

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
June 18th, 2024

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

OTHERS: Maintenance Supt. Oakes, Sheriff Stiegler, Helen Mrema, Nick De Mayo

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

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

Sheriff Stiegler welcomed Roy Irwin as their new part-time deputy and Hunter Torrey as their new full-time Deputy.

Bid Waiver Request - Sheriff Stiegler stated that he is looking to purchase two (2) cruisers that were just approved through ARPA funds. He stated that he is looking to purchase two (2) Chevrolet Tahoe from Macmulkin Chevrolet in Nashua, NH, noting that they have been awarded the state bid for NH with these vehicles. He explained that he has checked with CMG and MHQ in Massachusetts, who have both the same vehicles, but the cost is higher. He stated that law enforcement vehicles remain in short supply, noting that Macmulkin Chevrolet has requested 300 Tahoe P.P.Vs and will only be receiving sixty (60) of them in 2024; therefore, he would request a bid waiver and purchase through Macmulkin. He stated that the cost for each of these vehicles was \$52,656.00 for a total of \$105,312.00. He noted that the fully approved ARPA request was for \$144,070.00 which includes the two (2) vehicles and the safety equipment for each.

MOTION: Commissioner McLeod moved to waive the bidding process and purchase two (2) Chevrolet Tahoe P.P.Vs for the Sheriff's Office through Macmulkin Chevrolet. Commissioner Ahern seconded the motion and all were in favor.

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

MOTION: Commissioner McLeod moved to accept Alliance Mechanical's proposal of \$11,645.00 for the HVAC PM contract contingent on the Delegation's approval of the FY25 budget. 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 the June 11th. Commissioner Piper had one minor edit.

MOTION: Commissioner McLeod moved to approve the minutes from the June 11th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers 1174 & 1183-1184.
3. Commissioner Piper signed a CDBG Drawdown Request GRDC Micro for \$4,138.67.
4. Vachon, Clukay & Company—Engagement Letter—CA Libby explained that this is for the FY2024 audit. It was put out to bid last year for a three- (3) year contract. The cost of this year’s audit is \$35,000. Commissioner Piper signed the letter.
5. UNH Memorandum of Understanding – CA Libby stated that the Commissioners received a copy of this MOU at one of the Executive Committee budget meetings. She explained that the County signs this MOU with the University of New Hampshire every six (6) years. Commissioner Piper signed off on the MOU.
6. Certificate of Authority—Drug Task Force Grant—CA Libby stated that this is for the Sheriff’s Department. The Department of Justice provides \$88,000 for the Drug Task Force.

MOTION: Commissioner McLeod moved to accept the funds, enter into a grant agreement with the Department of Justice and authorize the Grafton County Sheriff to sign and execute all documents for the Drug Task Force grant. Commissioner Ahern seconded the motion and all were in favor.

7. Grant Writer Proposals – CA Libby stated that proposals were sent out last week for a grant application writer for the Mill Pond Housing CDBG in Ashland. She noted that the grant writing fee is reimbursed through the grant and paid once it is awarded. One (1) proposal was received as follows.

- Donna Lane - \$4,000

CA Libby recommended the Commissioners accept Donna Lane’s proposal based on her experience.

MOTION: Commissioner Ahern moved to accept the proposal from Donna Lane in the amount of \$4,000. Commissioner McLeod seconded the motion and all were in favor.

8. Deeds Surcharge Supplemental Request – CA Libby stated that the Executive Committee approved this at their meeting yesterday, but the statute states the Board of Commissioners has to approve this request as well.

MOTION: Commissioner McLeod moved to approve the Register of Deeds Supplemental Surcharge request for \$13,000. Commissioner Ahern seconded the motion and all were in favor.

9. May Financial Reports—CA Libby stated that the reduced Proshare payment is the main unanticipated item this year causing their issues. She stated that most departments are on target for revenue projections to finish the year. The County is doing well on expenditures as well. She noted that she has already discussed the over-expenditure on the outside counsel line with the Executive Committee, as well as the contracted service line for SNS.

CA Libby stated that the County was originally denied the USAC subsidy, but NETC was able to submit paperwork, and the County should now receive the full subsidy amount of roughly \$170,000 but noted that this has not been approved yet. She stated that there are some over-expended accounts but nothing alarming. She added that the County will have to borrow money

this year and explained that the \$4.5 million ProShare payment over the last two (2) years was key in the County not having to borrow money.

Public Comment:

Nick De Mayo asked who the County's Auditors were. CA Libby stated that the County uses Vachon Clukay. He also asked for an explanation of what the Memorandum of Understanding with UNH Extension is. CA Libby explained that Grafton County has an agreement with the University System for UNH Cooperative Extension. The County pays a percentage of the Extension Educator's salaries and related expenses, as well as the salaries for two (2) administrative assistants, who are County employees. She noted that the University System has these agreements in place with all ten (10) counties to operate the UNH Cooperative Extension offices out of each County. Grafton County provides the space for UNH Extension. She discussed the various services that UNH Extension provides. Nick De Mayo asked if someone from UNH Extension could work on the Farm to train inmates with good behavior in vocational education programs and, therefore, make the Farm more productive. CA Libby explained that one of the key things that has not been communicated is that many inmates are only at the DoC for short periods of time. The average length of stay is less than five (5) days. She also noted that a majority of their inmates are pretrial inmates and they cannot be forced to work outside of the facility. There is not a lot of opportunity for most of the inmates housed here to have meaningful training as they are not here for long enough periods of time.

Nick De Mayo also stated that it sounds like there has been a lot of waste in repairing various HVAC equipment or generators, and if that could be done in-house, it would save taxpayers money. Commissioner McLeod stated that the problem is that they have been unsuccessful in hiring a licensed HVAC person. CA Libby added that they have not had anyone apply for the job.

Commissioner Issues:

1. Commissioner McLeod stated that there is a great project going on in the Franconia Notch on the Bridal Path. It is being redone to be more accessible to people. The US Forest Service is looking for people to volunteer to help. She noted that this is a multiyear project that was largely funded through Senator Shaheen's Office.

11:30 AM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk



Grafton County Sheriff's Department Operations Division

Monthly Report

May 2024

Statistics

-Transport:

- Court Transports: 20 Prisoner Transports: 59
- CSO movements from jail to court: 22
- Juvenile Transports: 1
- Involuntary Emergency Admissions (IEA): 15

-Arrest:

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

Total Arrest: 17

-Civil:

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

Total Monthly Civil Service: 161

-Warrants:

-Total # of Active Warrants: Criminal= 395
Civil = 21
Total 416

-Motor Vehicle Activity

-Motor Vehicle Stops: 15

-Fleet Mileage

- Total Miles Driven: 28,801

Grafton County Sheriff's Department Investigative Services Division Activity



May 2024

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Units had the following activity for the month of May 2024. The Investigative Services Division is feeling the impact of staffing shortages resulting in having to limit the services as a regional resource to support the Operation's Division in extraditions, warrant services, and other responsibilities. The majority of investigative work conducted was on active and previously reported matters. We hope as vacant positions may be filled, we are able to once again offer extended investigative services to the agencies and communities in our region.

As the Part-Time Internet Crimes Against Children Task Force Investigator, I have had a chance to try and dispose of, or refer to other jurisdictions a number of cases that otherwise have back-logged while triaging cases as they are referred for investigation. In the month of May, three (3) investigative search warrants were served on behalf of these ICAC investigations, these investigations still open. Each of these search warrants in reference to the possession, distribution, or manufacture of child sexual abuse material (CSAM) or sexual assault on a minor child. The tedious examination of evidence collected continues in a number of these cases.

Grand Jury:

Possession of Child Sexual Abuse Images (X40)

Distribution of Child Sexual Abuse Images (X4)

Delivery of Articles / Possession of Controlled Narcotics (X2)

New Investigations:

Sex Offense(s) (2)

Simple Assault (1)

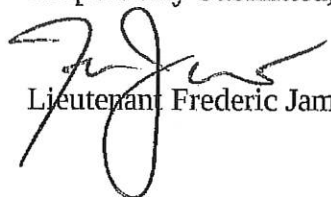
Assist Other Police Agencies (5)

Evidence or Property obtained to include electronics or storage medium for review, examination, delivered or taken into the Computer Forensic Unit (CFU).

Communication Devices (Cell Phone):	(10)
Computer DVD	(2)
Electronic Equipment (USB):	(1)
Electronic Equipment No Sub Category:	(4)
Recording Media	(1)

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

Respectfully Submitted,



Lieutenant Frederic James

Memo for Requested Action by Commissioners:

To: Grafton County BOC

GRAFTON COUNTY SHERIFF'S DEPT.
3785 DARTMOUTH COLLEGE HWY BOX 6
NORTH HAVERHILL, NH 03774

From: Sheriff's Office

Date: 06/03/2024

Subject: Purchase of Sheriff's Vehicle's (2) for 2024 with ARPA funds.

Background Info: Grafton County Delegation Executive Committee approved funding for two (2) Sheriff's vehicles and safety equipment for 2024 using this funding source at a maximum amount of \$144,070.00.

Issue: To replace two (2) existing aging Sheriff's vehicles with two (2) new vehicle's. Utilizing the funding sources noted above we are requesting to utilize \$105,312.00(\$52,656.00 each) to purchase two (2) Chevrolet P.P.V. Tahoe's for Sheriff's Office use from Macmulkin Chevrolet in Nashua, NH. Macmulkin has reportedly been awarded the state bid for NH with these vehicles.

We have also checked with both C.M.G. and M.H.O. in Massachusetts who will both have these same vehicles but the cost will be several hundred dollars more at each dealership thus leading to us requesting that the bidding process be waived and Macmulkin Chevrolet be awarded this purchase and sales agreement. I have attached a copy of the pricing for your review and both vehicles would be identical.

Law enforcement vehicles remain in short supply from what we have and continue to experience in this industry. Macmulkin Chevrolet for example, requested 300 Tahoe P.P.V.'s and will only be receiving sixty (60) of them in 2024.

Recommended Motion: To waive the bidding process and purchase two (2) Chevrolet Tahoe P.P.V.'s for the Sheriff's Office.

Discussion: Open

Unless otherwise required by State Statute, or other County Policy, this Memo, along with any documents involved, must be submitted "in hand"/electronically (as the case may be) to the County Administrator, in a timely manner, no later than 4:00 PM of the Wednesday before the next County Commissioners' regular meeting where the desired "Request" is to be acted upon.





Vehicle Locator

Detail Report for Customer:

MAGMULKIN CHEVROLET CADILLAC
 3 MARION DR, NASHUA, NH, 03060
 603-898-1121

Customer/Company: undefined Sales Consultant:
 Address: undefined

Vehicle #1: 2024 Chevrolet Tahoe	VIN/Order #	MSRP	Stock #
	DGSJJ8	N/A	N/A

Additional Vehicle Information

Body Style: CK10706-4WD
 PEG: 1FL-Commercial / Fleet Preferred Equipment Group
 Primary Color: GBA-Black
 Trim: H1T-1WT/1FL-Cloth, Jet Black, Interior Trim
 Engine: L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T
 Transmission: MHU-Transmission, 10sp, 10L80 Gen 2

Options: 1FL-Commercial / Fleet Preferred Equipment Group
 5J3-Calibration, Surveillance Mode Int. Lighting - (SEO)
 5J9-Calibration, Taillamp Flasher, Red/White (SEO)
 5LO-(SEO) Calibration, taillamp flasher, Red/Red
 6J7-(SEO) Flasher System, Headlamp and taillamp
 9C1-Police Package
 A2X-Power Seat Adjuster (Driver's Side)
 A50-Seats: Front, Bucket, Full Feature
 AMF-Remote Keyless Entry Package
 AT6-Seat, 2nd row 60/40 Bench, manual
 ATD-Seat Delete: Third Row
 ATH-Keyless Open & Keyless Start
 AY0-Airbags-frontal, front seat side-impact and roof-rail
 B30-Floor Covering: Carpet, Color Keyed
 B58-Floor Mats, color-keyed, carpeted 1st and 2nd row
 BCV-(SEO) Calibration, Rear Door Auto Lock Disable
 BTV-Remote Engine Starting Pkg
 BVE-Assist Steps, Black
 C6G-GVW Rating 7600 Lbs
 CJ2-Climate Control, Electronic - Multi-zone
 D07-Center Floor Console, fixed
 DLF-Mirrors, O/S: Power, Heated
 GBA-Black
 GU5-Rear Axle: 3.23 Ratio
 H1T-1WT/1FL-Cloth, Jet Black, Interior Trim
 IOR-Chevrolet Infotainment, 7" Color Screen
 K34-Cruise Control
 KC4-Cooler, Engine Oil
 KI4-120 Volt Electrical Receptacle, In Cab
 KNP-Transmission Cooling System
 KX4-Alternator, 250 AMP
 L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T
 MHU-Transmission, 10sp, 10L80 Gen 2
 N37-Steering Column, Manual Tilt & Telescoping
 NC7-Emissions Override, Federal
 NE1-CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA Emissions
 PQA-1WT/1FL Safety Package
 PXT-Wheels: 20" Steel
 RC1-Skid Plate
 RNQ-Wheel, 20" Full size spare, steel
 T8Z-Buckle-To-Drive
 TB4-Liftgate, Rear, manual
 U2J-SiriusXM Satellite Radio, Delete
 UD5-Parking Assist, Front & Rear Sensors
 UDA-Communication system, deactivated
 UE4-Following Distance Indicator
 UEU-Sensor, Forward Collision Alert
 UHX-Lane Keep Assist/Departure Warning
 UHY-Automatic Emergency Braking
 UK3-Radio Controls -Steering Wheel
 UKJ-Sensor, Front Pedestrian Braking
 UT7-(SEO) Ground studs, aux, cargo area inside liftgate
 UTJ-Theft Protection System, Unauthorized Entry
 UVB-Rear Vision Camera, HD
 V03-Cooling system, extra capacity
 V53-Luggage rack side rails - none
 VK3-Front License Plate Mounting Provisions
 VQ2-Holdback N/A, Dealer Fleet Assistance
 WUA-Fascia, Front, custom
 XCS-TIRE ALL 275/55R20 SL 113V BW AL3 VAR1
 YK6-SEO Processing Option
 Z56-CHASSIS PACKAGE POLICE CONVERSION
 Z82-Trailer Package

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

PRICING : \$52,656.00

Thank you
 PAUL

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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American Rescue Plan Act (ARPA) Project Updates

Administration Building ADA Parking – The week of June 17th Paige Excavating will be prepping the new parking area for paving. Blaktop, the paving contractor, is currently quite busy but has agreed to slip us into their schedule if they get an open day between jobs.

Administration Building Front Steps – I'm in the process of looking into the concerns voiced by Delegation Chairman Sykes about the front steps and handrails potentially not meeting ADA code requirements. The code I've reviewed thus far seems to indicate he may have a few valid points. I've reached out to the State of NH Governor's Commission on Disability to request a site visit to validate potential findings. I'm awaiting their response.

Dept. of Corrections Showers – The contractor who provided my budgetary bid number says his proposal is still good but can't do this work until fall. I'm in the process of trying to find another contractor who will quote this work. Thus far I haven't received any response to my solicitation from another contractor I've reached out to. I will keep trying.

Maintenance Dept. Equipment Storage – This project will likely start in mid-fall once other projects currently in work are complete.

BACnet Full Integration – This project is proceeding steadily. *We are approximately 3/4 complete in the nursing home and have a goal of completing this project by late July.*

Nursing Home Landscape Project – The contractor doing this project was backed up on another customer's project, delaying the start of ours by 2-weeks. The amended schedule is as follows:

Week of 6/10: Excavate pavilion location

Week of 6/17: Delivery & planting of shrubs and trees; soils compaction; pour pavilion pad

August timeframe: Construct pavilion (by subcontractor) & complete electrical work (by Grafton County electricians)

COMPLEX

Sewage Rates – Last week I analyzed our sewer charges for the last 2-years by comparing them to the Woodsville Water & Light Department's (WW&LD) Rate Structures I recently received from the WW&LD. I found between the months of May and December 2023 their invoices exceeded the 2023 Rate Structure they provided me. When I brought this to the attention of the WW&LD Superintendent, Kevin Shelton, he looked into this issue and discovered the Town of Haverhill had implemented a massive rate increase for sewer line maintenance in that time period, which resulted in the publishing of an amended rate structure, which didn't get shared with some customers, including Grafton County. When I was able to get a copy of

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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the amended tariff, I was astounded at the increase. The following comparison shows the magnitude of the rate increase:

Original 2023 Rate Structure on a 500,000-gallon monthly bill

Sewer Charge	Sewer Line Maint. Fee	Total Bill
\$4,386.12	\$730	\$5,116.12

Amended 2023 Rate Structure on a 500,000-gallon monthly bill

Sewer Charge	Sewer Line Maint. Fee	Total Bill
\$4,386.12	\$3,130	\$7,516.12

Since I am not aware of any past or present sewer line repairs, I assume the money being collected will go towards replacing the sewer main once the Town has enough to commence with the work.

Lastly, I can now reconcile why many of my FY24 sewer line budgets are in the red.

Exterior Repairs – I assigned all my staff outside projects to complete over the summer, in between day-to-day jobs and Preventative Maintenance (PM) work. The work entails power-washing structures, scraping and painting. The structures we are attempting to complete are as follows:

- Nursing Home – Exterior doors and casings (Haven’t started)
- Admin. Building – Soffits, fascia and porch areas (In work)
- Dept of Corrections – Exterior door and window frames (Haven’t started)
- Alternative Sentencing Building – Exterior doors and casings (Haven’t started)
- Water tank - the entire structure (1/2 complete)

HVAC Preventative Maintenance (PM) Contract – The FY25 budget carries cost for a HVAC PM contract. Currently, I have two proposals for this work. Below is the sum of each proposal that covers the following buildings: Administration Building, Nursing Home, Alternative Sentencing Building, Dairy Barn milk system, Courthouse and Dept. of Corrections.

ARC Mechanical	\$16,475.50
Alliance Mechanical	\$11,645.00

Difference	\$4,830.00

Based on lower cost, I ask that you acceptance Alliance Mechanical’s proposal, contingent on the delegation’s approval of the FY25 budget on June 24th. If you do approve my request, I will forward a signed copy of the proposal to Alliance Mechanical immediately following the full delegation’s approval of the budget.

Gazebo – Kendall Standing Seam, LLC completed the standing seam roof on this structure.

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COURTHOUSE

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

HVAC Issues - Air conditioning condensing Unit (ACCU) 1: In late November 2023 Lee Pennock replaced compressor 2 on refrigerant circuit B but did not have a chance to test the compressor because it was too cold. A few weeks ago, an ARC Mechanical technician tested the compressor and it worked fine, but he did find a problem with a solenoid valve on that same circuit, which shut the compressor down prematurely. ARC ordered the part and will change it out when they receive it. *Since our last meeting ARC replaced the failed solenoid valve on circuit B. Despite doing this compressor 2 keeps tripping off line prematurely and the technician is not sure why. On June 25th he will return with a specialized piece of equipment called a mega-meter to check compressor 2's windings to see if any are shorted. He will also check the compressors rotation to verify it is correctly wired. In the interim, there are other operational stages of the ACCU that are working to keep the courthouse relatively comfortable. With today's forecast projected to reach 95-degrees, the handicapped system will be taxed.*

Roof – Patched hole in roof to stop leak

NURSING HOME

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

Office of Inspector General (OIG) - On June 10th the OIG, which is a federal agency out of the NY area, conducted an on-site inspection of Grafton County Nursing Home relevant to its backup generator power source. According to Craig Labore, the OIG is doing a random nationwide survey of nursing homes to assess strengths and weaknesses for the purpose of updating NFPA 110, backup power life safety code. My portion of the inspection involved sending the OIG volumes of generator maintenance records, electrical blueprints and other related documents prior to their June 10th site visit. On the day of their site visit, I gave the OIG team a tour of the generator and explained the integrated operation of the generator & utility electrical systems that support the nursing facility.

Fire Alarm – We are still awaiting a new power supply/battery charger and the correct batteries for the main panel. As an interim measure we have a temporary battery charger slaved in to keep the batteries charged so the system doesn't go into the TROUBLE mode.

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

ADMINISTRATIVE BUILDING

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

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

HVAC – Deeds reported their basement Archive room was hot. ARC serviced the systems refrigerant to restore this room’s AC.

Dept. of Corrections (DOC)

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

HVAC

- Heat pump WHP-D1 still has one circuit out due to a bad control board. *We are still awaiting Alliance Building Automation’s submittal for the new control system. In a recent conversation they said they are focusing on finishing up the nursing home BACnet full integration project and when complete they will have time to produce the submittal.*
- Air handler ERU-D1 has an energy wheel electric motor that is starting to experience bearing failure. The original motor is obsolete and Trane is having difficulty sourcing a new motor. They’ve contacted a vendor and are awaiting their reply.

Refrigeration – The kitchen middle cooler stopped working so kitchen staff moved the food to a different cooler. ARC Mechanical sent a tech to troubleshoot the issue, and the tech discovered the evaporator has a refrigerant leak in an inaccessible area. I am awaiting their quote to replace the evaporator. It will likely cost \$4,000 - \$5,000 for this repair.

Landscaping – The DOC staff re-landscaped the front of the DOC building. My department provided the materials and they completed the labor due to Maintenance Department short manning.

MAINT/FARM BUILDING

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

Farm

Dairy Barn – We rebuilt several pulsators, devices that are part of the apparatus that extracts milk from the cows.

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

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

Roofing – Kendall Standing Seam, LLC replaced the roof on this building. The snow rails for the building are backordered. When the contractor gets them, he will install them.

SENIOR CENTER

Nothing to report

VEHICLES & EQUIPMENT

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

OTHER

Staffing – I still have two vacant positions:

- Commercial HVAC/Licensed Gas-fitter/Skilled Maintenance Assistant (vacant 6-months) I've had just one applicant for the Skilled Maintenance Assistant position.
- Custodian (vacant 1-month) I've had two applicants and I am interviewing one of them this afternoon.

Year-end Inventory – Starting June 10th my department began conducting its inventory. This is a monumental task that consumes a few hundred man-hours each year. During the month of June many of our PM tasks won't get completed because I don't have the manning to support this work and the inventory.