Yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passes.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the 3/28/24, 4/4/24, 4/9/24, and 4/11/24 meetings. Commissioner Piper had a few edits in the April 4th minutes.

MOTION: Commissioner McLeod moved to approve the minutes from the 3/28/24, 4/4/24, 4/9/24, and 4/11/24 meetings. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes.” With three (3) votes in favor and none in opposition, the motion passed.

2. The Commissioners signed check registers 1150-1153;2024-04.12.2024.

3. Commissioner Piper signed the following CDBG Drawdown Requests:

- i. BEDC - \$15,280.19
- ii. GRDC - \$46,251.33
- iii. WEDCO - \$37,040.59
- iv. WREN - \$37,573.23

4. Appointment to Joint Loss Management Committee - CA Libby stated that she would like the Commissioners to appoint Asst formally. CA Burbank to the Joint Loss Management Committee.

MOTION: Commissioner McLeod moved to appoint Asst. CA Burbank to the Joint Loss Management Committee. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes”, Commissioner McLeod said “yes”, Commissioner Piper said “yes”. With the vote being three (3) in favor and none in opposition the motion passes.

5. CA Libby stated that the Commissioners did the Certificate of Authority for the VOCA grant. She received an email stating that they needed the date added, and then she had to add the statement, “ The authority remains valid for 30 days from the date of the contract.” Commissioner McLeod signed the new Certificate of Authority.

6. Executive Committee Meeting 4/22/24 9 am – CA Libby reminded the Commissioners of the Executive Committee meeting, where they will put together their recommendations for Elected Officials' wages.

MOTION: * 12:17 PM Commissioner Ahern moved to enter into a non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes,” and Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*12:32 PM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner McLeod moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “Yes,” Commissioner McLeod said, “Yes,” Commissioner Piper said, “Yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passes.

MOTION: * 12:33 PM Commissioner McLeod 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 Ahern seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes,” and Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*12:37 PM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner McLeod moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “Yes,” Commissioner McLeod said, “Yes,” Commissioner Piper said, “Yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passes.

Agenda Items:

CA Libby stated that the Commissioners must plan to discuss the Social Services budget on Thursday. She noted that they had previously talked about coming up with a different formula to fund them. The Commissioners would need to finalize that portion of the budget and have a bigger conversation on Thursday. Commissioner McLeod stated that she thinks it needs a bigger

discussion and maybe have a further discussion next year about a different way of funding. The Commissioners will discuss the social services budget further on Thursday.

Comments from the public – There were none.

Commissioner Issues:

1. Commissioner McLeod stated that A. Duncan Cooley brought up Noah Hodge, who is from the State Planning Agency. He would be the person the County would contact to see what resources are available to help with the issue regarding WMUR TV.
2. Commissioner Piper stated that during their Courthouse meeting, the Chief Justice mentioned the County's involvement in the SIMs project. She stated that the planning committee is moving along, and there are many people on the County campus involved, as well as nonprofits who will attend the workshop. The workshop is the 6th-7th of May, and she received a request to see if the County could help with the funding for meals, a rough estimate is that the total catering costs will be \$1,900 for breakfast and lunch. Commissioner Piper stated that she is representing Grafton County on the SIMs program and asked if the County could make a contribution. The Commissioners discussed the request and agreed to contribute \$1,000 for food services.

12:45 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

Employee Council Members in Attendance:

Kris Vaughn
Teresa Locke
Nicholas Balch
Jennifer Gilding
Johanna Derby
Christine Ash
Angela Wheeler
Helen Mrema
Deb
Mariah Johnson
Andre Sanders
Nancy Clement
Sam Olsen
Deena Youngman

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

March 19 – April 15, 2024

COMPLEX

American Rescue Plan Act (ARPA) Project Updates

BACnet Full Integration – A department employee completed running new BACnet cables in the nursing home and is in the process of installing new Honeywell controllers that Alliance delivered last week.

Makeup Air Unit (MAU) – This project is complete, and I've paid the contractor in full.

Underground Storage Tanks (UST) & Above-ground Storage Tanks (AST): All of the AST's are now complete.

Elevators – During Stanley Elevator's last site visit they discovered many of our elevator caller ID numbers didn't match the assigned elevators and the DOC elevator phone line was dead. We concluded Consolidated Communications skewed them when transitioning from the Avaya phone system to the Consolidated system. Once notified of the issue, Consolidated Communications correct all of these deficiencies.

Fire Alarm Systems – Alarmco inspected all of our fire alarm systems, completing the 6-month secondary inspections. All were deficiency free. Also, Alarmco and Stanley Elevator technicians tested all of our elevator fire recall functions in accordance with NFPA 72 and 101 standards...all worked as programmed.

Fire Suppression Systems

- Hampshire Fire inspected all of our sprinkler systems, completing quarterly inspections/tests and also completed the 3-year flow test of the DOC's three dry sprinkler systems in accordance with NFPA 25 standards...all were deficiency free.
- Fire Equipment, Inc., our new clean chemical system contractor, inspected all three clean chemical systems at the DOC, completing these 6-month NFPA inspections/tests in accordance with NFPA 12, 12A, 2001 and 72 standards.

COURTHOUSE

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

NURSING HOME

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

Front Landscape Project – Bids were due yesterday and if we received any, we need to review them today.

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

March 19 – April 15, 2024

Laundry – We are in the process of installing a free air system in the laundry wash room. This system consists of a ducted fan, filtration system and controls that pulls outside air into the space for cooling during cooler months to save on air conditioning cost. My plan is to install one in the dryer room as well once the wash room one is complete.

Flooring – The flooring in Room 110's bathroom became unbonded and bubbled in a few places, creating a trip hazard for residents. Mayo's Flooring replaced the flooring material under warranty.

Fire Alarm – The main fire panel has intermittently experienced ground faults, sending the panel into the TROUBLE mode. The system resets itself before my staff have time to troubleshoot the cause. Several weeks ago, Minuteman Security & Life Safety, a fire alarm contractor who specializes in Notifier brand fire panels, replaced the main panel display because some of the panel's characters were ghosting in and out, making them unreadable at times. That same issue has reoccurred a few times since and we are wondering if there is a correlation of these two issues. A Minuteman technician is scheduled to troubleshoot the panel tomorrow.

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

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

Panic Alarms – Tasco Security added new panic alarms to two UNH Extension Offices.

Dept. of Corrections (DOC)

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

Elevator – A Stanley Elevator technician completed the annual elevator inspection and failed it because the elevator phone did not work. He will be back on 4/30/24 to reinspect it now that the phone line is active again.

HVAC

- Heat pump WHP-D1 still has one circuit out due to a bad control board. Trane gave me a proposal months ago to replace this heat pump's OEM Carel controller. Because the cost was staggering, I reached out to Alliance Building Automation to see if they could provide a non-OEM controller that would serve all the same functions. Last week I received a quote from them to do just that and their proposal is less than ½ of Trane's proposal, thus I would like to get your approval to accept it.
- Heat pump B9 isn't working properly during cooling. ARC Mechanical is scheduled to repair it today.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

March 19 – April 15, 2024

- Heat pump B11 was not running and the coil froze up. We replaced the chilled water actuator to fix the problem.

Dishwasher – The tray outfeed conveyor stops working intermittently. Every time department employees went to troubleshoot the problem, the dishwasher resumed normal operation, thus dietary staff couldn't duplicate the problem in their presence.

Cell A05 (crisis holding area) – An inmate carved out a few holes in the padded cell wall. We received the material to repair the wall padding, but we have not had access to the cell because it has been continuously occupied.

Electrical

- A large UPS serving a critical area had battery tray 5's circuit board fail. We replaced it. A few weeks later tray 1 failed for the same issue. We replaced one as well.
- A door position switch in one of the Area C cell doors failed. We are still awaiting a backordered part.

Plumbing – An automated isolation valve above the ceiling in Intake & Booking started leaking. We were able to tighten a packing nut to get it to stop.

Shower Walls – Epoxy walls in 17-shower locations need repair due to peeling and bubbling. We are awaiting funding to complete this work.

MAINT/FARM BUILDING

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

Farm

Dairy Barn - Several milking pulsators failed...rebuilt all.

BIOMASS PLANT

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

Wood Chip Quality – Over the past month many of the chip loads had a lot of dirt and rock mixed in. It's not readily visible when we receive the loads. However, when the dirt and stone get into the boiler it creates 3-foot diameter sheets of slag/poor quality glass. It is extremely heavy and must be broken up before it can be pulled from the boiler for disposal. I've complained numerous times to Cousineau Forest Products and they relayed they have been having issues with sand and stone washing into their paved yard from surrounding properties when they get heavy rains. They've discounted every load I've complained about.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

March 19 – April 15, 2024

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

SENIOR CENTER

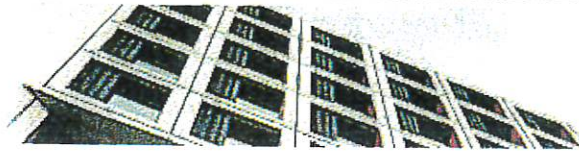
Nothing to report

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

OTHER

HVAC – Every year when we transition into our building cooling season we experience HVAC equipment failures following long periods of non-use. Because I don't have an HVAC guy on staff anymore and we won't have an HVAC contract in place until sometime in July, it will be very difficult getting an HVAC contractor on site to address any issues that arise. They will be busy tending to their established customer's needs, thus we won't have any priority with them. If we experience equipment problems in this interim period, we may have to wait days or potentially weeks to get someone on site to troubleshoot and fix these issues. I am especially concerned about the Courthouse because it has the oldest HVAC systems and has been the most problematic in the past. When these situations arise, I assure you I will do my best to get contractors here as soon as possible, but in some instances that may not be good enough, especially if there are long delays outside my control.



Trane U.S. Inc.
15 Constitution Drive
Bedford, NH 03110
Phone: (603) 263-2060
Fax: (603) 471-0077

October 30, 2023

Jim Oakes
Grafton County Complex
3855 Dartmouth College Hwy
North Haverhill, NH 03774-0377

Site Address:
Grafton County Department of Corrections
3785 Dartmouth College Hwy
North Haverhill, NH 03774

ATTENTION: Jim Oakes

PROJECT NAME: Grafton County Department of Corrections, Multistack WHP-D1 Controller Replacement

We are pleased to propose the following Trane services for the equipment listed. Services will be performed using Trane's exclusive service procedures provided by factory trained and experienced technicians. You receive the full benefit of our expertise derived from being Trane equipment's original manufacturer. Our procedures are environmentally and safety conscious while providing for the efficient delivery of these services.

EQUIPMENT LIST

Grafton County Department of Corrections

The following "Covered Equipment" will be serviced at Grafton County Department of Corrections:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Heat Pump	1	Multistack	MS10X	AA 03 272	WHP-D1

SCOPE OF SERVICE

Trane will provide the necessary labor and material for the following work on the above listed equipment:

- Lock out tag out unit
- Prepare system and unit for repairs
- Remove failed slave pCO3 controller
- Install new slave pCO5 controller
- Install new BACnet communication card
- Ensure software and firmware are updated to all controllers
- Assist controls contractor in pulling in desired heat pump points to existing controls system
- Remove lock out tag out
- Run heat pump and ensure proper operation of controllers and modules

PRICING AND ACCEPTANCE

TOTAL PRICE:.....\$28,260.00 USD

CLARIFICATIONS

- 1. Any service not listed is not included.
- 2. Work will be performed during normal Trane business hours.
- 3. This proposal is valid for 30 days from October 30, 2023.

I appreciate the opportunity to earn your business and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,

Rory Beard
Account Manager
E-mail: Rory.Beard@trane.com
Cell: (978) 408-3560

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service.

CUSTOMER ACCEPTANCE

Authorized Representative

Printed Name

Title

Purchase Order

Acceptance Date
Trane's License Number:



Project Name: WSHP-D1 Replacement
 Project Address Grafton County DOC

Project Contact: Jim Oakes

PROPOSAL PREPARED BY	PROPOSED AMOUNT
Name: Sean O'Reilly Title: Project Manager Phone: (603) 790-8272 Email: seano@agusa.com Date: April 12, 2024 <div style="text-align: center;"> <u>Sean O'Reilly</u> Sean O'Reilly </div>	\$ 12,774.00

DESCRIPTION OF WORK
<p>We Propose to:</p> <p>Furnish and install new Niagara VEC-10 (Honeywell EDGE-10) Controller and associated IO modules Furnish and install new temperature sensors to ensure compatibility with new controller Furnish and install isolaton relays where required Furnish detailed control drawings, updated graphics and control programming</p> <p>Material: \$3,134 Labor: \$9,640</p>

This project may qualify for a financial incentive through Efficiency Vermont . Please contact Efficiency Vermont at (855) 317-2254, for further information

We propose to complete the above referenced work for the total amount of: TOTAL \$ 12,774.00

ACCEPTANCE OF PROPOSAL

Payment terms:	
Net 30 days	
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.	
Sean O'Reilly, Alliance Building Automation	Note: This proposal may be withdrawn by us if not accepted within <u> 15 </u> days.
Authorized Signature: Sean O'Reilly	
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.	

The conditions and scope of work are acceptable and Alliance Building Automation is hereby authorized to proceed with the proposal.

Authorized Signature

Date

Purchase Order Number

PLEASE NOTE THAT WORK CAN NOT BE PERFORMED WITHOUT A SIGNED PROPOSAL ON FILE WITH ALLIANCE BUILDING AUTOMATION.

11 Interchange Drive
 West Lebanon, NH 03784
 Phone: 603-790-8272
 Fax: 603-790-8334

P.O. Box 666
 Essex, VT 05452
 Phone: 802-864-4000

30 Henniker Street , Suite 3
 Concord, NH 03301
 Phone: 603-790-8272

127 Quality Lane, Suite A
 Rutland, VT 05701
 Phone: 802-772-7726