

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building
North Haverhill, NH 03774
December 17, 2024

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

OTHERS: Treasurer Hill – via Teams, Kylee Emerson – SNS, Alternative Sentencing Director Mitchell, Register Monahan, Maintenance Superintendent Oakes, DoC Superintendent Lethbridge, Commissioner-Elect 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 Ahern.

Treasurer Hill arrived via Teams and recommended the following Investment Plan (* see attached)

Treasurer Hill stated that Treasurer-Elect Cryans is aware of these recommendations. She noted that because the County already has accounts with these banks, they will add Treasurer-Elect Cryans to the accounts to ensure a seamless transition once he is sworn into office.

CA Libby stated that eleven (11) communities have not paid their tax bills, totaling \$5.7 million, and noted that tax bills are due today. She stated that \$4,026,181.35 will be paid back from the Tax Anticipation Note the County had to borrow.

Commissioner Piper stated that working with Treasurer Hill has been a pleasure over the years. She thanked the Treasurer for her attentiveness to this tax investment process over the years. Treasurer Hill thanked Commissioner Ahern for his work on the County as well. She stated that she has learned a lot in her role as Treasurer. She thanked the staff for their help over the years. She looks forward to working with everyone in her new role as Executive Committee. The Commissioners presented Treasurer Hill with a plaque honoring her years of service.

MOTION: Commissioner McLeod moved to accept the tax investment plan for 2025 as presented by the Treasurer. Commissioner Ahern seconded the motion, and all were in favor.

Kylee Emerson – SNS arrived and gave the following report (* see attached)

Agenda Items:

1. Commissioner Piper asked if anyone had a chance to read the minutes from the December 10th meeting. Commissioner Piper added the following sentence:

- Page 2, #5 – “The Commissioners stated that they would accept electronic applications for Social Service funding beginning FY26.”

MOTION: Commissioner McLeod moved to approve the minutes from December 10th as amended. Commissioner Ahern seconded the motion, and all were in favor.

2. The Commissioners signed check register 1084.

3. Superior Court Lease – CA Libby reported that the State of New Hampshire has agreed to the Commissioners’ counter-proposal of a 2% increase.

4. November Financial Reports:

Revenue - CA Libby reported that the Nursing Home is still behind in revenue by a little over \$300,000. Their average daily census is now at what was budgeted for. She stated that nursing home’s Medicaid population is below budget levels, but they are making up some of the Medicare. She noted that the Medicaid rate is going up roughly \$14 a day beginning January 1st. CA Libby reported that both the DoC and Alternative Sentencing are showing negative variances as well because they are a month behind, and these reports do not show November’s BDAS numbers. The Register of Deeds is showing a positive variance of \$85,000. Overall, the County is on target for revenue.

Expense—CA Libby reported that a few departments are showing negative variances, but there is nothing of concern at this point in time.

Prorated Report—CA Libby stated that this report shows revenue \$250,000 below but under-expended by \$1.5 million.

Over-Expenditure Report –CA Libby stated that their legal counsel line is over-expended due to several pending claims.

Alternative Sentence Director Mitchell arrived and gave the following report: (*see attached)

AS Director Mitchell gave an update about the Sequential Intercept Model Transitional Housing Initiative. She reported that they have successfully contracted with two motels; the third is in process. They have support agencies in Plymouth and Lebanon contracted for case management. They are working to find a willing/able provider in the Littleton area and are in negotiations now. She stated that they hope to be ready to initiate the program before the middle of next week.

Commissioner McLeod stated that the newspaper has been full of misinformation about the housing program. She asked AS Director Mitchell if she could send her a few sentences with the correct information that she could then provide to the public.

AS Director Mitchell stated that several participants need this housing now, but they have not let people know it is available until they are fully active. The word is out there that it is coming, but they want to make sure everything is lined up before they officially declare it open.

Register Monahan arrived to discuss the following memo (* see attached)

Commissioner Piper stated that the Commissioners received a memo from the Register of Deeds regarding the hazard pay from ARPA funding for Brenda Dodge. She stated that the previous Board of Commissioners dealt with the hazard pay during COVID. Commissioner Ahern stated that he is actively practicing law and doing work with the Register of Deeds and, therefore, feels he needs to recuse himself from this discussion and vote due to a conflict of interest.

Commissioner Piper stated that hazard pay was given to the 24/7 staff who the Commissioners felt were in need, given the danger they were in during the height of COVID. The Commissioners followed the model regarding recipients of hazard pay established by the NH state government.

Register Monahan stated that her staff were doing things not in their job description throughout the COVID process. The Nursing Home and the Department of Corrections both understood their jobs because they were doing the same role as they would with any sick individual. The Register of Deeds staff were sanitizing stations so people from other states could research documents because they wanted to purchase them here. People were staying in motels, breaking quarantine, to do research in-house. Her office was taking people's temperatures, and that was not included in their job descriptions. She stated that they were dealing with the public, who were untested and unmasked at times. She tried to explain the situation repeatedly and was not heard. There was an increasing risk of dealing with members of the public, where the DoC and Nursing Home were dealing with controlled operations and had every opportunity from the state level, federal level, and county level to have assistance with masking and vaccinations. Her staff was on their own with rogue members of the public. Register Monahan stated that they also record death certificates, and throughout that whole process, they were recording certificates from people who were grieving after losing someone from COVID-19. They were going through a lot of emotional turmoil with people as well. She stated that when she came forward with the \$6,000 request for her staff, there was a very short exchange. The County Administrator and the HR Director were considering a \$2,500 bonus for everyone, and the County Administrator stated that she liked Register Monahan's number better. After that, the bonus went from \$2,500 to \$6,000 across the board. That was given to her staff as well, but in conjunction with that was the salary survey that was conducted, and many department heads had problems with how that was done. Register Monahan stated that she has always argued that her office needs to be compared more to the private sector in real estate and legal offices, not just County to County because other counties have different work environments. Grafton County is one of the only counties that works without the benefit of armed guards and a metal detector. This was an increasing security risk, but their office was compared work environment to work environment, which was not apples to apples. She was not heard openly in a meeting scheduled after that analysis was finalized. Register Monahan stated that her Senior Deputy at the time got fed up over the last couple of years, and they did not expect her to go. They had to downshift, having to learn all new positions and responsibilities. Register Monahan stated that they had to bring in a new staff member, who they did not know how she would handle it, and bring in a staff member who had

been gone three (3) years and see how everyone could adapt. She did not budget for the person leaving when she could have left a full-time position open, which would have increased their budget, but instead, her budget decreased by \$31,000. Her office also had an onslaught of a couple of ugly elections this year, where her staff was treated poorly in the news media, and that was a morale deflator. She stated that they have kept it together, and this is the one (1) employee that she can honor for this and show appreciation. She noted they had a very difficult Thanksgiving with their one (1) outbreak with B. Dodge's second job at a hospital. They are talking about her retirement, but she is a very dedicated team member. They are all ready to commit to the next two (2) years, and they are all very happy with their office; they are a well-oiled machine. Register Monahan stated that she does not know what would have happened with a different election outcome because no one would have had the time to train.

Register Monahan stated that the maximum hazard pay is \$25,000, and it is intended for low to medium-income employees. The \$6,000 was given across the board, and a few people evacuated immediately after receiving their bonus. It failed on a few fronts if that was intended to be a hazard pay retention bonus. This staff member has been overlooked for years while being maxed out. Register Monahan stated that she had heard many times that they knew a few positions would be maxed out, but that does not pay the bills during this time of increasing inflation. There are roughly 450 employees at Grafton County, and this is one (1) employee who has been dedicated to serving here.

Commissioner McLeod requested to go into a nonpublic session to discuss this further as it is a personnel matter, and they are discussing names. Register Monahan stated that everything had been said. Commissioner McLeod stated that the Commissioners have heard from Register Monahan, but they have not discussed it.

MOTION: * 9:49 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.

* 9:58 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.

Commissioner McLeod stated that the County does not have any remaining ARPA funds and cannot move forward with the ARPA request. She stated that they can recognize B. Dodge for her exemplary service and that the Register of Deeds can come back in the new year. Commissioner Piper added that the Commissioners recognized all employees at that time with the \$6,000 bonus.

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

DoC Superintendent Lethbridge arrived and gave the following report (*see attached)

Supt. Lethbridge discussed HB318, which makes changes to several criminal justice-related statutes. He stated that these may impact them in the future, and he discussed those concerns with the Commissioners.

Supt. Lethbridge stated that another potential threat they are tracking is the FCC is coming out with a new set of guidelines/restrictions on how much inmate communications can cost. He explained that the way inmate communications work for facilities across the country is that they are all contracted with companies that provide the service. Those companies charge a fee to the inmates and the inmate's family for the phone calls, noting that the fees are charged. Out of that, in their contracts, is what pays for the jail management system. The company that provides the phone is paying for the jail management system. When the contract expires in May, they may need to budget to pay for their phone system. He stated that with the reduced rates, he expects that when their jail management contracts expire in May, the County will not receive the same terms. He may need to budget to pay for that contract in the upcoming year. He further discussed his concerns with the Commissioners and answered questions.

MOTION: * 10:39 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.

* 11:05 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. Municipal ARPA Allocations – The Commissioners received twenty-six (26) applications from municipalities as of the deadline on Friday. One (1) application from the town of Benton was received late. Commissioner McLeod and Commissioner Piper both agreed that they would like to fund Benton’s application. Commissioner Piper stated that she felt they should fund all municipalities equally, regardless of how much they requested. Commissioner McLeod asked CA Libby what the total funding amount would be for each municipality, if they were to fund them all equally. CA Libby stated that each municipality would receive \$19,052.00. Commissioner Ahern stated that he felt they should appreciate the three (3) towns who requested only what they felt they needed and not give them more than they requested. He noted that giving these towns more than they asked for may not set the best example going forward. The Commissioners further discussed the applications and agreed to fund Benton’s late application and the municipalities outlined in the attached spreadsheet.

MOTION: Commissioner McLeod moved to add the Town of Benton to the list of municipal applications for ARPA funds. They will then fund the communities at what they asked for up to \$19,046.00. Commissioner Piper seconded the motion.

Discussion: Commissioner Ahern asked how late Benton was in getting their application in. CA Libby stated that the applications were due Friday, and their application came in Monday morning at 7:48 am. Commissioner McLeod stated that the application was submitted before the next workday started. Commissioner Ahern asked what kind of example that is creating. Commissioner Piper stated that a member of the Executive Committee had stated that this is not County money, it is federal taxpayer money, and they have the opportunity to help their towns, and that is what this money is for.

The Commissioners voted on the motion, and all were in favor.

2. Social Service Funding – FY 2026 – Commissioner McLeod stated that they could look at the average that they fund in each of the areas of funding, which are long-term services/ supports and reducing recidivism. Rather than the different funding amounts for the agencies, they could come up with an average to fund the different groups. They could also come up with a more straightforward application as well. CA Libby stated that she and Assistant CA Burbank can look at the agencies that the County funds and break them down into categories. She stated that by doing it this way, the agencies do not need as long of a window to apply, and the Commissioners can further discuss this at their January 8th meeting. She stated that they would let the agencies know that the County is looking at making changes to their funding applications and that they could expect to receive them by mid-January. Commissioner Piper stated that she thinks this is a very good idea. It will streamline the process. They know a lot of this information and the agencies in their districts. She stated that the County could potentially keep the original application for new agencies that may apply.

3. CA Libby stated that the Courthouse Building Committee will hold a kickoff meeting with the architect on Friday. She is not sure what the Commissioners’ plans are for having a representative on that Committee, as Commissioner Ahern will no longer be on it, but she felt

that it would be important to have that person attend the meeting on Friday as well. Commissioner-Elect Hedberg stated that she could attend.

Commissioner's Issues:

1. Commissioner Ahern stated that he and Commissioner McLeod were invited to a joint meeting regarding the Warren Wentworth Ambulance Service and the fact that it is deeply in debt. There were discussions about other communities that were in the same position. He stated that there will be a request that Grafton County take over the ambulance services. Commissioner McLeod stated that Bob Guida called the meeting, and he engaged Senator Prentiss because she has been chief of EMS. The Towns of Franconia and Lincoln were also at the meeting to discuss their struggles with the ambulance services. Commissioner McLeod further discussed details from the meeting with the Commissioners. She stated that in the future, she would like to see if there are funds available to do an assessment to see if there are any possible solutions that the County could assist with.

2. Commissioner Ahern stated that he has received letters requesting ARPA money. He asked if, depending on the project, some of these projects that were not fully funded through ARPA could be funded through some of the other sources of funding to help these communities.

Public Comment

1. Commissioner Elect-Hedberg stated that she felt the meeting about the ambulance services was good. They were all from different political viewpoints, but everyone felt it was important and a place they needed to look at how to spend their funding. She thinks it is something they need to take seriously, but as Commissioner McLeod stated, several models were discussed. Sue Prentiss and Rep. Stringham stated that several bills are being presented in the upcoming session that look at reimbursements from insurance companies to hold their feet to the fire. There were five (5) bills related to this in the upcoming session, and this subject will be looked at from many perspectives.

Commissioner Elect-Hedberg stated that with regard to the social services funding, she agrees with streamlining the process and was happy to hear about a different application for new organizations. It was striking to her the disparity between similar organizations getting very different amounts of money; she feels this is something to look at. CA Libby stated that originally, the funding provided was divided equally among Commissioner districts, so an equal amount of funding went to each of the three (3) Commissioner districts.

2. N. De Mayo stated that he does not see the meeting for January on the agenda. He asked when the next meeting would be held if it would be Tuesday, January 7th. CA Libby stated that the statute says the Commissioners are sworn in on the first Wednesday after the first Tuesday in January, which is January 8th. The new Board of Commissioners will be sworn in on the morning of January 8th and a meeting will follow.

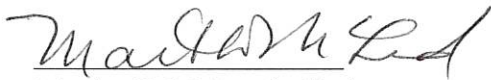
N. De Mayo stated that when Supt. Oakes spoke a few weeks ago about polishing the fuel. He can call Safe Harbor in Bow, NH, and they will come up and polish the fuel. Minnesota also has a firm that will rent a big enough tank to hold all that fuel. N. De Mayo stated that he has also

spoken with Nursing Home Administrator Labore, and he would recommend that whenever someone is proposing a new item, such as the new steam kettle in the Nursing Home, he bring the dietician with him so questions can be answered because NHA Labore did not know answers to many questions. He stated that he found there was a scratch and dent sale for that same piece of equipment that was just approved for \$5,000 less. N. De Mayo stated that when people come before the board, it is casual for them but not for the observers. They should be reminded about public speaking and speaking clearly, as it is hard to follow and understand.

Commissioner McLeod asked if she was able to make a comment to the public. She stated that N. De Mayo has said several times that it is hard to hear, and she would recommend that rather than writing information in the newspapers that is false and inaccurate, it might be good to follow up with the County Administrator to get the actual information. Commissioner McLeod stated that the article from N. De Mayo had false information to the public that was gravely untrue, and if he did not hear accurately, he needed to let them know. N. De Mayo asked what was inaccurate. Commissioner McLeod stated that the County would give money away to bring people from Massachusetts to live in Grafton County, which would be a sanctuary county. She stated that she would write a response to that so N. De Mayo and the public would have the correct information.

12:00 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

TO: GRAFTON COUNTY COMMISSIONERS
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S INVESTMENT
RECOMMENDATIONS
DATE: DECEMBER 17, 2024



Investment letters were sent to all banks with branches within Grafton County. These letters were sent out on December 04, 2024, with bids due back by the close of business on Friday, December 12, 2024.

We received proposals from eleven (11) banks. I have attached a spreadsheet that details the banks that responded. This spreadsheet shows the various investment options provided by the different financial institutions.

Interest rates have decreased slightly since last year. Based on the investment proposals that were received and the practice of spreading funds out across the Commissioner districts, I am recommending that we invest \$1,000,000 with all banks that submitted proposals with interest rates less than 4.40% and \$2,500,000 with all banks that submitted proposals with interest rates between 4.40% and 4.72%. The balance of the funds will remain at Woodsville Guaranty, as we currently hold our Operating Account with them.

I propose the following investment plan for 2025:

Franklin Savings Bank – 6-Month CD – 4.33% - \$1,000,000

Mascoma Bank – Insured Cash Sweep – 4.40% - \$2,500,000

Claremont Savings – Insured Cash Sweep 4.41% - \$2,500,000

Passumpsic Savings Bank – 13 Week CDARS – 4.50% - \$2,500,000

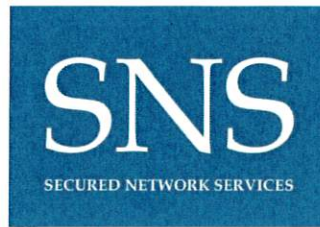
Bar Harbor Bank & Trust – 26 Week CDARS – 4.50% - \$2,500,000

NH Public Deposit Investment Pool – 4.71% - \$2,500,000

Bank of NH – Insured Cash Sweep – 4.72% * Rate is variable - \$2,500,000

Woodsville Guaranty Savings Bank – Insured Cash Sweep – 4.15% - All funds remaining in the County's possession after the investments below are made. This is our operating cash account.

Thank you for considering this recommendation. I welcome your questions and thoughts.



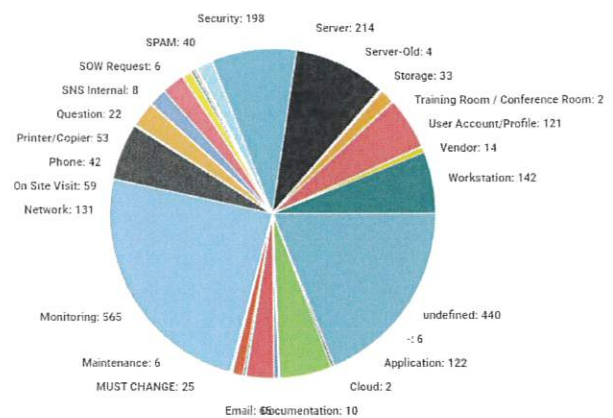
IT Department Commissioner’s Update

Meeting Date: Tuesday, December 17, 2024

Monthly Ticket Report:

Application	122
Cloud	2
Documentation	10
Email	65
Email Issues	1
Licensing	6
MUST CHANGE	25
Maintenance	6
Monitoring	565
Network	131
Office365	2
On Site Visit	59
Phone	42
Printer/Copier	53
Question	22
SNS Internal	8
SOW Request	6
SPAM	40
Security	198
Server	214
Server-Old	4
Storage	33
User Account/Profile	121
Vendor	14
Workstation	142

Tickets Opened By Type - Last 30 Days [Client]



Artic Wolf Report:

- Artic Wolf report was reviewed with Dan Cullen, Director of Security for SNS on 12/13/2024. Everything looks normal and consistent with previous weekly reporting.
- There were no incidences that required our attention.

Miscellaneous Items:

- SNS met with Jim Oakes and Alliance to develop a plan of action for system downtime that might affect the Biomass plant and the software that talks to the boilers. We have pinpointed areas of weakness on the Alliance side and on the SNS side of visibility and will develop a full plan of access for future events.

Alternative Sentencing
Commissioners Report November 2024

Directors Report:

In the month of November, Alternative Sentencing focused on supporting new referrals and current participants. There were no significant events to note.

Alternative Sentencing used a total of \$00.00 from Opioid Abatement Funding and \$89.00 from the Local Assistance and Tribal Consistency Fund (New EMR, Housing and Storage).

Census:

Alternative Sentencing had 50 active participants, 9 successful completions and 19 referrals pending acceptance.

The Mental Health Court Team is close to capacity with current staffing. As referrals continue to come in, Grafton County Alternative Sentencing will be seeking to support our team with additional staff.

***Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

C.A.R.E & C.A.R.E+

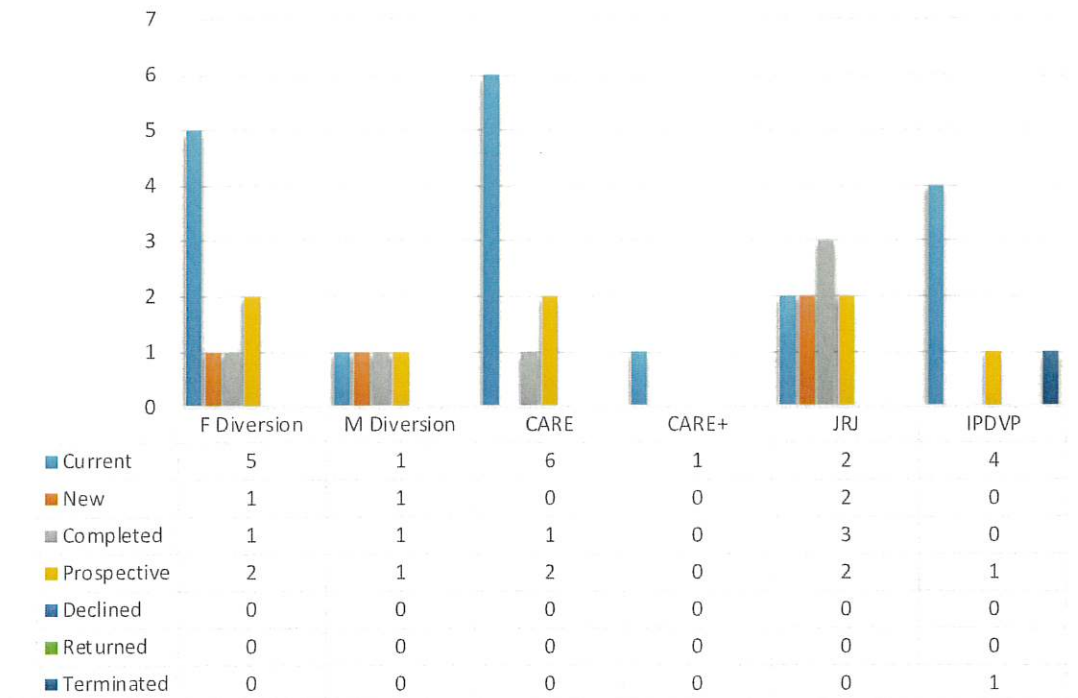
Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

Alternative Sentencing Programs

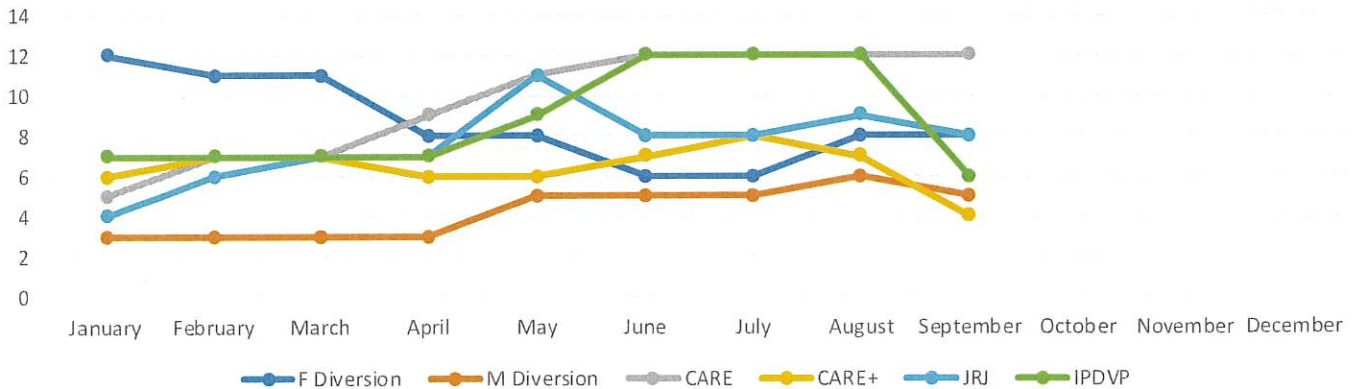
NOVEMBER 2024

Alternative Sentencing Commissioners Report November 2024



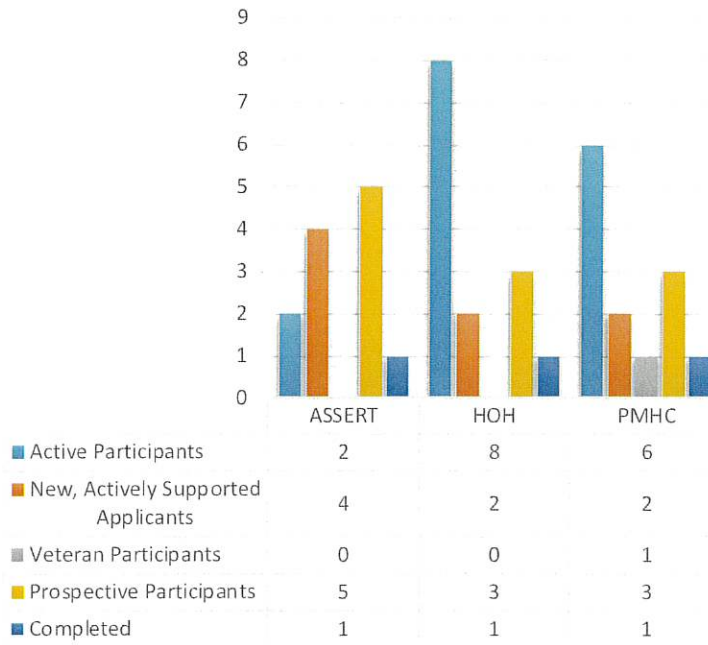
THIRD Quarter 2024

AS Programs

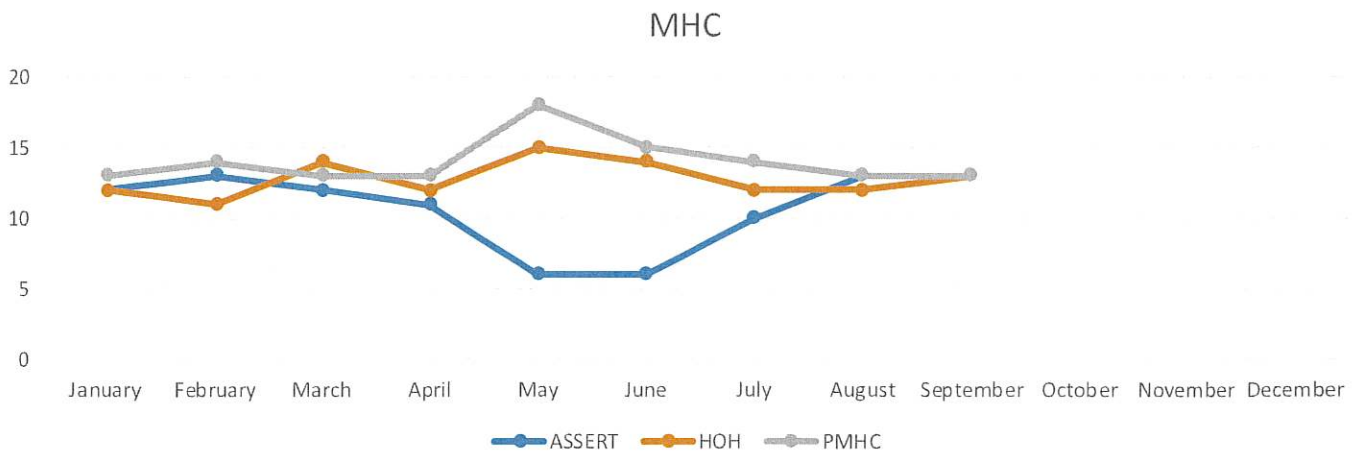


Mental Health Court NOVEMBER 2024

Alternative Sentencing Commissioners Report November 2024



THIRD Quarter 2024



Alternative Sentencing
Commissioners Report November 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	---	---	---	\$160	---	\$100	---	\$100	\$100	---	---
AD	\$515.75	\$370	\$405	\$160	\$350	\$450	\$50	\$250	\$190	\$95	\$345	---
MISSED	\$25	---	---	---	---	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
Emerge	\$325	\$550	\$550	\$675	\$550	\$711	\$1192.75	\$350	\$300	\$300	\$260	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
BDAS	\$1883.36	\$1994.69	\$2257.58	\$2074.80	\$2129.24	\$2781.31	\$2559.84	\$2356.58	\$2628.90	\$1075.98	\$1963.61	---
Totals	\$2749.11	\$2914.69	\$3212.58	\$2909.80	\$3189.24	\$3942.31	\$5105.34	\$2956.58	\$3218.90	\$1570.98	\$2568.61	---
Grand Total	<u>\$2749.11</u>	<u>\$5663.80</u>	<u>\$8876.38</u>	<u>\$11786.18</u>	<u>\$14975.42</u>	<u>\$18917.73</u>	<u>\$24023.07</u>	<u>\$26979.65</u>	<u>\$30198.55</u>	<u>\$31769.53</u>	<u>\$34338.14</u>	---

Memo For Requested Action by Commissioners:

To: Grafton County BOC

From: Register of Deeds Kelley Monahan

Date: November 27, 2024

Subject Of Requested Action: ARPA request

Background Info: Senior Deputy/Executive Assistant to the Register- Brenda Dodge, has born an extraordinary burden for the citizen of Grafton County since the beginning of COVID through today. I believe that the Grafton County Board of Commissioners erred in judgement when they failed to recognize the Grafton County Registry of Deeds staff as front line workers during the pandemic and focused on the 24/7 operations in terms of increased wages.

Issue: See attached letter.

Recommended Motion - I am seeking a motion to approve a hazard pay bonus of \$10,000 to Sr. Deputy/Executive Assistant to the Register, Brenda Dodge for her exemplary service over the past 4 years.

Discussion: I expect to be notified when this discussion is to be scheduled in order for me to be present.

Fiscal Impact: \$10,000 in ARPA Premium Pay funds

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 19 – December 16, 2024

American Rescue Plan Act (ARPA) Project Updates

Maintenance Storage Area – We ran power to the shipping container area and mounted an outlet so we can plug in our boom lift heater for the winter. We received and stored all materials needed to complete the project in the spring.

Courthouse Conceptual Design

- We are in the process of finalizing an agreement with Lavallee Brensinger Architects (LBA).
- Our project kickoff meeting is scheduled for 12/20 from 10A – noon. LBA will review with the stakeholders (courthouse dept./agency heads) the project schedule and various phases. They will discuss in detail the initial programming phase and review questionnaires each stakeholder must fill out.
- Following the kickoff meeting I will be touring LBA through the existing courthouse so they can see some of the current issues first hand.
- With Commissioner Ahern's term ending, is the Board of Commissioners selecting a replacement?

Complex

Shooting Range – Since our last meeting, I met with Tim Lethbridge - DOC, Dan Hamilton, Ben Adams and Thayer Pronto - Sheriff Dept. to discuss shooting range issue and potential solutions. Although invited, Glenn Libby, Jim Frohn and Craig Labore couldn't attend due to other obligations. However, they provided valuable feedback following that meeting. The following actions are in process:

- Ben Adams produced sign language for gates and I ordered the signs. They arrived yesterday.
- Glenn Libby identified gate widths, and I still need to order three gates. My department will install them in the springtime.
- Ben and Dan asked if my department can increase the berm height on the right side of the existing range as an interim measure until a new range is built. We can do that in the springtime.
- Thayer Pronto and Sgt Buxton established an Outlook event calendar to post scheduled firearms training events. Glenn Libby, Jim Frohn and I can post planned work up in the area as well. All department heads will have access to the calendar.
- Dispatch will announce via phone calls or radio ad-hoc use of the range by county individuals.
- Tim and Dan said they are appointing individuals from their departments to draft a range use policy for the commissioner's approval.
- Ben & Dan are working on a new shooting range design.
- Jim Frohn, Glenn, Dan, Ben and myself will be evaluating a proposed new range site this afternoon (see attached map).

Grease Traps – Schofield Septic Services completed the cleaning of the nursing home's and DOC's external grease traps.

Fire Extinguishers – VT Fire Extinguisher completed the annual inspection of the county's 170 fire extinguishers. Quite a few were due 6-year internal inspections and 12-year hydrostatic inspections. All are now serviceable for another year.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 19 – December 16, 2024

Ansul Systems - VT Fire Extinguisher completed the 6-month inspections of the nursing home and DOC kitchen hood Ansul fire suppression systems. The systems were deficiency free.

Ozone Systems – Daniels Equipment Company completed quarterly ozone system inspections at the nursing home and DOC laundries. The systems were deficiency free.

Air Permit – Every 5-years the county must renew its air permit to legally operate boilers and generators that exceed a certain air pollutant threshold established by the EPA. The permit application must be submitted to NH DES 90-days prior to our existing permit expiring. I submitted the county's application almost 120-days prior to November 30, 2024, the date the current permit expired, and despite doing so, NH DES did not assign an engineer to review it until November 6, 2024. Our application was reviewed and accepted by DES and is now in the public comment period, which runs from December 18, 2024 through January 17, 2025. If this process goes smoothly, I anticipate DES will issue us a new permit in late January to early February. Because DES is the entity who held up the renewal process, they have granted us permission to continue operating on our existing permit until they issue a new one.

COURTHOUSE

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

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.

HVAC – The superior court office became overheated due to failure of a pneumatic thermostat. Because it is getting increasingly hard to find older style HVAC equipment for this building, my staff cannibalized one from the maintenance office to make the repair.

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 – Since the last commissioner's meeting Horizons Engineering completed the survey needed for the project. Jay Miller is awaiting documentation from them so he can do his part.

HVAC - The PT exercise room was overheating due to a failed heat control valve. We replaced the control valve to correct the issue.

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Flooring – The manufacturer who manufactured the VCT floor tiles throughout the nursing home went out of business several years ago. The company that bought them discontinued many of the VCT colors used in our buildings, thus I have nowhere to buy replacement tiles. We depleted our leftover stock a few years ago and have been laying a mismatch of colors to patch floors the past 4-5 years. I hate doing this because it looks unprofessional, but I have no choice.

The long-term solution to this problem is to replace the VCT flooring throughout the building. I contacted a flooring company and had them measure up Profile since it is the worst looking unit. Craig really likes the look of the vinyl planking that was laid in the Administrative corridors 15-years ago and it has held up well. To do profile in the job will cost roughly \$100,000. Based on this price, we are looking at doing all of the nursing home floors over the next 5-6 years to stretch out the cost so its not such a massive hit all at once.

Fire Dampers – 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.

Fire & Smoke Doors – My staff are wrapping up an annual inspection of 200 fire and smoke doors. Thus far I am not aware of any discrepancies.

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.

Fire Dampers – My staff completed a 4-year inspection of the Admin. Building's 39 dampers. All were deficiency free.

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) 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. We've secured the gaskets, seals and acid descaling agent to descale the heat exchangers. I ordered and received personal protective equipment for all job participants. We are trying to find a large enough container to soak the heat exchangers in once removed. When we have everything we need, we will start the process.

Generator Base Aboveground Storage Tank (AST) – Last week I verbally informed you about the rust we've filtered from this AST and how it is proliferating in volume, especially at one end of the tank. I CCed you on my emails to Cummins Northeast, the manufacturer who sold the county the generator and tank setup

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November 19 – December 16, 2024

through Interstate Electric, a subcontractor to HP Cummings, whom the county hired to oversee the construction of the building and support systems. In one of the emails I mentioned that my staff later took fuel samples at the middle and opposite end of the tank where we are seeing the heavy rust and found those two samples much clearer, which alleviated any immediate concern of fuel filters becoming plugged, because the generator pulls its fuel from the clean end of the AST, about 2-3 inches from the bottom of the tank.

In the attached email from Mark Copp, Cummins Northeast Sales Rep, suggested we set up a temporary transportable fuel tank for any immediate fuel quality concerns. For a long-term solution, he suggested replacing the generator AST or the complete generator set with a new, much smaller unit and base tank. Both options will be extremely expensive. When I asked about the trade in value of our existing genset, he said there is value in it but Cummins would not be the one dealing with it. He said Interstate Electric or an entity like them would be the one who would handle trades. I got the sense that Mark wanted nothing to do with resolving our issue but instead referred me to other entities who may be able to help.

One of the entities he referred me to is Lakes Region Environmental (LRE), a mechanical contractor who specializes in installing, inspecting and repairing ASTs and USTs. Mark suggested I reach out to them for engineering help. This was in response to my asking about the possibility of pulling fuel directly from the DOC's Underground Storage Tank (UST) to feed the generator directly and decommissioning the AST.

I spoke with Roy Creley from LRE and sent him all kinds of pictures and documentation on this issue. He is in the process of putting together a quote to install a small day tank to replace the generator AST, which will be fed from the DOC UST. I will present his proposal in my FY26 budget.

MAINT/FARM BUILDING

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

Farm

Dairy barn – Pipeline washer system failed. Replaced diversion valve solenoid to fix it.

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

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

November 19 – December 16, 2024

OTHER

Woodsville Water & Light just posted a new rate increase (see attached letter)

- Water rates increasing 15% in January. I budgeted a 7% increase for January based on their projection last March, so I will incur a deficit in FY25.
- Sewer rates increasing 6.5% in January. I budgeted a 7% increase for January, so I should have a minor surplus in FY25.
- Electricity rates increasing 2 cents per KW in April. I budgeted a 0% increase in FY25, so I will likely incur a deficit in FY25.

Jim Oakes

From: Mark A Copp <mark.a.copp@cummins.com>
Sent: Friday, December 6, 2024 7:33 AM
To: Jim Oakes; Michael Schildroth; Andrew B Chapleau; Larry Plude
Cc: Julie Libby; Rick Colbeth; Timothy Lethbridge; Martha Mcleod; Omer Ahern; Wendy Piper
Subject: RE: Grafton County Dept. of Corrections Generator - Base Tank

Hi Jim,

Thanks for the information. Based on your findings, I believe the short-term solution would be to rent a transportable fuel tank/cube and connect fuel lines to the generator set. It may be possible to also connect this to the underground fuel storage tank as well, however there are limited ports available.

The long-term solution would be to either replace the fuel tank itself, however it would need to be of similar design to accommodate the enclosure package, or to replace the entire generator set package. Based on previous discussions and Lee Carroll's generator/load study dated 3/22/19 it appears that a 750 kW unit would suffice for supplying backup power for just the correctional facility.

Please let me know your thoughts on this, I would be happy to discuss this in more detail and provide you with pricing for both options.

Regards,

Mark Copp
Sales Engineer – Northeast Metro
Cummins Sales and Service
50 Braintree Hill Office Park, Suite 200
Braintree, MA 02184
Tel # 781-801-1771
Cell #781-710-6067 Best way to reach me
Fax #781-326-7368
Email: mark.a.copp@cummins.com
Website: <https://salesandservice.cummins.com/>

***For an after hours emergency, please call 781-329-1750, and hold for the answering service.**

From: Jim Oakes <joakes@graftoncountynh.gov>
Sent: Thursday, December 5, 2024 1:21 PM
To: Mark A Copp <mark.a.copp@cummins.com>; Michael Schildroth <michael.schildroth@cummins.com>; Andrew B Chapleau <andrew.chapleau@cummins.com>; Christopher S Bailey <Christopher.S.Bailey@cummins.com>; Jim C Bell <james.c.bell@cummins.com>; Sean West <sean.west@cummins.com>; Larry Plude <larry.plude@cummins.com>
Cc: Julie Libby <jlibby@graftoncountynh.gov>; Rick Colbeth <rcolbeth@graftoncountynh.gov>; Timothy Lethbridge <tlethbridge@graftoncountynh.gov>; Martha Mcleod <mmcleod@graftoncountynh.gov>; Omer Ahern <oahernjr@graftoncountynh.gov>; Wendy Piper <wpiper@graftoncountynh.gov>
Subject: RE: Grafton County Dept. of Corrections Generator - Base Tank

EXTERNAL SENDER: This email originated outside of Cummins. Do not click links or open attachments unless you verify the sender and know the content is safe.

As an update to the email below, my staff successfully pulled fuel samples from the middle of the tank and the opposite end where we've been getting large rust scale and these latest samples have very minor sediment suspended in the fuel. With that said, the one end of the tank that is exposed to the weather is solely the end where the heavy rust scale resides. This latest information lends credence to our previously stated hypothesis.

In closing, I would greatly appreciate a response from Cummins Northeast on this issue and I am hopeful Cummins can help or at least point Grafton County toward a solution.

Sincerely,

Jim Oakes
Grafton County Maintenance Superintendent
3855 Dartmouth College Highway
North Haverhill, NH 03774
Email: joakes@graftoncountynh.gov
Phone: 603-787-2700 Option 1

From: Jim Oakes
Sent: Tuesday, December 3, 2024 12:55 PM
To: austin.suggs@cummins.com; mark.a.copp@cummins.com; michael.schildroth@cummins.com; andrew.chapleau@cummins.com; christopher.s.bailey@cummins.com; James C Bell <james.c.bell@cummins.com>; Sean West <sean.west@cummins.com>; Larry Plude <larry.plude@cummins.com>
Cc: Julie Libby <jlibby@graftoncountynh.gov>; Rick Colbeth <rcolbeth@graftoncountynh.gov>; Timothy Lethbridge <t lethbridge@graftoncountynh.gov>; Martha Mcleod <mmcleod@graftoncountynh.gov>; Omer Ahern <oahernjr@graftoncountynh.gov>; Wendy Piper <wpiper@graftoncountynh.gov>
Subject: Grafton County Dept. of Corrections Generator - Base Tank

To whom it may concern,

I am not sure who to reach out to for help, hence why I included everyone in the TO line above, who were associated with the subject generator when it was first installed. I am hoping some of you still work for Cummins Northeast and one of you can connect me with the right person at Cummins who could help Grafton County address the following issue.

A few months ago Powers Generator, the county's generator inspection and repair contractor, took a fuel sample from the base tank (pictured in pics 99 and 100 and Chillicothe Metal Co., Inc Work order) and there was visible sediment in the fuel sample. In fact, we've found sediment in this same tank the last 4-years and have polished it out each time. This year the sediment is too prolific and it is the first time we've found rust chunks. Since the last fuel sample was taken several weeks ago the county maintenance staff have been polishing the fuel to remove the sediment. After multiple fuel polishing's we've made no headway. We've determined the source of sediment is rust chunks from the internal decay of the base tank (see the two sample pictures above). It so turns out that is the end of the tank where the fuel sample is usually taken and the end where we suck fuel out during the polishing process. I've asked my staff to try pulling it from a different location in the tank to see if the sediment is throughout or predominantly at that one end. The baffles hinder access to various portions of the tank, so I'm not sure how successful that will be.



Proposed pond area

Area Glenn is
scouting for range
relocation

Woodsville Fire District
Woodsville Water & Light
4900 Dartmouth College Highway
Woodsville, NH 03785
Phone 603-747-2442
Fax 603-747-2413

November 25, 2024

Dear Customer

Re: 2025 Electric, Water, and Sewer Rates

The District Commissioners have approved changes in the Electric, Water and Sewer rates that will become effective on the January 2025 invoice. **Water rates are increasing 15% and Sewer rates are up 6.5% on average.** These increases are being implemented to offset increased costs and to add to reserves for ongoing improvements to plants and infrastructure that were highlighted in our recently completed Asset Management Plan. **The electric rates for all categories are increasing 2 cents per Kilowatt and will be effective with the April 2025 invoice.** The COPA, (cost of power adjustment), will also remain in effect.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Kevin Shelton
Administrator

FY25 budgeting

water 7%

sewer 7%

Elec 0%

Monthly Department of Corrections Activity Report

November 2024



Major Incidents:

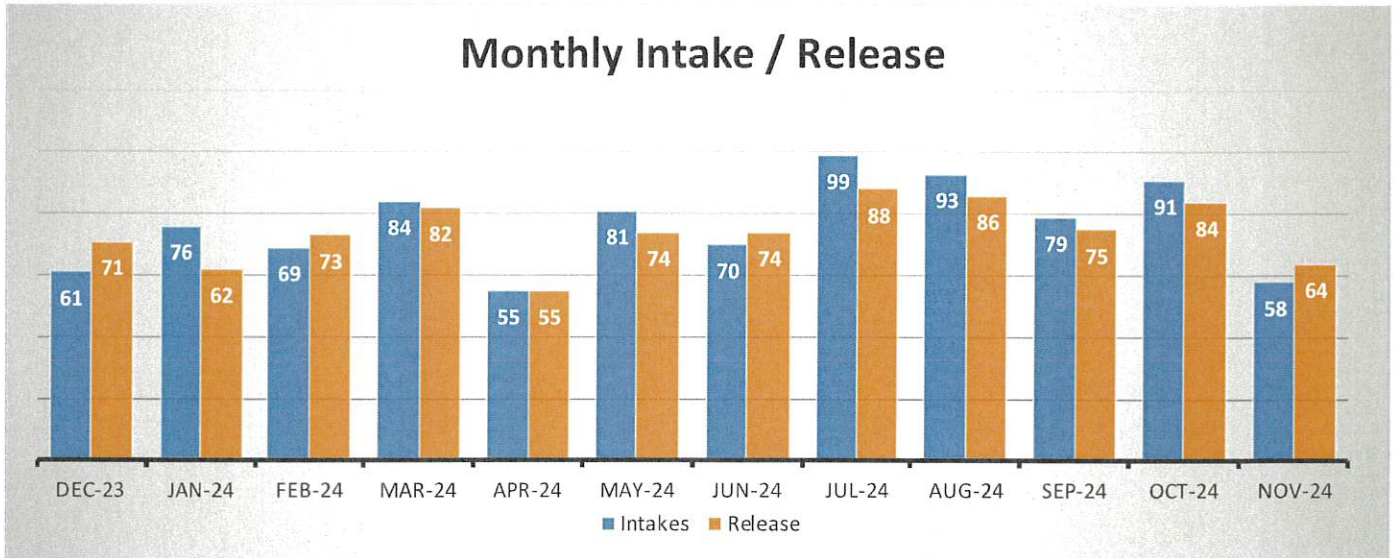
There were no major incidents in the Grafton County Dept of Corrections in November.

Population Data:

Total Intakes for the Month: **58** (Coos County Females:2)

Total Releases for the Month: **64**

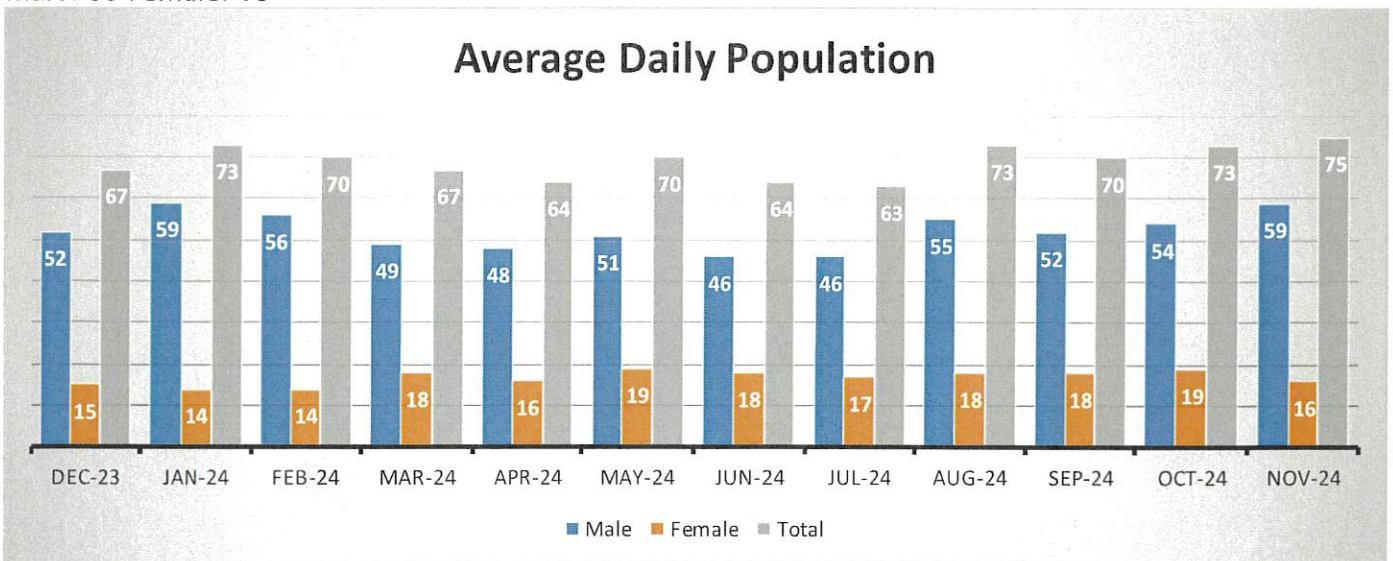
Monthly Intake / Release



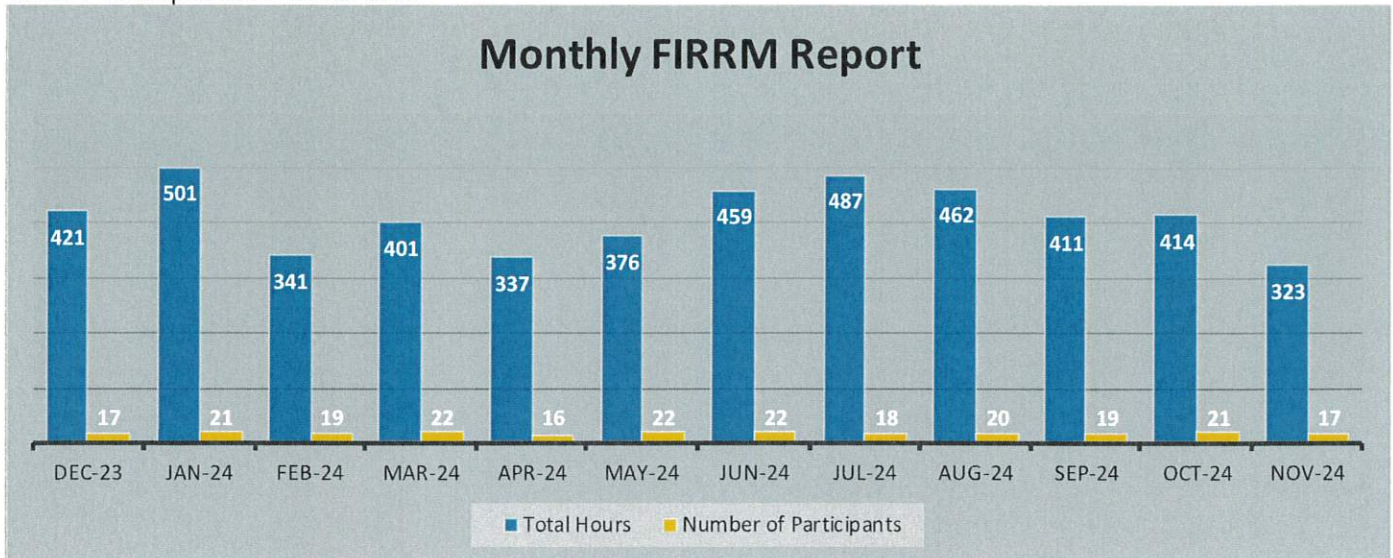
In House Average Daily Population for the Month: **75**

Male: **59** Female: **16**

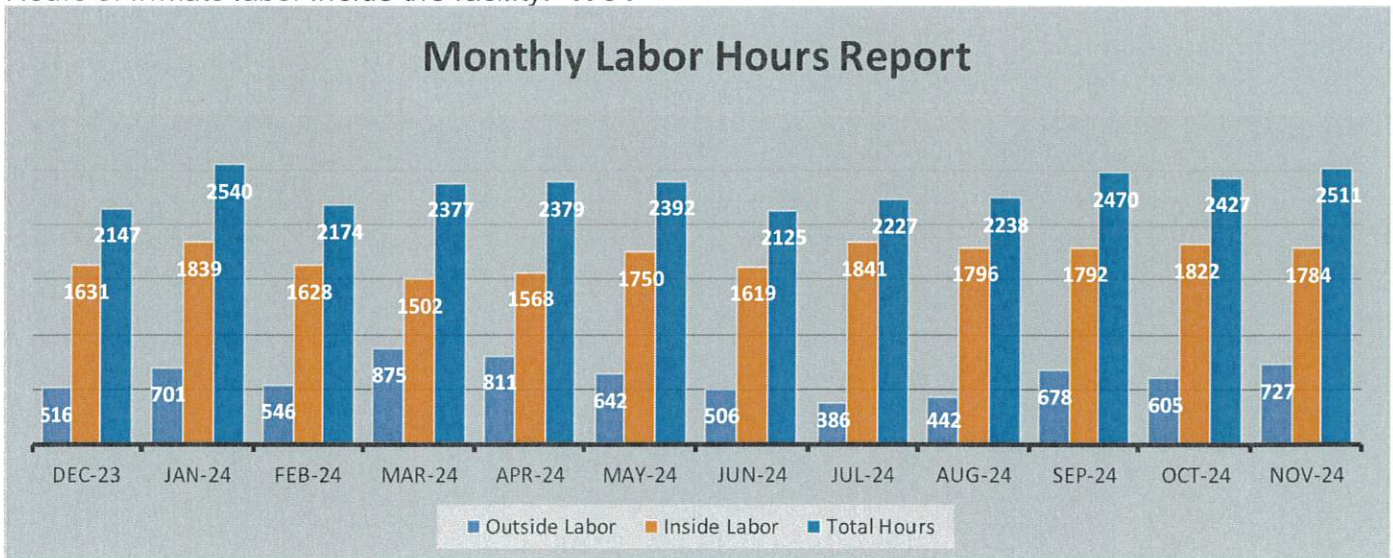
Average Daily Population



Inmates participating in FIRRM program during the month: **17**
 Total Participation Hours: **323**



Hours of inmate labor outside the facility: **727**
 Hours of inmate labor inside the facility: **1784**



Food Service:

Average per meal cost to feed each inmate: \$1.72, unchanged from October. The Chefs all worked Thanksgiving day and prepared a full Thanksgiving dinner for all the inmates and staff.

6,633 inmate meals were served during the month of November, for a total food expenditure of \$11397. The DOC received 12 dozen eggs from the County Farm in November, which were used for meals.

Medical:

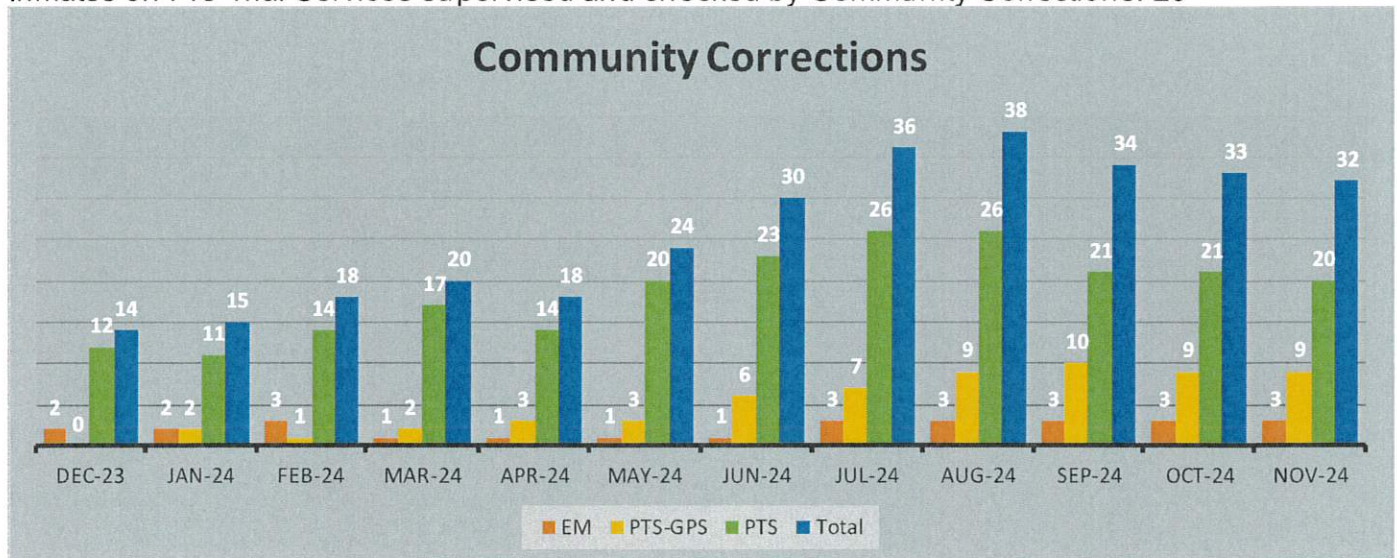
On Nov 13th, a high-risk medical transport to Cottage Hospital was required. The inmate involved was charged with engaging in a shootout with US Marshals and Vermont law enforcement. Due to the Transport and Custody Officer program, sufficient trained and armed officers were available. An operational plan was quickly devised and the transport was conducted with no issues and a comfortable level of security.

Community Corrections:

Inmates supervised on Electronic Monitoring: **3**

Inmates on Pre-Trial Services with GPS: **9**

Inmates on Pre-Trial Services supervised and checked by Community Corrections: **20**



Staff:

New officer hires during the month: 0

New officer/supervisor vacancies during the month: 1 officer relocated and requested PT status.

Total vacant officer positions at the end of the month (including supervisory rank): 5

Promotions during the month: 0

Significant Developments and Achievements:

The last Transport and Custody Officer training of 2024 was conducted in November. The DOC now has 20 officers trained to conduct higher risk medical transports and hospital details. T&C Officer training will resume with additional classes in the spring. Also in 2025 refresher training and annual qualifications for certified T&C Officers will become part of the internal department training program.

Significant Problems:

There were no significant problems in the Dept of Corrections in November.