

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

January 21, 2025

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

OTHERS: Anne Duncan Cooley, Michelle Beaudin, Maintenance Supt. Oakes, Sheriff Myers, Register Monahan, Joseph Barton – via Teams, Nick De Mayo – Via Teams, Eddie Q – Via Teams, Brian Dear – Via Teams.

Commissioner McLeod called the meeting to order at 11:00 AM.

Anne Duncan Cooley, Michelle Beaudin – Grafton Regional Development Corporation – Quarterly Report.

A. Duncan Cooley briefly discussed what they do for Commissioner Hedberg at GRDC. She explained that they run the Enterprise Center in Plymouth and the Dartmouth Regional Technology Center in Centerra Park in Lebanon and discussed what each facility does.

A. Duncan Cooley reported that GRDC wants to expand the DRTC facility but has not yet found the right location. She stated that several buildings in Centerra Park have been empty since COVID-19, as office space is not as popular as it used to be. The building next door has become vacant. She stated that this may present an opportunity for an easier expansion of DRTC rather than building from the ground up. A. Duncan Cooley explained that they have a potential tenant for that space, and she has contacted the Boys and Girls Club about incorporating childcare into this building because it is needed. She stated they are doing their first look at it next week with potential partners. She explained that they may be looking to the County to submit a planning grant application through CDFA. She noted that she has been speaking with the city of Lebanon about applying for grants as well. A. Duncan Cooley further discussed the DRTC with the Commissioners and answered questions. She said she would report to the Commissioners once she knows more about the DRTC expansion.

A. Duncan Cooley explained that GRDC also provides small business lending and start-up loans of under \$50,000.

Michelle Beaudin gave an update on the Microenterprise Program. She handed out the attached information sheet on the program. She reported that they are halfway through the program year, and 27 of 40 client spots are filled, noting that this is ahead of where they were last year. This program has helped a variety of small businesses with technical assistance. The first round of direct equipment grants was for \$2,500 and up to \$5,000 for purchasing anything that does not require construction, electrical or plumbing work. M. Beaudin reported that they have been able to help hundreds of small businesses through this program.

A. Duncan Cooley reported that she has been asking around to see how they can help in the housing area. She thinks that GRDC's niche may be financing. She is out talking to people and

figuring out what they can do. Commissioner McLeod noted that GRDC could help spread the word about the County's funding for the downpayment assistance program through Ahead.

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

Shooting Range - Commissioner Piper stated that she is getting impressions from others that moving the shooting range might not be necessary, and she wants to make sure they are all on the same page. CA Libby stated that she was not a part of the incident that Supt. Oakes has discussed, but there may be differing thoughts on whether the outcome could have been different. She stated that people might have perceived the incident differently. Supt. Oakes stated that he and Forester Jim Frohn were together in a vehicle above the range when someone started shooting a high-powered rifle in the same trajectory that they were in. He noted an instance the Sheriff's Department reported, where they had been conducting nighttime training at the range, and hikers with headlamps came out directly above the range. Supt. Oakes stated that he is not sure who CA Libby spoke to, but he feels there is no need to have a range where they are shooting into an embankment with a road across the top corner.

Commissioner Piper stated that they do not want anyone to be in danger but noted concerns about different perceptions regarding using the range. When the Commissioners were told about the incident, they wanted it looked into and have a policy drafted. She stated that it seems as though there will be a considerable expense. They want to avoid danger but also want to make sure their perception is correct. CA Libby stated that step 1 is better managing the range, which is what the staff are currently working on. She added that they must remember that it is public land, and people are not only using that road to access property. There may be a study they can do to find a safer place to have the range, but they have to note that it may incur a significant expense. The Sheriff's Department would likely want a new shooting range to meet certain requirements, and like the Courthouse, they need to access needs versus wants. Supt. Oakes stated that there are things that can be done to improve safety. They are looking at gates, which is a way for the county to cover itself against liability. Supt. Oakes further discussed the issue with the shooting range and answered questions from the Commissioners.

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

CA Libby noted that former Sheriff Stiegler emailed the December report to the Commissioners but did not go over it with them. Commissioner McLeod asked if a report could show a trend in previous months to help them see statistics. Sheriff Myers noted that she would be working on a different format for the monthly report and would also work on including those trends.

Sheriff Myers reported that they have been very proactive in the last nine (9) days she's been in office. The deputies are spending much more time on the road helping other towns, trying to mend relationships, and working on local partnerships. She also noted that she has received three (3) applications for the Deputy position and several for the two (2) administrative positions. She hopes to fill the open positions soon.

Register Monahan arrived

Register Monahan stated that the agenda was vague regarding what the Commissioners wanted to discuss about the vault. She said that she had a document from 2013 that she had sent to the Commissioners, which addressed the background of the vault. She explained that there was a lot of water under the bridge from 2013-2023 of incidents and decisions made that she can further explain. She asked the Commissioners what they would like to discuss regarding the vault. She noted that her part-time worker is excited, as is she, about how great the vault is looking.

Commissioner Piper stated that at a previous meeting a couple of weeks ago, the Register of Deeds mentioned a few items that she wanted to bring to the attention of the Commissioners, which were the environmental controls, staff, and the vault. The Register of Deeds is now asking the Chair to specify what the Commissioners want to discuss about the vault, but it seems like the Commissioners took their cue from the Register of Deeds, as she was the one who said she wanted to discuss the vault. Commissioner McLeod stated that Register Monahan had mentioned three (3) items she wanted to discuss. The Commissioners felt the vault was the one (1) item they did not know what Register Monahan wished to discuss, so they chose to discuss that first. Commissioner Piper noted that this discussion was at the request of the Register of Deeds, and therefore, they do not know what it is they are discussing.

Register Monahan stated that there was one (1) incident that she did not know if they would get into right now but noted that she photographed it, and those photos were sent to CA Libby. She has a ten (10) page document regarding the incident. Register Monahan explained that she had been working directly with the maintenance staff doing the work in the vault. She explained the next steps for moving and putting together the cabinets for Supt. Oakes and gave the Maintenance Department instructions. She noted what a previous maintenance staff member could not finish: placing rubber straps between the drawers so they do not stick or rust. The following week, the cabinets were all stacked without the needed spacers. She stated that she emailed maintenance and said that this needed to be corrected. She met with the staff member and explained what needed to be done. Register Monahan then reported that when she went to see the cabinets, she found the top large cabinet was dented and scratched badly. There was white dust on the handles, and a big white column was damaged with fresh plaster showing. She then ran into the employee and asked if there was an accident with the cabinets, and there was a full denial from that employee.

Commissioner Piper stated that she was confused because there were several items that the Register of Deeds wanted to discuss with the new board and the meeting today was to be on the vault. Register Monahan handed out memos regarding the vault earlier in the meeting but is now discussing the maintenance department. Commissioner Piper stated that Register Monahan stated at a previous meeting that she wanted to discuss promotions for her staff members and problems with the maintenance staff. It sounds like this is happening today, as she does not see where this is a discussion regarding the infrastructure of the vault.

Register Monahan stated that many problems originate from people not telling the truth while working in the vault. She emailed the department head regarding the incident and received an unpleasant accusation in response. Register Monahan explained that then a new maintenance staff member came to meet with them and stated that they were present and helped with the cabinets but were unaware of how they were damaged. He then stated that he was there to fix it.

She then worked with that employee to address what happened. Register Monahan stated that it was the tone that she was spoken to with, and she does not like being lied to. It is demoralizing and eats away at an organization. She stated that this was a cover-up, and that is what happened in the past, noting the incident with the environmental controls over the summer. Commissioner McLeod noted that using the word cover-up is strong language, making communication difficult. Commissioner McLeod encouraged using different words, as the use of the term “cover-up” could be part of the reason there could be some communication issues. She asked if there was anything the Commissioners could do. Register Monahan responded that there was nothing they could do. She stated that the Commissioners own every employee here and either condone or do not condone their actions. Commissioner McLeod noted that they do not condone all of the actions but are also unaware of everything that goes on.

Commissioner Hedberg stated that regarding the vault when she did a tour, this was not the ideal place for her historical documents. Register Monahan noted that, in a way, it is because the climate in the vault is chilly and lends itself to be adequate. Commissioner Hedberg said they should consider finding the ideal place for the Register of Deeds Office. She noted that Register Monahan, at one point, wanted to move to the Courthouse but now feels the Administration Building is a better place for them. Commissioner Hedberg explained that she is now stepping onto the Courthouse Building Committee and looking at the questionnaires. Having this information from Register Monahan would be very helpful for her, as she does not know the answers as to where the best location for them would be.

Register Monahan stated that from what she understood from Commissioner McLeod, she would have a separate conversation on the vault with Commissioner Hedberg, which is why she did not know what the conversation was for today. Register Monahan reported that they had made great progress in the vault and noted that the local fire chief was very pleased. A great deal of investment of energy and thought has gone into this. Register Monahan explained that when the move to this building happened 20 years ago, the items were dumped in the vault, and she was told by the Board of Commissioners to stay out of that floor. She stated that more factors of their location, besides the vault, are public access and comfort. Commissioner Hedberg asked if it would be helpful to have a more in-depth conversation with Register Monahan and then relay the information to the building committee. Register Monahan stated that they could do that but noted that she is going to propose to the Executive Committee that they take a tour as well. She feels that people looking at the vault will go a long way in making informed decisions.

CA Libby noted that if they are opening the courthouse conversation with the Register of Deeds, that needs to be discussed soon because they will be wrapping up the space needs phase. Register Monahan stated that she was not aware that she ever stated that she wanted to be in the Courthouse, but she wanted to be considered because she had always advocated for a bigger conversation about where other departments should go.

Commissioner McLeod suggested that CA Libby reach out to Supt. Oakes to find out more information about the damaged cabinets from the Maintenance Department. She asked if something needed to be replaced. Register Monahan stated that they have decided to move the damaged cabinet to the middle, but she will have to sand it and repaint it so it does not rust.

Commissioner Hedberg stated that she would contact Register Monahan to set up a time to meet with her.

CA Libby stated that Register Monahan had said on January 8th that there were three (3) issues she wanted to discuss over the next three (3) weeks: the vault, problems with the accountability of the maintenance department, and promotions for staff. Commissioner McLeod asked if the vault and maintenance department were one (1) issue, and Register Monahan stated that was correct. Commissioner McLeod stated that the next item to discuss at a future meeting is promotions for her staff.

Register Monahan stated that she put in her name to be considered for the New Hampshire Association of Counties Executive Committee, and she did not hear any real deliberation in public, and the Commissioners came to the decision quickly when the meeting started. She wants it understood that Commissioner Piper would have the same access to information and the same vote at the Commissioners level, Executive Committee level, and Officer level, rather than having a different perspective from an affiliate that is underrepresented. Commissioner McLeod explained that they had CA Libby ask each person who was currently on the Executive Committee if they wanted to stay, and they all wanted to. Commissioner Hedberg then wanted to replace Commissioner Ahern's position.

Commissioner Piper stated that she is an Officer but is confused about how that disqualifies her or is redundant to be on the Executive Committee. She does not agree and sees no evidence that there is any lack of representation on the part of the Register of Deeds Affiliate. In her time there, there was always an informative report from the Register of Deeds. She feels the role of County Commissioners is vital, given that they have the general oversight to understand policies and best practices across the board, not just for any one affiliate. She does not feel in any way that she is redundant. Register Monahan stated that she could have taken a step back and given the votes elsewhere. Commissioner Piper stated she is on the Executive Committee because she is the immediate past President. Register Monahan is asking her not to be on the Executive Committee to accommodate another member. Register Monahan stated that it would be an understanding of courtesy to bring another perspective. She noted that she had attended these meetings long before Commissioner Piper was in County Government. Commissioner Piper stated that the last thing she would do is get into a discussion that is not productive for the taxpayers or residents attending online about who sits on the Executive Committee. She is sorry Register Monahan feels that way but does not see how this is County business. Commissioner McLeod stated that the Commissioners have taken their vote.

Agenda Items:

1. Minutes – Commissioner McLeod asked if everyone had a chance to read the minutes from the January 14th meeting. Commissioner Hedberg noted that her only correction was adding Sheriff Myers to the list of those in attendance. Commissioner Piper had the following edit.

Page 3, Paragraph 1 – Commissioner Piper changed the sentence “Commissioner Piper stated that she thought this was a good point, and to support what Commissioner McLeod said, they have heard about running out of ARPA funds since they were first granted, and

the Commissioners have heard the advocating for them to grant a future request” to read “Commissioner Piper stated that she thought this was a good point and to support what Commissioner McLeod said, she explained that the Commissioners have heard from County Attorney Hornick about running out of ARPA funds since they were first granted, and the Commissioners have heard County Attorney Hornick advocating for the Commissioners to grant a future employment request without the ARPA funds available.”

MOTION: Commissioner Hedberg moved to approve the minutes as amended from the January 14th meeting. Commissioner Piper seconded the motion, and all were in favor.

2. The Commissioners signed check register 1100.

2. CDFA CENST for Signature – CA Libby explained that this is an environmental review for the equipment grants through the Microcredit grant. The Commissioners signed it last week, but it had the incorrect business name, which has now been corrected.

3. CA Libby stated that the NHAC Executive Committee Meeting/Commissioners Council Meeting will be held on Thursday, January 23rd at Primex.

4. CA Libby noted that the Executive Committee will meet on Monday, January 27th, at 9:00 a.m.

5. Update – Funding Available (Federal & Opioid Trust) – CA Libby reviewed a list of open ARPA projects that have obligations beyond December 31st. She reviewed the ten (10) remaining projects and answered questions from the Commissioners. She explained that when they finished balancing out the ARPA projects, accounting for projects with balances left, there was \$52,000 left unobligated. She put an additional \$31,000 into the Sheriff’s project, which will cover the \$26,000 and \$4,000 payments due in November. The project was approved, so she could use these unobligated funds for that. The remaining funds she put into the Market Modification WMUR line for the attorney. CA Libby explained that the ARPA regulations say that if there is unobligated money from any project and another project within the category that comes in higher, you can use the unobligated money for that project. She noted that all ARPA funding will show as being obligated.

CA Libby stated that because Grafton County receives a Payment in Lieu of Taxes (PILT) payment from the Federal Government, it has also received Local Assistance and Tribal Consistency Fund (LATCF) funds. The County received \$577,365.02 and has obligated \$35,000 for the Alternative Sentencing Department. CA Libby stated the County also has \$551,301.83 left in ARPA interest money and roughly \$900,000 left in Opioid abatement funds. She stated that next week, she has scheduled a meeting with the Sheriff, DoC Superintendent, County Attorney, and Alternative Sentencing Director to discuss any uses they may have for the Opioid Abatement fund. She thinks some of the LATCF funds or the interest money may have been used as they move forward with the budget.

6. December Financial Reports

Monthly Variance Report

CA Libby reported that they are six (6) months through the fiscal year, and this is when she starts to analyze trends. She noted that the Nursing Home is running behind in revenue by \$345,000.

She has talked to NHA Labore; the census is 119, with plans for two (2) admissions. They are trying to focus on staying in the 120 area for the census, above the budgeted census of 118. She noted that the average daily census was below that from July – November. The nursing home is also significantly down in the Medicaid population, including a couple in VT Medicaid, a big payor source. CA Libby reported that the nursing home is also above private pay and up in Medicare. She feels things will level out as long as the nursing home can maintain its census.

Proshare & Bed Tax—CA Libby explained that the Proshare Payment is a one-time payment in June, so this line shows the entire year. The County receives its bed tax payments quarterly, so these numbers only show one payment. She noted that the bed tax is a 5% tax on all patient revenue at the Nursing Home.

CA Libby reported that they are on target for revenue in most budgets. She noted that the interest revenue is down \$100,000, and she does not think they will rebound as interest rates continue declining. CA Libby noted that another thing to consider is that due to the broadband grant, they are going through cash quickly. The broadband grant is a 70/30 match; in December, there was a \$1.5 million invoice. The County was not reimbursed the full amount, and therefore, that is taking large amounts of the cash as well. CA Libby also noted that the county had to have a cash-secured letter of credit to get the grant. There is \$4.2 million tied up in an account the County cannot touch. These things have had a negative impact on the cash flow. Her concern is that they will have to borrow again this year, which may have to be done earlier than usual.

Prorated Report

CA Libby reported that at the halfway mark (50%) of the year, we are under revenue by \$165,000 and under-expended by \$1.3 million. She does not see anything of concern and feels the County is in decent shape at this time. In February after they have (8) months completed, she will do her initial projection for surplus and will continue to monitor that closely as they go through the budget.

Over Expended

CA Libby reported that two (2) accounts, the Tax Anticipation interest and Outside Counsel, would need authorization from the Executive Committee to transfer funds.

Commissioners' Issues:

1. Commissioner McLeod asked if someone had been in contact with Don Bliss. CA Libby stated that D. Bliss from MRI will be at the February 4th Commissioner meeting.
2. Commissioner McLeod stated that she is meeting with the Littleton Budget Committee and requested two (2) copies of the EH Danson Courthouse report. She noted that the good news is that the work that has been done has already reduced the initial square footage of the building. CA Libby stated that they initially recommended 78,000 sq ft, which is around 60,000 sq ft. Commissioner Hedberg noted that sitting in on the Sheriff's and Dispatch questionnaires that they had filled out, she felt that the requests were very reasonable to make sure the project is as affordable as they can make it. She noted that a tour of the building answered her questions about needing a new Courthouse. Commissioner Piper stated that several members of the delegation took a tour at the end of last term and felt the same way.

Commissioner McLeod asked for the timeline of the project. CA Libby reported that they should have the conceptual design from the architect by mid-June. From there, the decision of the Board of Commissioners will be made if they want to move forward with the project. If they decide to move forward, there will then need to be a Delegation for a bond vote. CA Libby further explained that this triggers the requirement of one (1) public hearing but noted that the County held public hearings in each Commissioner district with the construction of the Department of Corrections. It will then go to the Delegation, where a 2/3 majority must approve the bond vote. CA Libby stated that if that happens, they will move forward with the design, and she hopes to move forward with a bond vote in the early fall, continuing the design throughout the winter and breaking ground in the spring of 2026. She noted that this is if everything goes as planned.

Public Comment

Commissioner McLeod reiterated that the public comment policy the Commissioners recently passed is for comments only. There is no time for discussion or questions, as this is the Commissioners' work session.

N. De Mayo requested a copy of Julie's financial report. CA Libby stated that she did not have a written report, but her report would be in the minutes. N. De Mayo noted that sometimes the minutes are streamlined, and not everything is in them.

B. Dear thanked the Commissioners for allowing him to attend and stated that it was very informational.

MOTION: * 1:20 PM Commissioner Piper moved to enter into a non-public session for the purpose of the hiring of any person as a public employee according to RSA 91-A: 3, II (b). Commissioner Hedberg seconded the motion. This motion requires a roll call vote. Commissioner McLeod called the roll. Commissioner Piper said, "Yes", Commissioner Hedberg said, "Yes," and Commissioner McLeod said, "Yes." Commissioner McLeod stated that a majority of the board voted "yes" and would now go into non-public session.

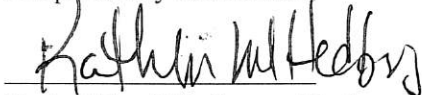
* 1:52 PM Commissioner McLeod declared the meeting back in public session.

MOTION: Commissioner Hedberg 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 Piper seconded the motion. Commissioner McLeod called the roll. Commissioner Piper "Yes," Commissioner Hedberg "yes," Commissioner McLeod "yes." Commissioner McLeod stated that a majority of the board voted "yes," and the motion passed.

MOTION: Commissioner Hedberg moved to offer Matthew Joska the position of IT Director. Commissioner Piper seconded the motion, and all were in favor.

1:53 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Katie Wood Hedberg, Clerk



New Hampshire's Community Navigator Program is designed to reduce barriers to accessing critical resources for small businesses—with a focus on microenterprises, cooperatives, and businesses in the early stages of development—owned by women, socially and economically disadvantaged, and underserved entrepreneurs.

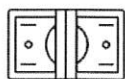
“GRDC has been very supportive along the way; from flexible lending terms to helping me find resources through the SBA, it's nice to know that no matter what, they'll be there to help..”

-Small Business Owner, Lincoln

RESOURCES



PLANNING FOR
YOUR BUSINESS



FINANCING
YOUR BUSINESS



CONNECT TO
EXPERTS



LOAN
PROGRAMS

NEW HAMPSHIRE COMMUNITY
NAVIGATOR PILOT PROGRAM
FUNDED THROUGH A GRANT
AGREEMENT WITH THE U.S. SMALL
BUSINESS ADMINISTRATION.



U.S. Small Business
Administration



OUR MISSION AT GRDC

Grafton RDC is committed to building a sustainable economic future for Grafton County.

Our mission is simple: to strengthen local businesses, grow the economy, and foster community support networks that create jobs and build wealth within Grafton County.



PROGRAM BENEFITS

We are ready to help you successfully connect to technical assistance, tools, resources and capital to grow your small business.

The Community Navigator Program offers professional services and solutions for New Hampshire small businesses and entrepreneurs at no cost.

Access services including:

- Business counseling
- Marketing, operations, business planning, and strategy development
- Connection to training and skills development resources
- Access to money
- Other support as needed

Let our experts help your business thrive!



**Community
Navigator**

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 17, 2024 – January 20, 2025

American Rescue Plan Act (ARPA) Project Updates

Courthouse Conceptual Design Update

- A few days before the project kickoff meeting we signed contract documents with Lavallee Brensinger Architects (LBA), which secured all remaining ARPA funds projected for this project.
- On Dec 20, 2024 LBA and the Courthouse Building Committee (CBC) held the project kickoff meeting with all stakeholders to review the conceptual design process phases, project schedule and discussed the programming phase, the 1st phase of the project. Following the kickoff meeting LBA toured the courthouse to see firsthand the current spaces and existing challenges.
- Following the kickoff meeting I sent LBA's programming questionnaires to all stakeholders with a Jan 10, 2025 requested completion date. Most stakeholders complied. As of today, NH DMV, is the only stakeholder who hasn't turned in their questionnaire despite repeated request for them to do so.
- On Jan 17, 2025 LBA held a Zoom meeting with the Sheriff Dept/Dispatch to discuss their questionnaire and clarify various ambiguities.
- On Jan 22, 2025 LBA will do the same with Probation & Parole and the County Attorney's Office. I am trying to coordinate the Grafton County Bar Association's participation in the process as well; I'm just waiting to hear back from them.

Complex

Shooting Range Update

- Since I last met with you, Glenn Libby, myself, Ben Adams, Dan Hamilton and Jim Frohn inspected a few acres above the existing range that will make a safer spot for a new range (see attached maps).
- On Jan 16, 2025 I, Tim Lethbridge, Sgt Buxton, Ben Adams, Dan Hamilton and Jim Frohn held a follow up meeting to discuss progress since our last meeting a month ago.
 - o I showed the participants the new signs for the gates and discussed my plan to purchase and install the gates in the springtime. My department will buildup the existing range right berm, which is too low.
 - o Ben Adams and Dan Hamilton presented a proposed shooting range policy they have been working on. Ben said Primex had reviewed it and said it looked fine. Various meeting participants added additional edits, which Ben will use to finalize the policy before presenting it to the commissioners for approval.
 - o Sgt Buxton reviewed the Outlook Calendar that users will use to schedule range use times. Any department that utilizes the land across the street will have access to the calendar to view scheduling and will also receive email notifications when those events are initially scheduled.
 - o Dispatch will announce via phone calls or radio ad-hoc use of the range by county individuals.
 - o Ben presented a preliminary design of the new range and some of the potential costs. We also discussed various justifications to support the request to build the new range.
 - o Jim Frohn said he has a 60-acre timber cut planned for late summer 2025 that includes the area of the proposed range. He said the commissioners may allow the proceeds to help pay for the new range.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 17, 2024 – January 20, 2025

- To help soften the cost of a new range, I proposed doing the project in stages over a 3-4-year period.

COURTHOUSE

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

Asbestos Abatement Update – The Law Clerk’s Office, room 129, has asbestos impregnated paint flakes falling from the ceiling in an area that had previous water damage. The asbestos abatement company rescheduled the abatement for Jan 31st.

HVAC

- Boiler 1 ran really dirty. Rick Colbeth, the county’s licensed gas-fitter, cleaned the boiler, rebuilt its fuel pump and tried tuning it. Although it greatly improved it isn’t running as cleanly as it should. I ordered new variable flow fuel nozzles for it, which were extremely hard to find due to the age of the boiler and limited availability of replacement parts. The source I ordered them from gave me a 4-5-week lead time to get the nozzles.
- The building’s furnace, which heats the back-storage room and carport suspended ceiling cavity where sewer pipes run, had its inducer motor fail. Rick Colbeth replaced it with a new one.

Chamber 2 – The bathroom sink drain was blocked. Steve Whitcomb, the county’s licensed master plumber, tried clearing the drain with a plumbing snake and drain cleaner chemicals but was unsuccessful. He then tried scoping the drain but could not get to the plugged area due to too many tight turns in the pipe. He finally succeeded in clearing the drain by removing the toilet, cutting open the wall to expose the plumbing and cutting out a section of pipe to access the clog.

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.

Nursing Home Rear Landscape Project Update – Jay Miller received the needed survey from Horizons Engineering and has been plotting the new landscape design on it. This coming Friday Craig Labore and I have a meeting with Jay to go over it.

Fire Damper Inspection Update – My staff are in the process of completing a 4-year inspection of the nursing home’s 231 fire dampers. This is a tedious, sometimes difficult task that takes months to complete. This task is ongoing, and I hope to have it complete by April.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 17, 2024 – January 20, 2025

Elevator – The 69 Building elevator keeps getting stuck on various floors due to some malfunction with its door. Stanley Elevator is scheduled to troubleshoot and repair it today, Jan 21st. Currently my staff have it locked out so no one can use it.

Domestic Hot Water (DHW) Tank – About a week ago one of my staff discovered the 69 Building's DHW tank has a leaking pressure relief valve and a heavily corroded inspection hatch door that that should be replaced. I ordered new parts and recently received them. I have scheduled a 4-hour DHW shutdown to fix these issues tomorrow, Wed Jan 22nd.

HVAC – Air handler HRU 2, which heats and cools the first-floor Administrative hallway and offices, was discovered to have a leaking heat coil. My staff removed the coil, patched it and reinstalled it.

Sprinkler System – The 69 Building dry sprinkler system developed a leak in one of its pipe joints and is slowly leaking air. Hampshire Fire Protection is scheduled to do their quarterly preventative maintenance on all sprinkler systems throughout the complex on Jan 30th and will fix this leak on that same date.

Refrigerator Units – Three of four resident dining room fridge/freezer units had either their freezer or refrigerator compartments stop working. My staff repaired a couple via electrical repairs but the one assigned to Profile has leak at the evaporator that is non-repairable. A new evaporator will cost over \$3,000, so it was not worth replacing it because Craig is planning to replace all dining room refrigerators in FY26 due to their old age (22-25 years old). In the interim, my staff moved the Activities refrigerator to Profile until new units are purchased in July, assuming the budget request is approved.

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.

Front Steps – The repairs Copia Independent Contractors made to the front steps failed a in a few areas. The lowest step is cracked again and the paint blistering in spots. Also, the epoxy paint sealing the landing by the top step is cracked in several spots. I notified the owner that that he is on the hook for warranty repairs and we agreed to schedule the repair work sometime this spring.

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.

Domestic Hot Water (DHW) Tanks Update – As I previously reported, the DHW is not getting hot enough due to scale buildup on the heat exchangers within all three tanks. I ordered and received all the materials and

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 17, 2024 – January 20, 2025

equipment needed to remove, descale and reinstall them. My staff will likely complete this task sometime in the next few weeks.

Generator Base Aboveground Storage Tank (AST) Failure Update – Since we last met Roy Creley from Lakes Region Environmental conducted a site visit to see the generator AST that is failing. We agreed on a proposed plan that abandons the existing tank after it gets pumped out and is replaced by a much smaller day-tank that auto feeds from the underground storage tank. He informed me that NH DES approved his design and at this juncture he is putting together a proposal for my FY26 budget.

HVAC

- Air handler ERU-F1, which helps heat Area F – the Men’s Medium Security Housing Unit, had its upper hot water coil burst from freeze up. We removed the coil, soldered patches on a dozen burst locations, leak tested and reinstalled it.
- During a routine inspection of the DOC boilers Rick discovered that Boiler 2’s burner retention head had melted. Rick has been trying to contact the manufacturer to see about ordering a new retention head. In the interim, he locked out boiler 2 from use.

Area C Special Handling Unit Showers – The shower walls in Segregation and the lower one in Maximum Security are both peeling. I’ve asked my guys to inspect all the other showers to see if any others are doing the same. Once I have a complete list I will notify Copia Independent Contractors to schedule a springtime warranty repair.

MAINT/FARM BUILDING

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

Farm

HVAC – The Dairy Barn Milk Room Modine heater stopped working. To correct the problem we replaced a bad thermostat.

BIOMASS PLANT

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

Tour – Last week Sullivan County’s Maintenance Department conducted a site visit of our boiler plant and reviewed our preventative maintenance program for this facility. While here they requested and received a tour of the DOC as well.

ALTERNATIVE SENTENCING BUILDING

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 17, 2024 – January 20, 2025

HVAC – One of the offices by the back door never seemed to stay warm enough when its door was closed for privacy. The thermostat for this office is a shared thermostat for the North end of the building and was located in an adjacent corridor. We discovered it was being influenced by the heat from the furnace dedicated to the South portion of the building. When we relocated the North furnace thermostat to a different location within its own zone, far from the influence of the South furnace system, it resolved the issue.

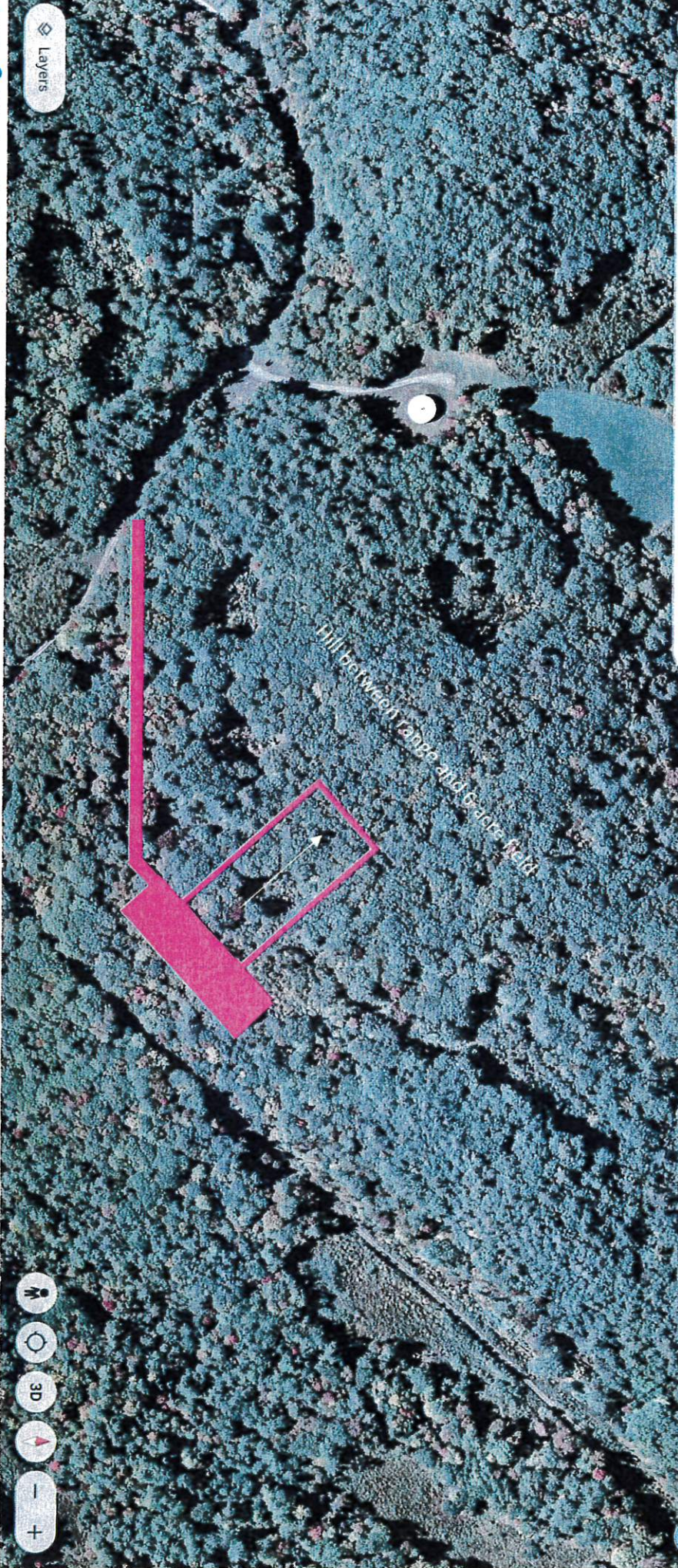
OTHER

Plow Truck – While plowing near the new pavilion, one of my staff struck the right outer rear wheel of the Ford F450 dump truck, which happens to have the sander on back. The tire and rim were damaged beyond repair, but thankfully the granite bolder did its job to prevent damage to the pavilion. It took a week to get a new rim and tire for the truck, which prohibited us from spreading road salt last week. The truck is now fully functional again, and we were able to spread salt after cleaning up following our last snowfall.

Staffing – I recently hired a new Skilled Maintenance Assistant to fill a vacant position. The new employee starts today, Jan 21st. However, I had to let go one of my Maintenance Assistants last Friday due to his inability to meet department job standards. HR currently has that position posted.



Proposed new range location



Layers

Google 100% Data attribution 10/3/2022--newer

Type here to search

840 AM 1/13/2025

100 m Camera: 941 m 44°07'06"N 72°01'52"W 249 m

Navigation controls including a person icon, a circular arrow icon, a 3D icon, a compass icon, and zoom in (+) and zoom out (-) buttons.

Taskbar with various application icons including Google Earth, Shooting, Remind, Shooting, Maintenanc, POS, Budget-FY, and a clock showing 8:40 AM on 1/13/2025.



Grafton County Sheriff's Department Operations Division

Monthly Report

December 2024

Statistics

-Transport:

- Court Transports: 15 Prisoner Transports: 36
- CSO movements from jail to court: 20
- Juvenile Transports: 0
- Involuntary Emergency Admissions (IEA): 9

-Arrest:

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

Total Arrest: 18

-Civil:

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

Total Monthly Civil Service:

-Warrants:

-Total # of Active Warrants:	Criminal= 393
	Civil = 25
	Total 418

-Motor Vehicle Activity

-Motor Vehicle Stops: 7

-Fleet Mileage

- Total Miles Driven: 22,597

Grafton County Sheriff's Office

January 21, 2025 Commissioner's Meeting

Report for December 2024, working on final stats for January as we near end of month.

Processing applications for Civil Administrative Assistant, Criminal Administrative Assistant, and Deputy.
Letters to go out this week for both administrative positions.