

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building
North Haverhill, NH 03774
February 18, 2025

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

OTHERS: Sheriff Myers, Maintenance Supt. Oakes, Register Monahan, Nick De Mayo – via Teams, Jeff Mealey – via Teams, Janice Novak – via Teams.

Commissioner McLeod called the meeting to order at 9:04 AM.

Commissioner McLeod discussed the Public Comment policy for Commissioners' meetings. After last week's outburst from one of their guests, she went back and reviewed the policy. She stated that the guests are there at the discretion of the Commissioners. Under Roberts Rules, guests can be removed from the meeting in person or virtually if they are disruptive. The Commissioners' Public Comment policy states that they will have public comment at the end of the meeting. Commissioner McLeod noted that, as chair, she will let guests know how much time is allotted for public comment, as this is a commissioner work session. She asked that guests who are given the opportunity to be heard speak clearly and state their name, address, and the agenda item they want to comment on. Commissioner McLeod stated that she would not entertain disrespectful comments or personal attacks on any of their employees, and disruptive guests would be removed from the meeting. She needs to make sure, as Commissioners, that the environment for their employees is one they can work in. She added that if a guest has questions, they can contact their County Commissioner, and that information can be found on the website. This is a time for guests to speak to the Commissioners, but they are not obligated to answer any questions. The Commissioners may choose to address an issue raised by a speaker or decline to address the issue. Commissioner McLeod asked that the Public Comment policy be posted on the County's website.

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

Sheriff Myers stated that she hopes to fill administrative positions by the month's end. She also reported that the Drug Task Force Program was cut from the proposed state budget. Grafton County has one (1) officer in the Drug Task Force, and that position will no longer be available at the end of June if that budget passes. She noted that there is talk of starting a new Northern Allegiance project for drug intervention, and there is \$2.5 million in the budget for that program, which includes Grafton County, Coos County, Sullivan County, and Carrol County. Sheriff Myers stated she is hosting her first Chief's meeting this morning and plans to discuss this with them.

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

Commissioner Piper expressed concerns regarding the wants and needs of the new courthouse. She was astounded by how the departments scaled down their requests. She asked how the architects were going to contribute to the conversation. She asked if they were going to advocate for the departments' wants. Supt. Oakes stated that the Building Committee is still working with Lavalley Brensinger's rough draft and is suggesting reductions in square footage beyond what was originally suggested before Lavalley Brensinger was involved. Commissioner Hedberg stated that each of the stakeholders filled out an extensive questionnaire that stated what they needed in 10 years and 20 years. The Courthouse Building Committee then reviewed those questionnaires with the stakeholders and the architects. There were some minor changes. The building committee reviewed them again and has some changes they feel can be made without the stakeholders sacrificing what they need. Commissioner Piper stated that she is concerned about the courthouse, given the timing of the project. She noted that the County has a bond they are still paying off. She asked if they are rehashing the original changes now with Lavalley Brensinger on board. Supt. Oakes stated there have not been many drastic changes to what Commissioner Piper saw and what they have now. There are still some wants in there with the needs. He stated that the conversations they are going to have tomorrow with the departments are prudent; in having them justify why they need the items that have been requested.

CA Libby explained that they were working from the EH Danson report done in 2021 when Commissioner Piper was involved with the building committee. Once the County hired Lavalley Brensinger as the architect, they started the process again. They had a new questionnaire, and there has been a change in the Sheriff who filled out the new questionnaire and other changes from departments since the last report was done. It's a different process than what Commissioner Piper went through. Commissioner Hedberg noted that they have gone through this line by line. They are very aware of the need for the new courthouse and the financial impact.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the February 11th. Commissioner Hedberg stated that one of the motions stated that she made and seconded the motion, and therefore, she made the following correction:

- Page 3, 2nd Motion - Commissioner Hedberg changed the motion "Commissioner Hedberg moved to include Grafton County on the list of Counties interested in the NACO Housing Solutions program. Commissioner Hedberg seconded the motion, and all were in favor." To read, "Commissioner Hedberg moved to include Grafton County on the list of Counties interested in the NACO Housing Solutions program. Commissioner Piper seconded the motion, and all were in favor"

MOTION: Commissioner Hedberg moved to approve the minutes from the February 11th meeting as amended. Commissioner Piper seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1109-1110;1115.

3. Opioid Abatement Fund Request – Lincoln PD – CA Libby stated that the Lincoln Police Department has requested funds to purchase a TruNarc Handheld Narcotics Analyzer. She stated that Lincoln is in a different location than the other agencies for which they have approved this purchase. Commissioner McLeod stated that they made a good argument for the need and noted that the Commissioners are slowly covering the need for this equipment across the County. The Commissioners said that this cost is slightly higher than the other requests that have been approved. They agreed to approve the request up to the amount requested and have CA Libby ask for the breakdown of the cost.

MOTION: Commissioner Hedberg moved to grant the Lincoln Police Department request for a TruNarc Handheld Narcotics Analyzer up to the dollar amount of \$43,328.00. Commissioner Piper seconded the motion, and all were in favor.

4. January Financial Report—CA Libby reported that the Nursing Home is showing a negative variance of \$120,000, but last month, there was a negative variance of \$345,000. They are improving. The Nursing Home had a daily average census of 119 for January, which is above the 116 that has been budgeted. The Medicaid rate is \$10.45 over what was budgeted for as well. CA Libby stated that she hopes to see continuing improvement.

CA Libby reported that the second quarter bed tax payment was received on Friday. The first two (2) payments received this fiscal year are lagging behind. She noted that this Friday, the 21st, as part of the County Administrators Meeting, they will meet with Christy Roy from DHHS to discuss the Proshare payment.

Revenue – CA Libby reported that there is not much concern at this point in time. She stated that the County will not make the \$450,000 projection for interest. Based on the numbers for January, she feels they will be in the \$375,000 range. Her concern is that the County will have to borrow money much earlier than they planned this year. She hopes they will be in a better place after the County gets through the broadband project and frees up that \$4 million in the letter of credit. She stated that overall, they are on target for revenue.

Expense – CA Libby reported that many departments look like they are tracking over expended. She explained that there were three (3) payrolls in January and that skews the numbers. She also noted that the rural healthcare subsidy for IT will not be figured out until the end of the year. Right now, the County is paying the full contract to SNS, and once that subsidy is received, it will be posted to the account. There is nothing of concern at this point.

Commissioner Hedberg asked if the county receives any federal funds that they have not been able to access. CA Libby reported that there were none at this time.

5. CA Libby reported that there is an annual re-opener in the UE Collective Bargaining Agreement for wages and health insurance. The Negotiating Team will be meeting with them this week. She explained that the County has a three (3) year agreement with the United Electrical

Workers, who represent all non-management and non-licensed staff at the nursing home. They open it annually to negotiate wages and health insurance. CA Libby reported that there is still no agreement with the Teamsters for the Sheriff's Department. They continue to have conversations but have not moved very far.

Commissioner's Issues:

1. Commissioner Hedberg stated that the Courthouse Building Committee is continuing to closely analyze space needs for the new Courthouse and will have something for the Commissioners next week. CA Libby added that they know how vitally important it is that whatever they bring forward is what is needed because it going to be a lot of money. They also understand the need to plan for the future.

Public Comment

1. Mr. De Mayo stated that he was sorry they felt his comments at the last meeting were disrespectful. He was emphatic about the transparency of the meetings, and he stated that Commissioner Hedberg picked up on that and noticed that there was a lack of transparency. He stated that something needs to be done to promote a two-way discussion between those who are interested in what goes on at the County level and those who are spending the time to do that work. He stated that this meeting was done better than past meetings but commented that Supt. Oakes was muffled during part of his presentation, and he hopes that can be addressed.

Agenda Items:

1. Non-Public Session Per RSA 91-A:3 II (e)

MOTION: * 10:10 AM Commissioner Piper moved to enter into a non-public session for the purpose of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A: 3, II (a). 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.

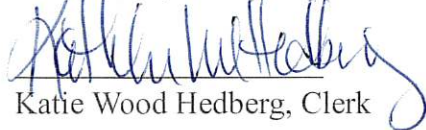
* 10:30 AM Commissioner McLeod declared the meeting back in public session.

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.

10:30 AM With no further business, the meeting adjourned.

Respectfully Submitted,



Katie Wood Hedberg, Clerk



Grafton County Sheriff's Department Operations Division

Monthly Report

January 2025

Statistics

-Transport:

- Court Transports: **18** Prisoner Transports: **60**
- CSO movements from jail to court: **7**
- Juvenile Transports: **2**
- Involuntary Emergency Admissions (IEA): **10**

-Arrest:

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

Total Arrest: **25**

-Civil:

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

Total Monthly Civil Service: **199**

-Warrants:

-Total # of Active Warrants:	Criminal= 395
	Civil = 27
	Total 422

-Motor Vehicle Activity

-Motor Vehicle Stops: **5**

-Fleet Mileage

- Total Miles Driven: **21454**

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 21 – February 17, 2025

American Rescue Plan Act (ARPA) Project Updates

Courthouse Conceptual Design Update

- The Courthouse Building Committee (CBC) and Lavallee Brensinger Architects (LBA) held program meetings with all departments and agencies who will occupy the new courthouse. Each stakeholder presented their programming requests (needs & wants).
- LBA completed a rough draft of the programming as a whole and presented it to the CBC.
- The CBC met last Friday to discuss LBA's draft and compiled a list of proposed changes to the programs to reduce square footages.
- Tomorrow the CBC will meet with each stakeholder to discuss those proposed changes to give them an opportunity to justify keeping anything marked for change.
- Following that meeting the CBC will meet one more time to finalize its recommended changes to the program for presentation to the Board of Commissioners next Tuesday.
- Once the commissioners finalize the programming the CBC will submit the approved programming to LBA to move into the Conceptual Design Phase.
- VHB Engineering completed their survey of the site and SW Cole completed its soil borings.

Complex

Utilities – As of January 1st Woodsville Water & Light Department increased its hydrant fees 15%. When I queried Kevin Shelton last spring about any projected increases, he never mentioned this increase, otherwise I would have budgeted for it. We were paying \$706.86 per month for 12 hydrants and are now paying \$812.90, an increase of \$106.04 per month / \$1,272.48 per year. This increase will adversely affect the last 6-months of my 01-4165-290 budget.

Backflow Device Testing – The county's certified backflow testers tested the county's 50 backflow devices. Three failed testing. They rebuilt and retested two. One has parts ordered.

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 completed abating the ceiling on 1/31/25. My staff hung a new sheetrock ceiling and made sheetrock repairs to the walls. The room was painted last Friday, and we will be putting the office back together today.

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.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 21 – February 17, 2025

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.

Fire Damper Inspection Update – My staff are still 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. We are at a standstill until Covid restrictions are lifted from Granite and Maple.

Annual CMS Life Safety Survey – This year my department incurred two writeups.

1. The kitchen hood ductwork is due inspection and degreasing every 6-months. Although the work was done, one of the semiannual intervals went 7-months.
2. The fire dampers are due inspection and test every 4-years. I always started the 4-year count from the time we finished the last damper. The inspector pointed out the inspection start date should be predicated on when the first damper is inspected. We are late completing the inspection.

Elevator – The 69 Building elevator kept getting stuck on various floors due to some malfunction with its door. Stanley Elevator troubleshoot and repaired it on 1/21/25.

Domestic Hot Water (DHW) Tank – Last month one of my staff discovered the 69 Building's DHW tank had a leaking pressure relief valve and a heavily corroded inspection hatch door that that should be replaced. We replaced both the PRV and tank hatch without incident.

Sprinkler System – The 69 Building dry sprinkler system developed a leak in one of its pipe joints and was slowly leaking air. Hampshire Fire Protection fixed it on 1/30/25.

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. We met with Jay and made a few modifications. We have a follow up meeting this Thursday.

Electronic Billboard – Installed power and hung electronic billboards at main and employee entrances.

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.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 21 – February 17, 2025

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 – We cleaned two out of three DHW heat exchangers and it greatly improved DHW production. We have the last tank heat exchanger scheduled for tomorrow.

Sewage Pump – Pump 1 failed. Removed pump and are awaiting new one that is backordered.

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.

Generator - Generator in ALARM for lift pump code. Powers Generator has a tech scheduled to be on site tomorrow to troubleshoot this issue.

HVAC - During a routine inspection of the DOC boilers Rick discovered that Boiler 2's burner retention head had melted. Rick ordered a new one; it has a 6-8-week lead time.

MAINT/FARM BUILDING

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

Farm

Dairy Barn – Replaced several headlocks in string one due to rot.

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.

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

January 21 – February 17, 2025

OTHER

Staffing – Continued to be tumultuous.

Custodians: I had one custodian leave because his brother was let go, and I am losing another because he moved to Clairmont, NH. This leaves me two custodians out four authorizations. Maintenance staff will have to fill the gap until these positions get filled.

Skilled Maintenance Assistant: A recent new hire gave his notice so this position is now advertised.

Maintenance Assistant: I just hired a new employee who will be filling this position starting 2/24/25.