

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

August 13th, 2024

PRESENT: Commissioners Piper, Ahern, and McLeod, County Administrator Libby, Assistant County Administrator Burbank, Administrative Assistant Norcross

OTHERS: Lee Robie, Mark Robie, Interim Farm Manager White, Sgt. Griffin, Cpl. Chef Lombardo, Supt. Lethbridge, Nursing Home Administrator Labore, Dietary Services Director Palmer. Lt. Hamilton, Lt. Charette-Combs, Nick De Mayo – via Teams

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

County Farm & Robie Farm Discussion – Lee Robie, Mark Robie, Interim FM White, Sgt. Griffin, Cpl. Chef Lombardo, Supt. Lethbridge, Nursing Home Administrator Labore, Dietary Services Director Palmer

L. Robie introduced himself and M. Robie. He stated they were there to discuss collaborating with the County Farm and moving products Robie Farm provides into the Nursing Home and the Department of Corrections. He explained that their operation has a delivery truck and direct sales throughout New Hampshire and some in Vermont. Robie Farm has a history with the County Farm that he would like to see continue; therefore, they are offering a collaboration with the Farm. L. Robie stated that Michael Palmer, Dietary Services Director in the Nursing Home, has been using some of Robie Farm's dairy products in the Nursing Home. L. Robie and M. Robie reviewed a brochure with product price lists with the Commissioners and those in attendance for the discussion.

L. Robie explained that at Robie Farm, they go by the acronym HGAL, which stands for Humane Raised, Growth Hormone Free, All Natural, and Locally Grown. They are not a large farm, but they have grown a large collaboration of farmers who work with them under HGAL. He added that their ground beef has won best burger in New Hampshire for the last three (3) years.

M. Robie stated that Brian Hilmer, who works for Community Servings out of Boston, providing hospice care, has the food-is-medicine mindset. If he feeds his patients good-quality food, they do better. B. Hilmer has claimed and can prove that his patients live longer on medically tailored meals. M. Robie explained that this organization uses natural products, and they receive products from Robie Farm. They further discussed food-is-medicine and reviewed a brochure on Food-is-medicine.

M. Robie discussed their collaboration with Interim FM White and explained that the County has been selling piglets to supply their pork operation over the years. The idea was to collaborate with the County Farm, taking piglets from the County, raising them, and then selling them back to the County. He noted that some of the County's cull cows are also being used in their

products. Robie Farm is the last dairy farm in Piermont because the dairy milk prices are not conducive to running a small dairy operation. He explained that they have made it work by downsizing and diversifying. They are no longer shipping out the milk; they are directly marketing. M. Robie stated that the county farm already has a market in the nursing home and Department of Corrections. The County does not have to compete in the vegetable selling market as they have what it needs to produce for the complex, and Robie Farm can supplement what else is needed.

Commissioner Piper stated that the operation of the County Farm is a yearly challenge for the Commissioners, and they appreciate these ideas. She asked if there were any questions or comments from the Commissioners. Commissioner Ahern stated that the County Farm operation has to make money, which is the one thing the delegation has been insistent on over the years. The farm needs more inmates from the DoC to come out and work. He added that the County has some of the best farmland in New Hampshire, and he knows that some inmates when they leave here, have acquired some skills that help them make money once they leave.

Commissioner McLeod stated that she feels there is an alternate purpose for the farm other than just giving the inmates something to do, as some may not use those skills once they are released. She stated that the County could look into having more diverse products for the DoC and Nursing Home on the farm. She feels they are missing a vision for the Farm, which is what some of them are looking for. Commissioner McLeod stated that they need to learn how not to have the taxpayers footing the bill for the Farm.

Commissioner Piper expressed her appreciation for this information and suggested that they meet again with more specifics. The concept was introduced today, and there seems to be interest in it.

N. De Mayo asked if Robie Farm ships to the general population. M. Robie stated that they distribute to retail outlets and restaurants but not to individual residents. N. De Mayo asked if they could ship to residents. Commissioner Piper stated that as the Chairman, she was intervening to say they have a public comment section. N. De Mayo responded by stating that Commissioner Piper had asked for questions, and he felt that was an appropriate time to ask. Commissioner Piper stated that she was asking for questions from the Commissioner and apologized for the confusion. She stated that they would wait for comments to stay on track regarding how they can best serve the purposes of County taxpayers, inmates, and residents of the Nursing Home.

Commissioner Piper agreed with Commissioner Ahern and Commissioner McLeod. It is imperative that they create a new vision, as the old model is not working for the farm. The Commissioners further discussed the potential collaboration with Robie Farm and asked questions about L. Robie and M. Robie.

Commissioner Piper stated that she would do something that should be considered an exception to the general rule. She stated that general comments are normally at one (1) point in the meeting but asked if N. De Mayo had a comment to offer rather than a question, as this was not a public hearing before they moved on to the next agenda item. N. De Mayo stated that Robie Farm could go through the County and put a County label on their products if they meet federal requirements

and sell it to the general public at local stores if it is that high quality of a product that they claim to be. He stated that he did not see why the county could not profit from Robie Farm ground beef and put the county label on it.

The Commissioners agreed to have them back to another meeting for further discussion.

Interim Farm Manager White arrived and gave the following report (* see attached)

Interim FM White noted that due to the lightning strike and the milking system being down, their milking times have changed to 7 a.m. and 7 p.m. This has allowed them to use more inmates as the chore times do not interfere with their FIRRM program. On Fridays, they have female inmates working in the gardens.

Commissioner McLeod asked Interim FM White for his thoughts on the Robie Farm discussion. Interim FM White stated that he has been working with M. Robie and the County's piglets for the last couple of years and is slowly developing. He is unsure where Robie Farm wants to collaborate with the County, but he thinks it would work out great if something could be implemented. Robie Farm wants to use the County's product to feed the residents at the Nursing Home and inmates at the DoC. Robie Farm will eventually sell that meat back to the County if he sells them piglets or cows.

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

Supt. Oakes stated that he received the following (2) quotes for the Administration Building front steps repair that was approved through ARPA:

Epoxy Floor New England - \$40,400
Copia Specialty Contractors, Inc. - \$40,000

MOTION: Commissioner McLeod moved to accept the \$40,000 bid from Copia Specialty Contractors, Inc. Commissioner Ahern seconded the motion, and all were in favor.

Ecoazur Kitchen Hood Control System—Supt. Oakes stated that he received a quote from Energy Solutions of \$18,750.00, as outlined in his report, and requested the Commissioners waive the bidding process and accept their quote. CA Libby noted that this project is funded through the Energy Efficiency and Conservation Block Grant. Municipalities in New Hampshire were all allocated money they could apply for, and Grafton County was awarded \$68,000.

MOTION: Commissioner McLeod moved to waive the bidding process and accept Energy Solutions Proposals' quote of \$18,750.00 for the purchase of an Ecoazur Kitchen Hood Control System. Commissioner Ahern seconded the motion, and all were in favor.

CA Libby asked Supt. Oakes, if he had a chance, would he look at the information from the State of New Hampshire on the RFQ/P process for the Courthouse? Supt. Oakes will work on putting

something together for CA Libby to review, and if she approves it, it could be brought to the Commissioners for their approval to send out.

Commissioner Ahern asked if the situation with Legionnaire's Disease that happened in Lincoln, NH, could happen at the County Complex. Commissioner McLeod stated that from what she read, it was due to the facility's lack of maintenance. Supt. Oakes explained that the campus has a routine air filter replacement system in place, they have had air quality tests performed, and the County has passed those tests.

N. De Mayo stated that he had a question. Commissioner Piper said they have time for public comments, which is for comments rather than questions. N. De Mayo said he would like a tour of the Courthouse with Supt. Oakes with residents from Sugar Hill. Commissioner Piper stated that N. De Mayo should contact the County Administrator.

Sheriff's Department – Lt. Hamilton & Lt. Charette-Combs – Open Bids & Memo for Consideration

1. Memo for Consideration – Lt. Charette Combs stated that the Sheriff's Office has utilized GrayKey Premier-Satellite in their forensics lab for digital investigations. He explained that they could not find an alternative funding source for this purchase this year, but they have the cost covered for next year through Senator Shaheen's Office. Lt. Charette Combs noted that the budgeted amount for this item was \$46,000, but they secured a price of \$33,105.00 and are asking for Commissioner approval.

MOTION: Commissioner McLeod moved to approve the quoted price of \$33,105 for the purchase of Gray Key Premier-Satellite for the Sheriff's Office digital forensic lab. Commissioner Ahern seconded the motion, and all were in favor.

2. The Commissioners opened bids for the purchase of safety equipment for the three (3) new cruisers in the Sheriff's Department. The following three (3) bids were received:

CMG Municipal Group - \$59,757.00
Ossipee Mountain Electronics - \$54,564.09
Global Public Safety - \$55,593.00

CA Libby stated that Sheriff Stiegler will return next week with a recommendation after they have had time to review the bids.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the August 6th meeting. Commissioner McLeod had a couple of edits.

MOTION: Commissioner McLeod moved to approve the minutes from August 6th as amended. Commissioner Ahern seconded the motion, and all were in favor.

2. The Commissioners signed check registers: 1012-1014, 1016-1018.

County Attorney Hornick arrived and gave the following update on her office:

1. Atty. Hornick reviewed a list of the indictments from the July Grand Jury and the cases her office is currently handling that are in the investigation status and answered questions from the Commissioners.
2. Atty. Hornick submitted contracts for the Commissioners to sign for the Plymouth Court Jurisdictional Association and the Upper Valley Regional Prosecution Association. She noted that these two (2) associations include several towns that subcontract attorneys out of the County Attorney's office to prosecute in Circuit Court, primarily Plymouth Circuit Court, Haverhill Circuit Court, and Lebanon Circuit Court.
3. Atty. Hornick stated that Travis Teeboom from the Attorney General's Office, who manages the federal grants, conducted a site review of the Attorney's Office. She explained that since the Grafton County Attorney's Office receives three (3) federal grants, T. Teeboom comes in to look for things that might be missing. Atty. Hornick explained that because these are federal grants, sometimes the requests may be broad and beyond what the County does. The Attorney General's Office wants to include wording covering the County if a volunteer is working on any grant-funded cases. CA Libby said she would like to review those changes more with Atty. Hornick stated that she does not know if those changes should be made specifically to the County Attorney's Office but rather to the County as a whole.
4. Atty. Hornick noted that the 15th Annual North Country Public Safety Foundation Awards Dinner will be held on Friday, November 8th. The Grafton County Attorney's Office, along with Coos County, will present the Detective Sgt. Bruno Award.
5. N. De Mayo asked if he could ask a question. Commissioner Piper stated that there is a section for public comment at the end of the meeting. She apologized for not being able to communicate that effectively. She asked for a motion to silence the public until the appropriate time.

MOTION: Commissioner McLeod moved to silence the public until the appropriate time. Commissioner Piper seconded the motion. Commissioner Piper and Commissioner McLeod were in favor; Commissioner Ahern was opposed. With the vote being two (2) in favor and one (1) in opposition, the motion passed.

Agenda Items:

1. The Commissioners signed the MS-636 & MS-232 forms for Livermore.
2. Commissioner Piper signed the GRDC Micro grant.
3. Commissioner Piper signed the Subrecipient Agreement for the NHARDC CDBG.
4. FY 2025 County Cap Information – CA Libby stated that she has received the cap information from DHHS. The County budgeted \$8,023,879.00 for the County Cap, and the Cap came in at \$7,800,440.00. The costs that Grafton County is spending on long-term care each year are increasing, but Grafton County is not increasing as quickly as other counties, and therefore, their percentage is shifting down. There will be a \$223,439 surplus from what was budgeted. CA Libby noted that County Administrators and Finance have a call with DHHS on the 26th to go over the Intergovernmental Transfer Agreements that need to be signed annually, and after that

meeting, she will be asking for Commissioner approval to sign the agreement, which states that the County will pay the twelve (12) monthly installments.

5. CA Libby reported that the County received a Briefing Order from the Supreme Court in the lawsuit that the Sheriff has against the Commissioners. The Sheriff's Brief is due September 4th, and the Commissioners' Brief will be due October 4th. She stated that everything is proceeding through the Supreme Court, and the briefs are the next step.

6. CA Libby stated that at next week's meeting, the Commissioners will need to discuss the remaining ARPA funds and how they would like to obligate those. They will also need to discuss the Director of Emergency Preparedness and Campus Security position. The Chairman of the Campus Security Committee is asking what the next steps would be. She would like to further discuss that with the Commissioners. They briefly discussed repurposing the nightwatchmen position but would like a more thorough conversation.

7. Public Comment – N. DeMayo said he would like to comment on the agenda. He stated that the agenda states the meeting is from 9:00-to 12:00, and there should be an allocation of time for the public to ask individual guests questions while they are in rather than waiting until the end. He stated that this is a public session and the public should be able to ask questions of the Department Heads. Commissioner Piper stated that her understanding is that this is a Commissioners' meeting and not a hearing. Traditionally, there are public comments rather than questions at a particular time, but she will investigate this tradition for him. N. De Mayo stated that it would alleviate a lot of confusion if the public could ask questions of the Department Heads during their reports. He noted that there is a lot that does not come through on the microphone and does not come through clearly, and that should be addressed. He thanked the Commissioners for allowing him to attend.

Commissioner Issues:

1. Commissioner Ahern stated that he received an email regarding the Granite State Landfill temporary air permit application and was shocked at how many people were receiving it. He is also shocked that the state is not acting faster on this because if these landfills are spilling contaminated waters into the soils, that is disturbing. CA Libby noted that the Commissioners wrote a letter opposing this landfill, so Commissioner Ahern is now cc'd on the email.

2. Commissioner Ahern expressed concerns that he has seen on the news and does not feel it should be in public session.

3. Commissioner McLeod received a letter from UNH Extension about renewing the memorandum and asked if anyone was attending the signing ceremony. Commissioner Piper stated that she would be there.

4. **MOTION:** * 11:18 AM Commissioner Ahern moved to enter into a non-public session for the purpose 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." Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

*11:55 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 "yes", Commissioner Piper "yes." Commissioner Piper stated that a majority of the board voted "yes," and the motion passed.


5. **MOTION:** * 11:58 AM Commissioner Ahern moved to enter into a non-public session for the purpose of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern 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.

*12:15 PM Commissioner Piper declared the meeting back in public session.

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

12:15 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

August 2024 Farm Report

1. There are currently 58 cows milking, averaging 78 pounds per cow. We produced 141,555 pounds of milk for the month of July. Components were 4.19% butterfat and 3.12% protein. The milk pay price in July was \$24.62 for Grafton County Farm.
2. Chickens are still producing well. We still have a couple of small litters of piglets that we are selling. Also have a couple sows due later this month.
3. We took three piglets and two calves to the North Haverhill Fair. Now, the three little piggies are at Windy Ridge Orchard for the fall.
4. Gardens have done really well so far. Sweet corn is selling fast and we keep hearing very nice reviews of the taste of the corn this year. Potatoes should be starting end of this month.
5. We were able to get most of our second crop. Some of the island we were not able to cut because of the flooding that Storm Beryl brought. We were lucky compared to some farms just north of us...so we thought. On Sunday August 4th, the barn was struck during the lightning storm. We lost everything in the farm office: phone, computer, printer, fire panel. Out in the barn we lost our milking system, radios and diesel pump. Most of this has been fixed enough to work

Respectfully Submitted,

Ben White

Interim Farm Manager

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

July 16 - August 13, 2024

American Rescue Plan Act (ARPA) Project Updates

Administration Building Front Steps – Bids:

Epoxy Floor New England \$40,400
Copia Specialty Contractors, Inc. \$40,000

Dept. of Corrections Showers – October timeframe start date.

Nursing Home Landscape Project – Pavilion to be built last week of August.

EECBG GRANT APPROVAL (ROUGHLY \$68,000 IN PROJECTS)

- LED lighting for dairy barn
- LED emergency lighting for the nursing home
- Electric heat pump hot water heaters for the Administration & Alternative Sentencing Buildings
- New windows for the Alternative Sentencing Building
- Ecoazur kitchen hood control system
 - Request approval of Kitchen Energy Solutions proposal \$18,750
 - Sole source
 - 2-3-week lead time on parts
 - Start sometime in late September

Lightning Strike – On 8-4-24 we incurred a lightning strike where we incurred damage in the Dairy Barn, Admin. Building and Nursing Home

See attached summary of affected equipment

COURTHOUSE

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

HVAC Issues - Air conditioning condensing Unit (ACCU) 1: Trane Corp. provided a warranty compressor for position 2 and ARC Mechanical replaced it.

NURSING HOME

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

Fire Alarm – Minuteman Security replaced the power supply/charger but the battery charging issue continues. Alarmco will be on site today to further troubleshoot the problem.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

July 16 - August 13, 2024

Kitchen – The newly purchased propane steamer is down for repairs due to a faulty burner and a few other damaged parts. This warranty repair is on hold as the repair vendor sources parts. When they receive the parts, they will schedule the repair work. *Pine State Foods sent a tech back and he replaced the burner and fuel nozzle assembly. This unit is now serviceable.*

ADMINISTRATIVE BUILDING

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

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. *Alliance has been on site for the last 4-days installing and programming the new controller. They are looking to finish up today.*

Refrigeration – The kitchen middle cooler stopped working so kitchen staff moved the food to a different cooler. *Alliance Mechanical replaced the evaporator and the cooler is now serviceable again.*

Propane Field – During a routine preventative maintenance test of the underground propane piping the department's licensed gas fitter discovered a propane leak. We had to shut off all six 1,000-gallon underground tanks and had Dead River hook up a temporary 1,000-gallon above ground tank. There are approximately 14 underground pipes that must be dug up, inspected and tested. I tried contacting the original installer and found they have gone out of business. I did find a contact who worked for them and provided a couple sources who may be able to help us. I had one scheduled to do a site visit yesterday, but that fell through because the job before us became more difficult than expected and he ran out of time.

MAINT/FARM BUILDING

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

Farm

Dairy Barn Fire Alarm – System was completely ruined by a lightning strike on 8/4/24. Alarmco has replaced a portion of it and is awaiting other parts they haven't come in yet.

Dairy Barn Milking System – System was heavily damaged by a lightening strike on 8/4/24. Although it was temporarily restored, Lyons Dairy needs to return to replace a variable frequency drive and a circuit card of a controller.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

July 16 - August 13, 2024

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

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

SENIOR CENTER

Generator – We found the generator in ALARM for an engine overspeed condition. A Powers Generator tech inspected the unit and could not get it to duplicate the problem. He reset the ALARM and put the generator back on line.

VEHICLES & EQUIPMENT

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

OTHER

Staffing – I was able to fill both my Skilled Maintenance and Custodian positions. The Skilled Maintenance Assistant begins work on 8/19/24 and the Custodian begins work on 8/26/24.

August 4, 2024 Lightening Strike Damage

Dairy Barn

- Fire alarm system: \$26,050 – Alarmco
 - a. One of two panels changed so far. Awaiting remaining materials and installation.
- Milking system vacuum pump: \$5,057.38 - Lyons Dairy
- Desktop computer: (potentially \$1,000) Awaiting SNS quote
- Printer: \$200 - SNS estimate
- Phone: \$280 – Consolidated Communications

Administration Building

- Server switches: (potentially \$5,000 - \$6,000) Awaiting SNS quote

Nursing Home

- Condensing unit contactor: \$28.51 - Restaurant Supply Co.

Rough Estimate Total: \$38,616