

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

October 15<sup>th</sup>, 2024

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

OTHERS: Maintenance Supt. Oakes, HR Director Clough, Farm Manager Libby, Katie Hedberg, 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 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.

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

**Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the October 8<sup>th</sup> meeting. Commissioner Ahern stated that he did not have a chance to review the minutes, so he would recuse himself from voting.

**MOTION:** Commissioner McLeod moved to approve the minutes from the October 8<sup>th</sup> meeting. Commissioner Piper seconded the motion. Commissioner Piper called the roll. Commissioner McLeod said, “Yes,” Commissioner Piper said, “Yes.” With two (2) votes in favor and none in opposition, the motion passed.

**Farm Manager Libby arrived and gave the following report (\*see attached)**

**Agenda Items:**

1. The Commissioners signed check registers 1048-1050; 1052-1053; 2024-10.11.2024
2. Probation and Parole Lease Renewal – CA Libby stated that the lease with Probation and Parole expires on June 30<sup>th</sup>. They asked if the County was willing to lease them space again and are looking for a rate. CA Libby stated that Probation and Parole wanted to extend the lease to a five (5) year lease, but CA Libby is not comfortable with that given the current status of the courthouse. She is proposing a 2-year lease and reported that the current rate is \$17.59/sq ft., or just over \$29,000 annually. The current rates included a 5% increase in each of the last two (2) years. She asked the Commissioners what they would like to charge for FY26 & FY27. The Commissioners discussed the rates and agreed to a two (2) year lease agreement. Commissioner Piper stated that she would like to put forth an increase with the idea that the County can negotiate and have conversations with the Probation and Parole. Commissioner Ahern and Commissioner Piper suggested a 10% increase. CA Libby stated that Probation and Parole were actively looking to relocate their office due to none of their officers living near their North Haverhill office, and she does not know where that stands. Commissioner McLeod stated that she feels a 5% increase each year is reasonable; the County does not want to drive them out.

Commissioner Piper stated that she agrees but would support 8%. Commissioner Ahern agreed with 8% as well. The majority consensus was an 8% increase each year.

**HR Director Clough arrived and requested to go into a nonpublic session:**

**MOTION:** \* 9:45 AM Commissioner McLeod 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 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.

\* 10:03 AM 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 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.

**Agenda Items:**

1. Request from DoC for Opioid Funding—MAT—CA Libby reported that the DoC has used the \$5,000 previously allocated for their Medication-Assisted Treatment (MAT) and has requested an additional \$5,000 to continue providing that service. The Commissioners discussed the request and agreed to approve additional funding through the Opioid Abatement Fund.

**MOTION:** Commissioner McLeod moved to approve using an additional \$5,000 of Opioid Abatement Trust Funds for MAT at the Department of Corrections. Commissioner Ahern seconded the motion.

Discussion: Commissioner Ahern asked where these funds were coming from. CA Libby stated that they are from the Opioid Abatement Trust Fund and that \$900,000 is available. Commissioner Piper noted that Alternative Sentencing Director Mitchell also uses these funds on various items for participants in the Alternative Sentencing Programs.

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 the motion passed.

2. Certificate of Authority—VAWA Grant—CA Libby reported that the \$30,000 standard VAWA grant was approved, and the Commissioners needed to make a motion to accept it.

**MOTION:** Commissioner McLeod moved to accept the VAWA grant funds, enter into an agreement with the Department of Justice, and authorize County Attorney Hornick to execute the documents. Commissioner Ahern seconded the motion. Commissioner Piper



called the roll. Commissioner Ahern “Yes,” Commissioner McLeod said, “Yes,” and Commissioner Piper said, “Yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passed.

3. Employee Recognition—CA Libby stated that she was considering two (2) different luncheons, one (1) in the Nursing Home on October 29<sup>th</sup> and the other in the Administration Building on November 1<sup>st</sup>. The Commissioners discussed details for those events.

4. CA Libby submitted the following CDBG Drawdowns for Commissioner Piper to sign:

WREN - \$26,729.08

GRDC - \$46,024.60

5. CA Libby stated that the Commissioners will not meet on November 5<sup>th</sup> and November 12<sup>th</sup> due to Election Day and the NHAC Conference. She asked that they meet another day one of those weeks as she feels two (2) weeks without a meeting is too long. The Commissioners agreed to meet on November 6<sup>th</sup> at 9:00 a.m.

6. CA Libby asked the Commissioners to be thinking about what they would like to do with the remaining ARPA funds to ensure they are obligated by the deadline of December 31<sup>st</sup>. The Commissioners agreed to have a thorough discussion on the remaining ARPA funds on October 29<sup>th</sup>.

#### **Commissioners’ Issues:**

1. Commissioner McLeod stated that in her region, the North Country Health Consortium does a lot of work and feels there are other organizations throughout the County that could benefit from the Opioid Abatement Funds. She feels they should look into those organizations and make an impact with those funds as well.

2. Commissioner Ahern stated that the Towns of Wentworth and Dorchester are wondering about the status of their ARPA requests. CA Libby indicated that she has spoken with someone from the Town of Wentworth and told them that the Commissioners do not make the final decision and will not be made until the end of November.

3. Commissioner Piper stated that there is a NHAC meeting that she will be attending on Friday.

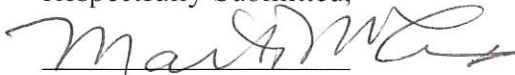
#### **Public Comment**

1. N. De Mayo asked how many schools and children were involved with Pumpkin Day. Commissioner Piper stated that roughly 150 students participated, and this Pumpkin Day has been a long-standing tradition with Woodsville Elementary School.

2. N. De Mayo asked if the ARPA money could be given to the states affected by the recent hurricanes. Commissioner Piper stated that she had received the same question herself. CA Libby stated that she is unsure if that is a possibility. Commissioner McLeod noted that many areas in Grafton County were also affected by the flooding this summer.

10:40 AM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

September 17 – October 14, 2024

## American Rescue Plan Act (ARPA) Project Updates

**Administration Building Front Steps** – Copia Specialty Contractors is in the process of refurbishing the front steps. Weather permitting, they will be done in the next week or two.

**Administration front and rear porch roofs** – Kendall Standing Seam installed a new roof on the front porch and will begin the rear porch roof on Monday, October 21<sup>st</sup>.

**Alternative Sentencing Building Roof** – Kendall Standing Seam installed snow rails on this roof in early October.

**Dept. of Corrections Showers** – Copia Specialty Contractors completed 10 showers in Areas F and D; four in Area F had quality issues that we are making them readdress.

**Nursing Home Front Landscape Project** – While roofing the pavilion the roofing contractor told me there was a lot of movement in the structure as he and his guys walked on its roof while laying the standing seam roofing. I verified with my own eyes that there is a fair amount of sway when the contractor pushed on the structure. The contractor who built it will be installing longer braces sometime in the next week to stiffen it up.

**Maintenance Storage Area** – Last week we started excavating the area for the new concrete pad that will be the base for the new addition to our storage area. Although we won't finish this project this fall, my plan is to get the pad poured before November and have all the materials bought and stored so that we don't lose these ARPA funds come December 31<sup>st</sup>.

## EECBG GRANT PROJECT UPDATES

**Ecoazur kitchen hood control system for DOC** – Kitchen Energy Solutions and Alliance Building Automation completed this project.

## Complex

**Sprinkler Testing** – Hampshire Fire Protection completed our quarterly inspections on all systems and conducted a 5-year internal pipe inspection of the Administration Building's wet system. All passed inspection.

**Generator & Automatic Transfer Switches (ATS)** – Powers Generator inspected and tested all of our generators and ATS's...all passed inspection. They also completed the annual load bank test of the DOC generator. While here they also worked on the cooling systems of the courthouse and nursing home generators, replacing hoses, belts and new coolant.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

September 17 – October 14, 2024

## COURTHOUSE

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

**Architect & Engineering Qualification Packages** – A week ago we received qualification packages from five firms. The Courthouse Building Committee met and reviewed the packages with New Hampshire Area of Courts representatives Sarah Lineberry and Steve Lorentzen. The committee decided to solicit proposals from four of the five firms. Our schedule is as follows:

### PROCESS TIMELINE:

- Oct 10, 2024: County solicits requests for proposals
- Oct 18, 2024: No later than date for all RFIs
- Oct 25, 2024: All proposals due to Grafton County
- Oct 31, 2024: Interviews will be conducted at the Administration Building located at 3855 Dartmouth College Highway, No Haverhill, NH.
- Nov 19, 2024: Grafton County Commissioners selects a Consultant and enters a contract
- Dec 17, 2024: Consultant's No later than start date
- Jun 13, 2025: Consultant's No later than completion date

## NURSING HOME

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

**Lighting** – In several locations we upgraded internal lights from fluorescents to energy efficient LEDs.

### **Kitchen**

- The steam kettle was producing a prolific amount of soot and presumably carbon monoxide. Despite changing its gas valve, the problem did not abate. This gas appliance has been difficult to regulate and maintain for the past several years and was on my radar to have Craig replace it in FY26. This latest condition required taking it out of service prematurely. The dietary department is in the process of getting a tilt-skillet to replace this unit.
- Convection Ovens – Two of four convection ovens aren't working properly. One is down for a bad gas valve and another is not heating up to temperature like it should. The one with the low temp problem still needs troubleshooting to verify the cause.

### **HVAC**

- Air handler HRU 4, the air handler that provides cooling and heating to residents on the Maple and Profile wing closest to the farm, developed a leak in its hot water coil. We removed the coil and did a braze repair in our shop. We reinstalled the repaired coil and it seems to be holding water like it should.



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

September 17 – October 14, 2024

- Hydronic pump 4, one of two pumps that pumps hot water from the nursing home boiler to the 69 building for heating and domestic hot water production, sprung a leak at its shaft seal. We rebuilt the pump shaft seal to correct the problem.

**Exterior Doors & Frames** – Over the last month we've been removing rust from various doors and frames and painting them.

**Nursing Home Rear Landscape Project** – A couple weeks ago Craig Labore, Jay Miller and I met to review the rear landscape project. We discussed the existing schematic design, the project schedule and I submitted to Jay the contract documents. In the next month the project area needs to be surveyed by Horizons Engineering, Miller Landscaping's civil engineer. On October 23<sup>rd</sup> I am meeting with Jay and his electrical engineer to go over project lighting. Jay must have all construction documents complete by February 1, 2025 so we can put this project out to bid before contractors build their schedules next summer's workload.

## ADMINISTRATIVE BUILDING

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

**Lighting** – In several locations we upgraded internal lights from fluorescents to energy efficient LEDs.

**Exterior Painting** – We completed scraping and painting of the building's soffits and fascia as well as the front and South entrance doors and frames and the front step handrails. We still have other doors that haven't yet been addressed, but at this juncture we will have to defer them to our spring workload due to competing priorities as the weather turns cooler.

## Dept. of Corrections (DOC)

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

**Propane Field Leak** – Rick Colbeth drained the subject lines and pressure tested both. Neither line failed its pressure test. At this juncture we suspect our gas detection equipment may be out of calibration, so we ordered equipment to calibrate it and awaiting its delivery. *After weeks of awaiting for the calibration kit, we finally received it last Friday afternoon. Rick will be calibrating the gas sensing instrument today and will retest the field.*

**Sewage Grinder** – We installed a new sewage grinder in place of a worn one we pulled. We will rebuild the worn one to have a fully serviceable spare unit.

**Lights** – The employee dining room lights went out intermittently. To correct the problem, we discovered and fixed several loose wire connections.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

September 17 – October 14, 2024

## HVAC

- Pump 11A, one of two pumps that distributes hot water throughout the building, had a shaft seal leak. We installed a shaft seal kit to fix the problem.
- Reheat coil RH-C4, one of several heating coils that heats Area C, the Special Handling Unit, was stuck open. We replaced its actuator to correct the problem.
- Heat pump WHP-H1, one of the heat pumps that heats Area H, the kitchen wing, stopped working. We replaced a phase monitor in this unit to correct the problem.
- Heat pump WHP-H3, the domestic hot water heat pump, compressor B kept tripping on thermal fault, hindering its ability to efficiently heat water. We replaced a thermal protector to address the problem.

**Fencing** – The fence between the DOC and Church of Nazarene had numerous panels that came loose or buckled. We had to through bolt over 20 panels to correct the issue.

## MAINT/FARM BUILDING

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

**Sprinkler System** – A section of dry sprinkler pipe failed due to corrosion. Hampshire Fire Protection replaced that one bad section of pipe.

## Farm

### Dairy Barn

- The milk room heater was stuck on. We replaced its thermostat to correct the issue.
- The bulk tank washer stopped working. We replaced a bad solenoid valve that controls the tanks trap door.

## 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.

**Exterior Doors & Frames** – Over the last month we've been removing rust from various doors and frames and painting them.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

September 17 – October 14, 2024

## SENIOR CENTER

Nothing to report

## OTHER

Staffing – We continue to experience staffing shortages, which adversely hinders our level of productivity.

- In the 6-weeks I've advertised Darrel's position only one person applied. The salary they requested far exceeded their skills. I made a lower offer, but they rejected it.
- Two staff have been out on FMLA for several weeks. One has returned to work and the other one remains on FMLA for the unforeseen future.

**Medical Waste Contract** – Stericycle, the company who has handled the county's medical waste for the past 20-years, is in breach of its contract with us. Specifically, the last medical waste pickup they did was June 17, 2024. By contract, they are supposed to pick up our medical waste every 8-weeks, which means they should have picked up waste on August 12<sup>th</sup> and October 7<sup>th</sup>. Despite numerous communications I've had with company employees, and numerous promises by them to reschedule our pickups, the company has not followed through on its word. Currently, our medical waste is piling up, and I am running out of room to store it. Last Friday I sent Stericycle an email saying I am terminating our contract for the reasons mentioned above.

Craig Labore helped me find another medical waste disposal company to take Stericycle's place. I am in the process of finalizing a contract with them and we are on schedule to get a medical waste pickup through them on October 24<sup>th</sup> or possibly sooner.



October 15, 2024

Farm Report

1. Milking 52 cows – shipping 7,000 – avg \$23/100 wt
2. Feed corn harvested and put up – leftover standing corn was put out to bid – 400 tons was sold to Newmont farms at \$40.10/ton – all corn ground has been cover cropped.
3. Winter squash (butternut, buttercup, and blue hubbard) has been harvested. DOC is utilizing squash. Squash is still being sold at the farmstand, and several donations have been made.
4. Potatoes – crop failed – minimal harvest has been realized.
5. The cow exercise pen has been refurbished and extended outside of the barn (between the barn and the heifer barn.) Ben is working on a rotation to get milk cows out between milkings. Additional space is being cleared and fenced in where equipment was previously stored for space to get additional cows and heifers out next Spring.
6. Thank you to the Commissioners, County Administrator, and Assistant County Administrator for attending and participating in WES Pumpkin Day – by all accounts, it was a huge success.

Respectfully submitted,

Glenn Libby – Farm Manager