

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building
North Haverhill, NH 03774
November 19th, 2024

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

OTHERS: Register Monahan, Sheriff Stiegler, Farm Manager Libby, Maintenance Supt. Oakes, County Attorney Hornick

Commissioner Piper called the meeting to order at 11:00 AM and began with the Pledge of Allegiance led by Commissioner Ahern.

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

Sheriff Stiegler reviewed September's report as well due to not being able to attend last month's meeting.

Farm Manager Libby 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 November 6th meeting. Commissioner Piper had a couple of small clarifications. She reviewed the following clarifications:

- Page 3, Paragraph 2 - She changed "Commissioner Piper stated that the upgrades to the vault would secure the documents but personal security; she felt Register Monahan made a convincing case regarding her staff's security to move her office to the new courthouse" to read "Commissioner Piper stated that the upgrades to the vault would secure the documents but asked about personal security; she felt Register Monahan made a convincing case regarding her staff's security to move her office to the new courthouse."
- Page 3 Paragraph 2 – She changed "Commissioner Piper stated that given the extra security that a move to the courthouse could make, it would not be worth the disruption and the cost to the office." to read, "Commissioner Piper asked Register Monahan if it was correct that given the extra security that a move to the courthouse could make, it would not be worth the disruption and the cost to the office."

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

2. The Commissioners signed check registers: 1062-1068; 2024-11.08.2024.

Register Monahan stated that regarding James Grimes' letter of complaint, she has spoken to Atty. Steadman on being copied on the response before it goes out. She asked if this would happen. She spoke with Atty. Steadman this morning, and he assumed that her request would be honored and she would receive a copy of the letter before it goes out. Commissioner Piper stated that they will make sure Register Monahan has that.

3. The Commissioners reviewed the DoC Superior Court Report for October.

4. Holiday Reception for Employees – The Commissioners set a date of December 10th at 2:00.

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

Supt. Oakes reviewed the two (2) following quotes for the materials for the maintenance storage area as outlined in his report.

Varney & Smith Lumber Co, Inc. – \$10,661.89
Oakes Lumber - \$10,473.63

Commissioner McLeod suggested spending an additional \$200 and accepting the quote from Varney & Smith as they are a Grafton County business. Commissioner Piper and Commissioner Ahern agreed.

MOTION: Commissioner McLeod moved to accept the quote from Varney & Smith Lumber Co, Inc. for \$10,661.89. Commissioner Ahern seconded the motion, and all were in favor.

The Commissioners discussed Supt. Oakes's concerns regarding the shooting range that are outlined in his report. Commissioner Piper stated that she feels the Sheriff's Department should receive something that states the procedure was not followed. Commissioner Ahern stated that before anyone goes up there, there needs to be a written slip signed by the Sheriff's Department, Dispatch, Maintenance, and Commissioners Office. CA Libby noted that County land is public use land, and right now, there are many people up there with guns, as it is hunting season. Supt. Oakes stated that he thinks there can be a balance. There needs to be a written policy, and someone needs to be in charge of knowing who is up there using the range and notifying the departments. Commissioner Piper asked that a policy be written. She feels the Commissioners need to issue a written notice and have a conversation with the Sheriff's Department. Commissioner McLeod noted she liked Supt. Oakes' suggestion of relocating the range to a safer location.

Architect & Engineering Qualification Packages – Supt. Oakes stated that the Courthouse Building Committee had received five (5) packages from Architect and Engineering firms and analyzed them. They then solicited RFPs from four (4) of them. Supt. Oakes reviewed the attached spreadsheet on the final three (3) candidates and answered questions from the Commissioners. He then stated that the Courthouse Building Committee recommended that the Commissioners select Lavallee Brensinger to complete the courthouse schematic design phase in the amount of \$214,645.00.

MOTION: Commissioner McLeod moved to accept the proposal from Lavallee Brensinger to complete the courthouse schematic design phase in the amount of \$214,645.00, with an additional 15% contingency and the additional services for a geotechnical and site survey. Commissioner Ahern seconded the motion, and all were in favor.

The Commissioners directed the Courthouse Building Committee to negotiate a contract with Lavallee Brensinger and obligate the remaining ARPA funding that was approved for the project.

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

Bruno Award - Atty. Hornick stated that Detective Sgt. Bob Bruno was an investigator with the State Police and instrumental in getting the Child Advocacy Centers started when former County Atty. Saffo was in office, she and Jeanie Bruno started this award to recognize others who excel in investigating crimes against children. Over the last six (6) years, they have nominated and awarded the award to Eric James, Eric Bates, and Wayne Fortier. This year, the award was presented to Sean Smarz. She stated that over the last several years, they have been able to present this award at the North Country Public Safety Awards Banquet at the Mount Washington Hotel.

Atty. Hornick reported that her office is one (1) support staff position short, and they have been holding off on hiring as they try to decide whether to hire someone full-time or part-time. They have been working to try and go all online and paperless, which creates a different level of efficiency. She noted that there are items she feels she could assign to an intern this summer as well. She, along with her support staff and the attorneys, feel that their office may only need a part-time position due to the efficiencies of the online work.

Atty. Hornick reported that they are continuing to provide training to law enforcement officers. She will attend a meeting at the Littleton Rotary to speak about her experiences as a prosecutor and a public defender. Atty. Hornick noted that she is also attending the Drug Court Conference in Massachusetts.

Commissioner McLeod stated that she read about one of the southern courts doing a Veterans Court and asked Atty. Hornick for more information on that. Atty. Hornick explained that when she started the Mental Health Court in Littleton, they also created the Veterans track. Mike Owens, from the White River Junction VA, would come and help with the Veterans who were charged with misdemeanors and in the Mental Health Court system. He would also help with the Littleton and Plymouth area Mental Health Courts and Halls of Hope in Lebanon. He has since left, but the Veterans track is in each Mental Health Court. Atty. Hornick stated that she would like to see something like that in their Drug Court, but they do not have that established yet.

Atty. Hornick requested to go into a nonpublic session to discuss a personnel matter.

MOTION: * 12:30 PM 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.

* 12:35 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 "yes," Commissioner Piper "yes." Commissioner Piper stated that a majority of the board voted "yes," and the motion passed.

MOTION: Commissioner McLeod moved to change the file clerk to a support staff position. Commissioner Ahern seconded the motion and all were in favor.

Agenda Items:

1. Annual Report Dedication Ceremony - The Commissioners discussed dates to hold their dedication ceremony and stated they would contact their dedicatees to coordinate a date that works for everyone.
2. Superior Court Lease Renewal – CA Libby stated that the lease with the court system expires on June 30th, 2025. She had a Zoom meeting with Sarah Lineberry to talk about the lease, and S. Lineberry explained that when the state departments started preparing their budgets, the Department of Administrative Services had to cut 4% of their maintenance budget. CA Libby stated that the options that she was given by the Courts are a 1-year lease at a 1% increase. The Commissioners discussed the proposal and agreed to counter at a 2% yearly increase.
3. Warren Wentworth Ambulance Letter – CA Libby stated that the Warren Wentworth Ambulance Service is having financial troubles and is looking for \$350,000 in funding from the County to assist them. Commissioner McLeod stated that she feels their pain, and it costs her community almost \$700,000 to take care of these same issues. She said that there are many other ambulance services in the same position. Commissioner McLeod asked to go into a nonpublic session to discuss this request further.

MOTION: * 12:51 PM Commissioner McLeod 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 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.

* 1:03 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.

4. Plymouth Police Department Request – Opioid Abatement Funds – CA Libby stated that she was waiting for a formal discussion about what the County wanted to do with the opioid funds, but Commissioner Ahern asked that this request be put on the agenda. Commissioner Piper stated that she thinks they should discuss soon how they want to spend these funds before they decide to fund this specific request. The Commissioners agreed to have an in-depth discussion regarding these funds later.

Public Comments:

1. Nick DeMayo stated that he thinks this should be open to the public and that these meetings should be more transparent.

Commissioner's Issues:

1. Commissioner McLeod reported that four (4) ARPA requests were approved at yesterday's Executive Committee meeting. She stated that the Pathways to Home Ownership Program through AHEAD, Transitional Housing through the Alternative Sentencing Department, funding for the FCC legal services to get WMUR back on people's TVs, and a last round of funding for the towns were all approved. Commissioner Piper stated that she was pleased that all Executive Committee members supported these requests.

2. Commissioner McLeod stated that she and Commissioner Ahern attended the AI workshop at the NHAC Conference. She stated that the training was very informative, and she feels they should be looking into pursuing that at the County and training their staff.

3. Commissioner McLeod stated that the Franconia Broadband Committee needs an update on the County's broadband project for their December 19th meeting and asked Assistant CA Elsholz if she could provide that update for her.

4. CA Libby requested a nonpublic session.

MOTION: * 1:11 PM Commissioner Ahern moved to enter into a non-public session for the purpose of consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A: 3, II (I). 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.

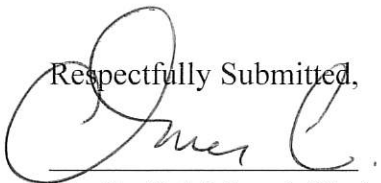
* 1:26 PM Commissioner Piper declared the meeting back in public session.


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.

CA Libby reminded the Commissioners of the Broadband Middle Mile construction kickoff event today at 3:00 pm.

1:30 PM With no further business, the meeting adjourned.

Respectfully Submitted,


Martha S. McLeod, Clerk

, Vice Chair
for Martha S. McLeod, Clerk



Grafton County Sheriff's Department Operations Division

Monthly Report

October 2024

Statistics

-Transport:

- Court Transports: **23** Prisoner Transports: **76**
- CSO movements from jail to court: **22**
- Juvenile Transports: **0**
- Involuntary Emergency Admissions (IEA): **12**

-Arrest:

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

Total Arrest: **25**

-Civil:

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

Total Monthly Civil Service: **156**

-Warrants:

-Total # of Active Warrants: Criminal= 395
Civil = 24
Total **419**

-Motor Vehicle Activity

-Motor Vehicle Stops: **11**

-Fleet Mileage

- Total Miles Driven: **29,916**



Grafton County Sheriff's Department Operations Division

Monthly Report

September 2024

Statistics

-Transport:

- Court Transports: 13 Prisoner Transports: 55
- CSO movements from jail to court: 14
- Juvenile Transports: 1
- Involuntary Emergency Admissions (IEA): 18

-Arrest:

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

Total Arrest: 24

-Civil:

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

Total Monthly Civil Service: 279

-Warrants:

-Total # of Active Warrants: Criminal= 398
Civil = 23
Total 421

-Motor Vehicle Activity

-Motor Vehicle Stops: 10

-Fleet Mileage

- Total Miles Driven: 23, 154

November 19, 2024

Farm Report

1. Milking 57 cows – shipping 8,000 – avg \$2^B/100 wt
2. Manure has been spread on the island, stockpiled on the meadow for Spring and we will continue to spread on corn ground until snow flies. If weather permits we plan to stockpile some up on the bancroft as well.
3. Work continues prepping the barn and equipment for cold weather – we've had some issues with the South gutter cleaner that we are addressing
4. The Herdsman has had regular days off and is using some ET – the Farm Assistant is currently on ET
5. I'm considering boarding some heifers for another farm over the Winter – we are currently working on a fee proposal to do so – looking to raise a little extra revenue.

Respectfully submitted,

Glenn Libby – Farm Manager

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 15 – November 18, 2024

American Rescue Plan Act (ARPA) Project Updates

Administration Building Front Steps – Copia Specialty Contractors completed the front step project.

Administration front and rear porch roofs – Kendall Standing Seam completed the front and rear porch roof replacement project.

Dept. of Corrections Showers – Copia Specialty Contractors completed all of the DOC showers, thus completing their obligation to this project. Three showers in Area F still have issues due to the walls being saturated with water from plumbing leaks. I could not hold Copia responsible for the outcome of those showers despite their numerous efforts to seal the walls. At my request, Copia left the needed wall repair materials so my guys can refinish them once the walls completely dry out.

Nursing Home Front Landscape Project – Since we last met the following has occurred:

1. To address the sway of the new pavilion, the pavilion builder installed longer post braces. This helped but not to my satisfaction. To mitigate the problem further, my staff and I designed a bracing system that facilitates lagging the pavilion to the nursing home exterior, which will give the structure the additional stiffness I am looking for.
2. We added granite blocks in front of the pavilion to protect residents and the structure.
3. We installed power and lighting for evening events.
4. The contractor provided planters that did not meet the project specifications. We've rejected them and told him to remove them from the site. The contractor will give us a credit on this portion of work and my department will secure what is needed and install them ourselves.

Maintenance Storage Area – My staff completed the new concrete pad planned for this project and stubbed underground water pipe and electrical conduits from the Biomass plant to the Maintenance Storage area so we can have power and water at that location. We are still in the process of securing materials and storing them so we won't lose our ARPA funds come December 31st. With that said, I have two quotes, one from Varney & Smith Lumber Co, Inc. and Oakes Lumber & Hardware, for a bulk order of materials for this project. Varney & Smith's is \$10,661.89 and Oakes Lumber is \$10,473.63. Based on the purchasing requirements of RSA 28:8, I need the Board of Commissioners to select one of these quotes because the dollar amount exceeds the \$10,000 threshold set by the subject RSA.

Complex

Shooting Range – A couple weeks ago the UNH Forester, a logger and myself were on the road immediately above the shooting range when someone started firing a firearm. There were no signs posted nor had Dispatch notified anyone of anyone using the range. It turned out to be a Sheriff Dept. employee who was sighting in a personal hunting rifle. He had authorization to be there and had told Dispatch he was going to use the range. There was a communication breakdown in the Sheriff Dept. and the message never got relayed to departments who may have business near the range. Additionally, no RANGE IN OPERATION

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 15 – November 18, 2024

signs were posted on the road on either side of the range. Thankfully, no one was hurt but it highlighted an immediate need for establishing a written shooting range use policy.

Since this incident I spoke to various department heads, particularly the Sheriff and DOC Superintendent, advocating we write a policy and present it to the commissioners for adoption. I also requested and received existing policies from other Primex insured entities to use as a starting point for the county's policy. If you are in approval of this action, we will start working on the policy right away and then present it to you for review and approval.

Lastly, I advocate the county relocate the shooting range to a safer location somewhere on the county's property, away from paths of travel. This process was looked at back in February 2013 but never went anywhere (see attached email). I ask that you approve resumption of this process. I am willing to work with whoever needs to be involved to make this happen.

Kitchen Hoods & Ducts – Kitchen Klean, Inc. completed the 6-month cleaning and inspections of the nursing home and DOC hood systems. No issues were noted.

Fire Alarm Testing – Alarmco and my staff tested every building's fire alarm systems and the majority tested well. The only exception was the DOC's system. There we found & replaced three cracked duct smoke detector housings and had to replace a motor on a smoke exhaust fan in Area C that did not work.

Biomass Plant – A couple weeks ago we took the biomass plant off line for a week so we could accomplish fall cleaning of the boiler and exhaust system. The boiler is now back on line for winter operations.

Generator – Our newest generator that supports the farm, the complex sewer pump station and Maintenance-Farm Building failed to start on a routine test. Generac, the generator's manufacturer, sent a technician to troubleshoot the problem, and he discovered a bad primary gas regulator. Rick Colbeth, the department's licensed gas-fitter, replaced the regulator.

COURTHOUSE

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

Architect & Engineering Qualification Packages – Since our last meeting, the Courthouse Building Committee, along with the New Hampshire Area of Courts representatives Sarah Lineberry and Steve Lorentzen, received four proposals from the firms we solicited. After reviewing the proposals, we conducted interviews with all four firms. One of the firms was much higher in cost than the others and we found they have a pending lawsuit against them, so we declined their services. Attached is a spreadsheet of the three remaining firms we solicited along with our analysis. It is the Courthouse Building Committee's recommendation that you select Lavallee Brensinger Architects for the Courthouse Schematic design project.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 15 – November 18, 2024

PROCESS TIMELINE:

- 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

Asbestos Abatement – The Law Clerk's Office, room 129, has asbestos impregnated paint flakes falling from the ceiling in an area that had previous water damage. There is an 8'x20' section that must be abated and a new ceiling hung. I have an abatement company lined up to do this work on January 17th and 18th.

Courtyard Wall – A section of courthouse wall tumbled when removing a heavily rooted evergreen shrub from the upper wall plant area. We rebuilt the wall.

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 - Two of four convection ovens weren't working properly. Rick replaced a gas valve on one and a controller and temp probe on the other.

Nursing Home Rear Landscape Project – Since the last commissioner's meeting I met with Jay Miller and his electrical engineer to go over project lighting. We are still awaiting Horizons Engineering to survey the project area. We are still shooting to have Jay complete construction documents 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.

Dept. of Corrections (DOC)

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

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

Propane Field Leak – It turned out that the department's gas meter's sensing module had failed and was cause for the false/positive tests previously reported to you. After replacing the sensing module and calibrating the gas meter, Rick retested the propane field and found no gas leaks.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 15 – November 18, 2024

Clean Chemical Extinguishing Systems – Fire Equipment, Inc. completed the 6-month tests of all three clean chemical systems, which cover the main & backup power electrical rooms and the electronic security room by Central. No issues were found.

Domestic Hot Water (DHW)

- Using a blend of Alliance Building Automation technicians and my staff, we installed temperature sensors on all three DHW tanks so we can monitor them in Niagara, the computer Building Automation System.
- Since putting in the new temperature sensors we've determined the DHW is not getting hot enough. We are looking at having to pull the DHW tank heat exchangers to descale them to improve heat transfer. At this juncture we are having difficulty locating the seals we need for this work. Rick has reached out the manufacturer to source these parts.

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

Slop Shed – Farm staff reported their slop kettle hadn't worked for quite a while. Rick inspected it and found the burner screens rotted out of it. He replaced all nine burner screens to correct the problem.

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

Nothing to report

OTHER

Staffing – Since we last met I hired two new people to fill my department's vacant positions. One begins work on Nov. 20th and the other begins Dec 2nd.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 15 – November 18, 2024

Medical Waste Contract – The transition to our new medical waste disposal company went smoothly. Our waste backlog is gone, and I anticipate future service by this new provider will be much more reliable.

Building Modifications – The Grafton County Board of Commissioners have sole authority over the complex buildings and grounds. I ask that you exercise your authority and oppose any department head who unilaterally seeks to modify any portion of the county's buildings. None of the department heads outside of the Maintenance Department know the history of the buildings, how they function as an integrated whole in terms of heating, cooling, plumbing, electrical, life safety, etc., thus they are unqualified to take such actions. Each department needs to stick to its own functions based on their expertise in those specific areas. The Maintenance Department has the expertise and delegated authority to modify, maintain and operate each building within the county complex, thus for the sake of principle and order, the Maintenance Department should be the sole entity who performs these specific roles.

Jim Oakes

From: Falkenham, Dave <Dave.Falkenham@unh.edu>
Sent: Friday, February 22, 2013 11:59 AM
To: Jim Oakes
Subject: RE: Commish Meeting

I don't have a time yet... Julie will let me know

Based on cost and efficiency my first choice is behind the water tower. It is very flat and easy to access. No special road needs to be built, and year round access is already provided. I have not spoken with Doug about year round access, but I doubt he needs it. I will talk to him. This is the site I will most strongly recommend.

I am still proposing that we wait until my next timber sale (FY 2015 or 16). This will be much more cost effective as we can cut all the open space that we need while the equipment is there and there will be an influx of extra money from the timber sale to help with the project. I firmly believe that money from timber sales is simply occasional bonus money and it should be used for capital expenses on the property such as roads and infrastructure. History tells us of course that this does not always happen...

If we go with the closer site I am still going to propose that we use the timber sale money to improve the road to the back 40 for timber and haying purposes. These uses will not require year round plowing and will work with lower quality gravel which we can get on-site.

I am opening the discussion up to all stake holders on the property. If it is decided that the back 40 site is better because it is out of sight, out of mind then we can do that but I do not have a road cost estimation. I will try to get that estimation over the next few weeks. Even if we choose the back 40 site, I will lobby against year round plowing. That is an extra hassle for you and it is completely un-necessary. I also think that it might open up an extra liability issue if people are able to drive to the back 40 in the middle of winter.

My objective for this presentation is to get us out of the "rush" situation and give us some time to think about it and do a good job.

Cheers,
Dave

From: Jim Oakes [mailto:joakes@co.grafton.nh.us]
Sent: Friday, February 22, 2013 11:33 AM
To: Falkenham, Dave
Subject: Re: Commish Meeting

Do you have a time?

What area are you recommending as your 1st choice? If it is the furthest one in the back 40, have you figured out the scope of work for road improvements and the cost? Have you spoken to the Doug Dutile to see if he wants year-round

access.

Jim Oakes
Maintenance Superintendent
Grafton County Complex
North Haverhill, NH 03774
PH: (603)787-6971 X227
Fax: (603)787-2012
E-mail: joakes@co.grafton.nh.us

From: Falkenham, Dave [<mailto:Dave.Falkenham@unh.edu>]
To: jim oakes [<mailto:joakes@co.grafton.nh.us>]
Sent: Fri, 22 Feb 2013 11:22:20 -0500
Subject: Commish Meeting

Jim
I guess there is no meeting next week so I will be presenting my Shooting Range movement proposal on March 19 instead.
Dave

"From the top of any mountain the challenge extends, far and wide, until the mountains meet the sky" Fred Bear

David Falkenham, Extension Field Specialist, Natural Resources
UNH Cooperative Extension
3855 Dartmouth College Highway, Box 5
North Haverhill, NH 03774-4936
Tel: 603-787-6944
Fax: 603-787-2009
Email: dave.falkenham@unh.edu

| A&E Firms | Lavallee Brensinger | Leers Weinzapfel | SMRT |
|---|---|---|--|
| Fee Total | \$208,645 | \$304,435 | \$250,270 |
| Estimated expenses: Site visits, travel & consumables | \$6,000 | \$10,544 | \$14,990 |
| Combined Total | \$214,645 | \$314,979 | \$265,260 |
| Average rate per hour | \$188.82 | \$198.72 | \$215.94 |
| Architect Total Hours (TH) | 752 | 672 | 498 |
| Court designer/programmer TH | 122 | 563 | 457 |
| Estimator TH | 60 | 87.5 | 80 |
| Engineering TH | 171 | 175 | 92 |
| Landscape TH | ? | 34 | 32 |
| Team's total hours | 1105 | 1,532 | 1,159 |
| Team's total hours (RFP's) | 1105 | 1,532 | 1,159 |
| Difference between spreadsheet & RFP | 0 | 0 | 0 |
| Average Total Hours (ATH) | 1,265 | 1,265 | 1,265 |
| Total Fee based on ATH | \$238,888 | \$251,411 | \$273,195 |
| Fee structure for future phases | 6.6% of total const. \$ | 8% of total const. \$ | 7.7% of total const. \$ |
| A&E fee based on hypothetical total const. cost of \$42,000,000 | \$2,772,000 | \$3,360,000 | \$3,234,000 |
| Combined fees (all phases) | \$2,986,645 | \$3,674,979 | \$3,499,260 |
| Interview / Interviewee comments | Went well / Challenges - phasing, connecting to DOC, parking, entry and security. 86% repeat customers; no legal issues; vast majority of projects were on time & within budget. | Went well / Challenges - Connecting to DOC, underground utilities, CA office growth, stakeholder communications. 60% repeat customers; no legal issues; vast majority of projects were on time & within budget. | Went well / Challenges - construction site circulation, logistics & long lead times on electrical items. 80% repeat customers; No legal issues; 85% of projects completed on time & within budget. |
| Remarks | Fewest overall hours. Firm felt their numbers are solid. Firm said they can increase more if we want more services. | | 1/2 the engineering hours vs. others. Firm said they can give less architect hours and plus up engineering if needed. |
| Remarks | Site visits: # people (# trips) Architect 3 (8/8/8 trips ea.) Court design/plan 1 (4 trips) Cost estimate 1 (1 trip) Structural engineer 1 (1 trip) Mech. engineer 1 (1 trip) Electrical engineer 1 (1 trip) Civil engineer 2 (1 trip) | Site visits: # people (# trips) Architect 3 (3 trips ea.) Court des/plan 3 (2/2/1 trips) Cost estimate 1 (1 trip) Engineering 1 (1 trip) | Site visits: # people (# trips) Architect 3 (5/4/4 trips ea.) Court design/plan 2 (3/2 trips) |
| Remarks | Firm said geotechnical services and site survey are essential to schematic design phase. They highly recommend those services be performed at the onset of this process. | Their proposal is ambiguous as to what types of engineers are performing site visits. | Their proposal is ambiguous as to whether or what types of engineers are performing site visits. |
| Remarks | Some of the Court Designer hours are blended with architects. | | |

Recommendation: The Courthouse Building Committee recommends the Grafton County Board of Commissioners select Lavallee Brensinger Architects (LBA) to complete the courthouse schematic design phase for the following reasons: LBA has much more experience designing and building courthouses than their competitors. They have the lowest fee structure on all project phases. They have a great working relationship with State of New Hampshire Department of Administrative Service - Bureau of Court Facilities and Judicial Branch. Their references all had stellar comments regarding their experience with this firm. They are a NH based team. They said they understand NH costs more so than their out-of-state competitors.