

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
May 20th, 2025

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

OTHERS: Register Monahan, Supt. Oakes, Nursing Home Administrator Labore, Rep. Bjelobrk, Alix Olson, Lindsey Dearborne

Commissioner McLeod called the meeting to order at 2:30 PM

The Commissioners discussed the design options for the Courthouse as shown in Supt. Oakes' report and agreed on option two (2). The Commissioners then decided on June 24th to meet with Lavalle Brensinger so they could present their final report.

The Commissioners discussed the virtual meeting option for the Courthouse Building Committee. Commissioner McLeod stated that she did not intend to eliminate virtual meetings for the Courthouse Building Committee.

CA Libby stated that, regarding Supt. Oakes' report on the patient lifts at the Nursing Home, NHA Labore, is looking to request an increase in the nursing home capital reserve allotment to address the concerns with the patient lifts.

Register Monahan was present for the meeting and asked to address the issue Supt. Oakes discussed in his report regarding the Register of Deeds archive room. Commissioner McLeod stated that what they are hearing from Supt. Oakes, their intent sounds like it is to do a good job. Register Monahan indicated that it would be great if the former maintenance employee had not messed up the heat installation in this building. She said that by installing the controllers in the wrong room, it took them months for Supt. Oakes to identify that it was a problem. She explained that the four (4) closing rooms are used for storage. They were always cold and at the perfect level of humidity. Once they introduced human heat, they were too hot. The middle room, which was perfect for storage, is now too hot. This could have been avoided if there had been a simple discussion beforehand. The door was propped open by a maintenance team member while they were painting. Supt. Oakes stated that he wanted the Commissioners to know what he did. He knew Register Monahan would tell the Commissioners her version, and he wanted them to know what they did and their intent, as it was not well received. Supt. Oakes added that there is a long history of what Register Monahan feels took place, which is inaccurate, but it is her word against his. He stated that Register Monahan does not know the system.

Register Monahan stated that she was also told that she did not know any code violations, and it was proven that Supt. Oakes and CA Libby did not know what they were talking about with the fire code. She has been dismissed as knowing nothing forever.

Commissioner Piper stated that, from her perspective, this has happened before over the years. She is sorry that there is a disagreement, but things are getting heated, and she does not think a

Commissioners' meeting is the time for two (2) department heads to argue. Commissioner McLeod stated that CA Libby may be the person to step in and help if something needs to be decided, but it sounds like Supt. Oakes has done the work.

Above Ground Storage Tank Replacement – Supt. Oakes stated that he received the following two (2) quotes:

- Lakes Region Environmental - \$50,024.00
- MB Maintenance Inc. - \$58,750.00

CA Libby stated that she would recommend the Commissioners fund this out of the Local Assistance and Tribal Consistency Fund (LATCF).

MOTION: Commissioner Piper moved to accept the quote from Lakes Region Environmental for \$50,024 to purchase an above-ground storage tank using LATCF funds. Commissioner Hedberg seconded the motion, and all were in favor.

Nursing Home Administrator Labore arrived to discuss the following memos:

1. Write Off Request for Uncollectible Accounts – NHA Labore reviewed a list of five (5) accounts he requests to write off as they have been determined as uncollectable, totaling \$79,467.92. He noted that the last request to write off an uncollectable account was in 2023. Commissioner Piper stated that it is unfortunate when this happens, as this is taxpayer money.

MOTION: Commissioner Hedberg moved to accept the Nursing Home Administrator's request to write off uncollectable balances totaling \$79,467.92 from the Nursing Home's account receivable aging. Commissioner Piper seconded the motion.

Discussion: Commissioner Hedberg stated that this is a sad thing that costs their taxpayers money. CA Libby stated that the Nursing Home carries an allowance for bad debt that they adjust annually. There is \$143,000 in that allowance. The write-off will not impact the actual revenue numbers; it will come off the accounts receivable and be pulled out of that allowance.

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

2. Establishment of a Lien on Real Property – NHA Labore requested a nonpublic session to discuss.

MOTION: * 3:35 PM Commissioner Hedberg moved to enter into a non-public session for the purpose of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant RSA 91-A: 3, II (c). Commissioner Piper 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.

* 3:40 PM Commissioner McLeod declared the meeting back in public session.

MOTION: Commissioner Hedberg moved to accept the Nursing Home Administrator's request to impose the requested lien on real property. Commissioner Piper seconded the motion, and all were in favor.

NHA Labore addressed the request that was previously discussed by Supt. Oakes regarding the lifts at the Nursing Home. He stated that the lifts are functional at the moment, but when something breaks, they will not be able to order parts for it. He would like to increase his capital reserve budget through the Executive Committee budget process so he has the funds available to replace the lifts as needed. CA Libby stated that if the Commissioners approve this request, they agree to allow NHA Labore to request an increase in his capital reserve account through the Executive Committee.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the May 13th meeting. Commissioner Piper had a couple of grammatical edits for clarity.

Commissioner Hedberg had the following edit:

- Page 7, Paragraph 1 – She changed the sentence “ Commissioner Hedberg reported that she heard on Vermont Public Radio that they have lost some of their broadband funds, and she asked if the administrative staff has heard anything about the County’s funds and if they are at risk” to read “Commissioner Hedberg reported that she heard on Vermont Public Radio that Vermont has lost some of their broadband funds, and she asked if the administrative staff has heard anything about the County’s funds and if they are at risk.”

MOTION: Commissioner Piper moved to approve the minutes from the May 13th meeting as amended. Commissioner Hedberg seconded the motion, and all were in favor.

2. Home Association Car Wash – CA Libby stated that the Home Association would like to hold a car wash on May 31st as a fundraiser. They would use the Administration Building parking lot.

MOTION: Commissioner Hedberg moved to give the Home Association permission to use the Administration Building for their carwash on May 31st. Commissioner Piper seconded the motion, and all were in favor.

3. April Financial Reports

Revenue

CA Libby reported that the Nursing Home is almost \$40,000 in the black for revenue, and she hopes to receive the ProShare payment information soon. She noted that the bed tax is trending lower than it should be. The farm continues to exceed revenue projections and is also below expenditures. CA Libby stated that the Sheriff’s Department is behind, but that is due to timing. She explained that interest is the biggest area where they will lack in revenue, other than the ProShare.

Expense

CA Libby reported that the County is running under expended overall. Although the overall fund balance will be reduced this year, she stated that things are functioning as expected this fiscal year.

4. Commissioner McLeod signed a \$33,143.26 CDBG drawdown request for the New Hampshire Alliance of Regional Development Corporations (NHARDC).

5. ICE 287 (g) Agreement—Commissioner McLeod stated that the Sheriff could not attend today's meeting. The Commissioners do have a letter that was sent to Sheriff Myers and has been received. Commissioner McLeod asked if they would follow the process they have done in the past and put that letter in the public record, noting that people have requested the letter, and it does not contain attorney-client privilege information.

Commissioner Hedberg stated that she does not think it contains attorney-client privilege; it expresses the Commissioners' concerns. She is comfortable with it being read into the record and stated that it is straightforward, with concerns they wanted to discuss. Commissioner Piper stated that for the sake of residents of Grafton County having access to this letter, she would be in favor of it being read into the minutes. She wanted to state for the record, as was brought out yesterday during the Executive Committee Meeting, that Commissioner McLeod was the only Commissioner to sign the letter, there was majority agreement, and she was in the minority. Commissioner Piper stated that this is an instance in which she needs to vote her conscience and state her reasons. She takes the Sheriff's word on the good faith in which she entered the contract. She heard clearly the reasons Sheriff Myers gave and the assurances she gave that she would not participate if she were required to violate any action that the Commissioners were concerned about. Commissioner Piper stated that Sheriff Myers is their Sheriff, she is their department head, and Sheriff Myers knows the needs of Grafton County law enforcement better than Commissioner Piper does. They have participated with the federal government before in an effort to support local and state law enforcement. Commissioner Piper stated that Grafton County government is a significant resource for local law enforcement. She stated that her final comment would be when this conversation came up yesterday during the Executive Committee meeting. Rep. Sykes emphasized that no one is asking the Sheriff to violate the law, which is different than what she heard from members of the public. Commissioner Piper stated that she has heard from members of the public in her district that they wish that Sheriff Myers would act out of conscientious objection. Commissioner Piper stated that she can't ask Sheriff Myers to violate her oath. Commissioner Piper stated that Sgt. Adams's response to the question was that he hoped they would not ask him to violate the law. Sheriff Myers is an elected official, and she cannot interfere with her doing her duties. She preferred that the letter not be sent as is; she had changes, but she was in the minority and was comfortable with the letter being in the minutes. Commissioner Hedberg stated that she is very against this agreement but she would like the opportunity to ask the questions that they have not been afforded the time to do so, which is why she feels this letter should be read.

Commissioner McLeod read the following letter into the record: (* see attached)

Commissioner McLeod stated that they have not been able to schedule a time with Sheriff Myers. She said that people are concerned about due process. She has sent them the MOA, and there is no reassurance of due process.

Commissioner McLeod then referenced the following link:

<https://theimmigrationhub.shorthandstories.com/disappeared-in-america/>

Commissioner McLeod stated that the Commissioners are responsible for the budget and were not contacted ahead of this agreement being signed. She is not sure what the next steps are, but they have expressed their concerns. Commissioner Hedberg stated that they had originally requested a nonpublic session with the Sheriff due to attorney-client privilege.

Commissioner McLeod stated that if Sheriff Myers will not terminate the agreement herself, then the Commissioners need to discuss what steps they can take to terminate it themselves.

Commissioner Hedberg stated that she does not know if the Governor has signed the bill that would not allow them to interfere with the agreement. For her, looking at county dollars, looking into getting a legal opinion may be a moot point. Commissioner Piper stated that the bill did pass out of the House and Senate. She is reluctant to spend county dollars when this is state law.

Commissioner Hedberg suggested putting this back on the agenda for next week and having a further discussion on whether they will seek legal counsel. She would like to see what has gone through the legislature. Commissioner McLeod stated that the Delegation may be interested in reducing the budget.

Commissioner's Issues:

1. Commissioner Hedberg stated that as they work through policies, she thinks the Courthouse Building Committee meetings should have virtual access. It sounded like the other Commissioners are comfortable with virtual access to those meetings. She thinks it would be helpful in terms of moving forward with a plan. The Commissioners discussed it and agreed to allow virtual access.

MOTION: Commissioner Hedberg moved to allow virtual access to the Courthouse Building Committee meetings. Commissioner Piper seconded the motion, and all were in favor.

2. Commissioner Hedberg stated that when she made the motion about virtual meetings last week, they discussed developing a virtual meeting policy. She thinks they left that to CA Libby and Asst. CA Elsholz, but she was going to offer her assistance and has reached out to a few towns in her district to see if they have policies so they can continue to move forward with this issue. Commissioner McLeod stated that she would also be interested in working on this.

Public Comments:

1. Lindsey Dearborne, Lebanon & Alix Olson, Canaan. - L. Dearborne presented the petition that has been signed and read the petition into the record:

We the undersigned residents of Grafton County New Hampshire are opposed to the participation of the Grafton County Sheriff's Department in the 287 (g) Federal

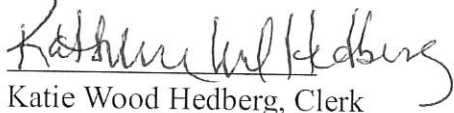
Immigration Enforcement Program. It is abundantly clear that engaging in federal immigration enforcement has multiple negative implications and is not in the County's best interests. It is already sowing deep concern and will foster even deeper distrust of the Sheriff's Office, causing significant harm to the Sheriff's desire for her office and law enforcement to be respected and trusted by County residents. We therefore request that Sheriff Jillian Myers terminate this agreement without delay, consistent with provisions outlined in Section XVIII of the Memorandum of Agreement between the Sheriff and ICE (Immigration and Customs Enforcement.) A letter from the New Hampshire Immigrant Rights Network that documents additional compelling reasons for our opposition to this agreement is attached for your information.

L. Dearborne stated that this is one (1) attempt to stand up for democracy. It appears that, in many ways, due process, the rule of law, and the Constitution are all being violated. She stated that the executive orders, which are not law, are most likely illegal and unconstitutional. She said that 707 people from Grafton County have signed the petition. People do not want men in masks grabbing people off the street. They hope the Sheriff will reconsider the agreement she signed and that the Commissioners will support it.

A. Olson stated that they have gathered the petitions for over a month, and people have been very enthusiastic to sign them. As a former law enforcement officer, when she took an oath to uphold the Constitution, she took it very seriously. The Constitution is a document that assures this country of democracy. She listened to Sheriff Myers say she would take her deputies out of the program if there were an instance of racial profiling. She stated that she finds that extremely disingenuous. The program as it stands now, the ICE organization as it is designated now by the government, is anything but not racist. It is an organization looking to deport as many people as possible in confluence with the desire of their government to be a white, nationalist, Christian, heterosexual nation, to the exclusion of anyone who is not one of those things. A. Olson stated that she feels Sheriff Myers is going against the oath she took. She talked to Sheriff Myers many times during her campaigning, and she was a different person than she is now. Many people will not vote for her again because of this. They are concerned about the racial implications of the Sheriff dealing with the federal government on this level and allowing her deputies to be deputized and support federal immigration law, which is not what the deputies of Grafton County are supposed to be doing in the first place.

4:36 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Katie Wood Hedberg, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 15 – May 19, 2025

American Rescue Plan Act (ARPA) Project Updates

Courthouse Conceptual Design Update

- Yesterday the Courthouse Building Committee (CBC) met with Lavallee Brensinger Architects (LBA) to go over the feedback from department heads pertaining to the latest plan. Once LBA makes the requested changes, they will send us updated drawings that reflect the requested changes. LBA also presented three exterior renditions of what the new building could look like and asked if you would select one today so they can complete the conceptual design of the building (see 1st attachment). Lastly, we discussed the project schedule in terms of final meetings and LBA's presentation of their final report to the Board of Commissioners. We are currently coordinating a schedule that works for all parties.
- Public comments at the end of the subject meeting:
 - o Concerns about cost and impact to tax payers
 - o Accusation that the CBC meetings lack transparency, particularly having no Zoom option
 - o Report that one department complained their new space is inadequate
 - o Threat by one participant to do everything in her power to sink this project

Complex

Ray Burton Park – A few weeks ago heavy rains washed away a section of steep embankment near the stone infiltration basin on the Northeast side of the park. I hired a local contractor to rebuild that section of embankment by placing large rip-rap stone in the wash out area as far as they could reach with an excavator. They also rebuilt the stone infiltration basin. The repair held up to heavy rain events following the repair.

Gravel Roads – The gravel road to the water tank and roads to meadows have erosion on their steepest parts from the last rain storm this past weekend. I called a couple excavating contractors to request repair quotes. My intent is to get the needed repairs done right away to prevent further erosion, which would only increase the cost of the repairs if delayed. I suggest the funding to pay for these repairs come from encumbered funds earmarked for other purposes that are less important than these needed repairs.

Shooting Range – My staff installed 3-sets of gates along with new signs to warn and keep people away from the shooting range during live fire exercises.

Kitchen Hood Fire Suppression Systems – VT Fire Extinguisher completed the 6-month inspections on both the Nursing Home and DOC kitchen hood fire suppression systems. No defects noted in either location.

Hydrants – We flushed the complex's 13 fire hydrants in coordination with Woodsville Water & Light Department's public notice.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 15 – May 19, 2025

Concrete Decay – Around the Nursing Home and Administration Building the concrete was showing signs of decay around various entrances where my staff spread ice-melt. We fixed four different locations to eliminate tripping hazards.

Generator

- The generator that supports the barns, Maintenance/Farm Building and main sewage pump station has small leaks around the head and exhaust gaskets. A Generac repairman conducted a site visit to try and correct the issue but had to order parts and will be back on site once he has parts to fix the generator under warranty. The leaks are quite small, so they do not jeopardize the functionality of the generator as we wait for the technician's return to do a permanent fix.
- The low-pressure regulator had too small a diaphragm for our generator and was cause for delayed starts and subsequent over-crank alarms. The department's licensed gas-fitter replaced the regulator with one recommended by the manufacturer.

COURTHOUSE

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

Air Conditioning – The main air handler for two thirds of the courthouse has a condensing unit that has two of its six compressors that failed. This unit uses R22 refrigerant that is no longer being manufactured, thus supplies are limited and very expensive. I corresponded with the Trane Corporation to verify if new replacement compressors can be converted to a different refrigerant without invalidating the warranty. He said no. At this juncture I am waiting for a repair quote from Alliance Mechanical, and I am expecting the repair will exceed \$10,000 between replacement parts, refrigerant and labor.

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.
- As part of an EECBG upgrade we are also converting 34 battery ballasted fluorescent emergency lights to battery LED bulbs, which are more energy efficient but also much easier to inspect, thus will reduce monthly inspection times by at least 1-hour.

Hospital Beds – Over the last month we continue to have an uptick in bed repairs. Most have involved replacing electronic components.

Patient Lifts & Stands – When trying to order a replacement lift actuator for a patient lift, the manufacturer informed me they were no longer supporting 798 series lifts and 898 series stands. They can't get electromechanical parts for them anymore. This announcement affects 12 out of 17 of the nursing home's patient lifts and stands. To replace the 12 pieces of equipment will cost over \$50,000.

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Kitchen

- Dishwasher – The dishwasher was having difficulty maintaining a consistent 180-degree rinse temperature. We replaced a liquid level control board to correct the issue.
- Tilt Skillet – This appliance starts intermittently and produces a lot of soot. The department's licensed gas-fitter checked the gas pressure and found it to meet the manufacturer's recommendation. Hobart will have a technician on site Thursday to complete warranty troubleshooting and repairs on this 5-month old appliance.

Building Impact Damage – The contractor I hired to do this job has all the materials but the window, which is the sole holdup on this job. Boyd Aluminum, the original equipment manufacturer, doesn't make this series of window any longer and has been trying to find a suitable substitute that will closely match. The salesman I've been working with is intermittently responsive to my emails and phone calls, which exacerbates the situation. After several weeks of frustration, the Boyd salesman sent me a quote for \$9,800 along with a long explanation why it is so high. I've since had Granite State Glass come measure the window and they are going to provide me a quote for a window that closely matches.

HVAC – Air conditioning condensing unit ACCU 3, that supports the long hall on Maple and Profile, had refrigerant leaks. Alliance Mechanical repaired the leaks and topped off the refrigerant level.

Domestic Hot Water (DHW) – The DHW water temperature in the 03 building was erratic. We rebuilt the tempering control valve to correct the problem.

Nursing Home Rear Landscape Project Update – The architect just completed incorporating various markups to the plans and specifications that I submitted to him recently. He was on site last Friday to go over those changes. Since completion of the plans and specifications are so late, I doubt we will have any luck finding a contractor who can do our project this summer, thus most likely this will end up being a 2026 springtime project.

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 – I requested the contractor schedule this work but the contractor has delayed our job due to a big job he is trying to finish up elsewhere.

Generator – We found a coolant leak under the generator. To correct the problem, we replaced a radiator hose that was starting to crack. It turns out this was not the sole cause for coolant on the floor. We've since found a small leak at the water pump. Yesterday a Powers Generator technician was able to repair the issue.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 15 – May 19, 2025

Deeds Archive Room

- Space humidity monitoring: On May 7th I had Alliance Building Automation connect the room's humidifier to the Building Automation System (BAS) to proactively monitor the space for the correct humidity and to alarm when conditions go outside set parameters that Kelley gave me several years ago. Prior to this work I notified the Registry of Deeds what was taking place and why. Last week we received an alarm when the humidity level exceeded the set parameter. My staff proactively investigated the issue, fixed the problem and restored the space back to the desired humidity level.
- Door lockset: Over the past few years Kelley reported finding the archive room unlocked a few times. I had occasionally witnessed the same thing; thus, I know it is a valid complaint. Last Friday I had one of my staff swap a closing room lockset with the Archive lockset. The closing room where the lockset came from is rarely entered and had a lockset that remains locked all the times and auto-locks when one leaves the room. The archive area's lockset was the type one had to consciously relock when leaving the room. Again, I was proactively addressing a known problem. After the change I notified the Registry of Deeds of the change and why, assuming she might appreciate the proactive approach.

Yesterday I received an email from Brenda Dodge, relaying Kelley's communications to me that touches on both topics (see attachments).

Elevator – Stanley Elevator technicians completed a 5-year load test of the elevator. No defects noted.

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.

Showers – Eight showers that were repaired last summer are starting to peel due to poor preparation work done by the same contractor who repaired the Admin. Building steps. I requested the contractor schedule this work but the contractor has delayed our job due to a big job he is trying to finish up elsewhere.

Intake & Booking – An out of control inmate broke a piece of security glass in cell A09. I ordered replacement glazing on March 26th, but we are still awaiting its arrival. Cell A09 is out of service until the glazing gets replaced.

Property Store Room – One of the two fire curtains failed its annual inspection. The affected curtain failed in the closed position, which is better than failing open. Overhead Door, a contractor out of Williston, VT ordered replacement parts and will be back on site to do the repair once they have parts in hand.

Sidewalks – Over the years the sidewalk has heaved where there are granite paver infills. My department tried fixing the issue a few years ago but the problem persists. This week my staff removed the granite pavers and are preparing the gravel base for concrete infill. Next week a concrete contractor will install

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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rebar in each location and do the concrete infills and necessary finish work to restore the sidewalks. Some of the removed granite pavers will be used to top off a new concrete wall planned for one of the Nursing Home rear landscape project areas.

Above-ground Storage Tank Replacement – I received two quotes for this job. I recommend you choose Lakes Region Environmental.

1. \$50,024 – Lakes Region Environmental
2. \$58,750 – MB Maintenance Inc.

MAINT/FARM BUILDING

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

Farm

Dairy Barn – We repaired several pulsator's for the milking system.

BIOMASS PLANT

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

Boiler – We took the boiler off line a few weeks ago to do spring cleaning of the boiler tubes and breaching. While down we repaired damaged refractory material in the bottom of the boiler. Refractory is a non-combustible coating that goes over steel to prevent the steel from warping due to high temperatures.

Boiler Room – A 6-inch pipe between the boiler and thermal storage tank had a minor leak at a Victaulic coupling. We repaired this leak when the boiler was down.

Chip Delivery System – The auger that pulls chips onto the delivery belt was making a lot of squealing. To correct the issue, we replaced the auger tensioner idle sprocket.

ALTERNATIVE SENTENCING BUILDING

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

Water Leaks – It turns out both of this building's toilets were leaking water internally and were cause for high water bills the last 2-months. To correct the problem, we replaced flush controls and flappers in each bathroom. It worked for the staff bathroom but not the public one. We had to replace that toilet.

Chimney – The double wall chimney had a few sections that were starting to rot. We replaced the entire chimney, from the furnaces to the chimney cap.

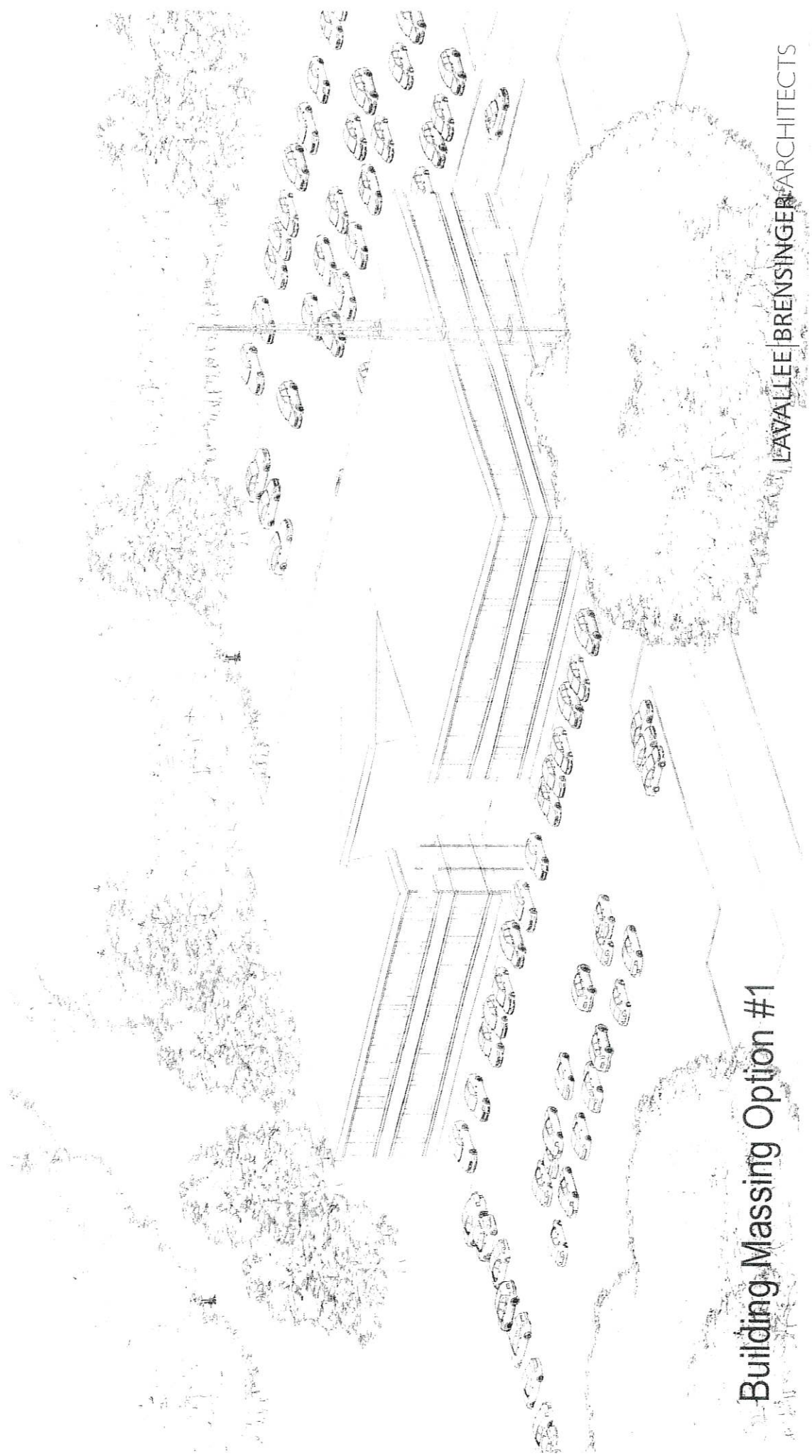
MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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Foundation – When constructed, the foundations walls were insulated on the exterior with rigid insulation and thinly coated with a concrete skim coat. Over the years weed-whacking had chewed into the finish and it looked ratty. Using a blend of in-house staff and a contractor, we covered all the foam insulation with a concrete backer board and coated the foundation backer board with a skim coat of concrete. We have one small section to go, and then we will be finished.

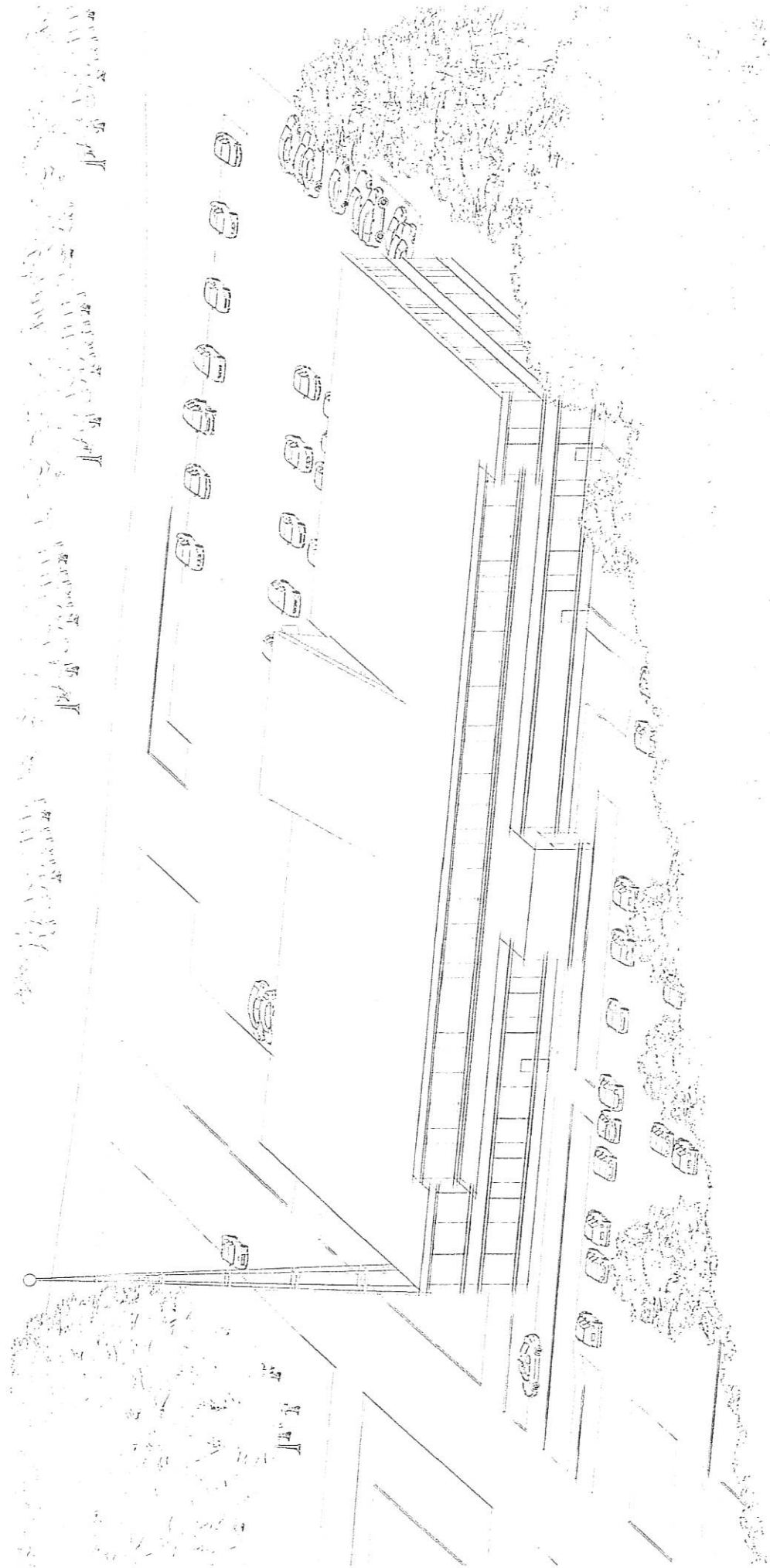
OTHER

Staffing – I still have a vacant Skilled Maintenance Assistant position. I've had three applicants so far. One wanted top dollar to start and the other two lack the required skills.

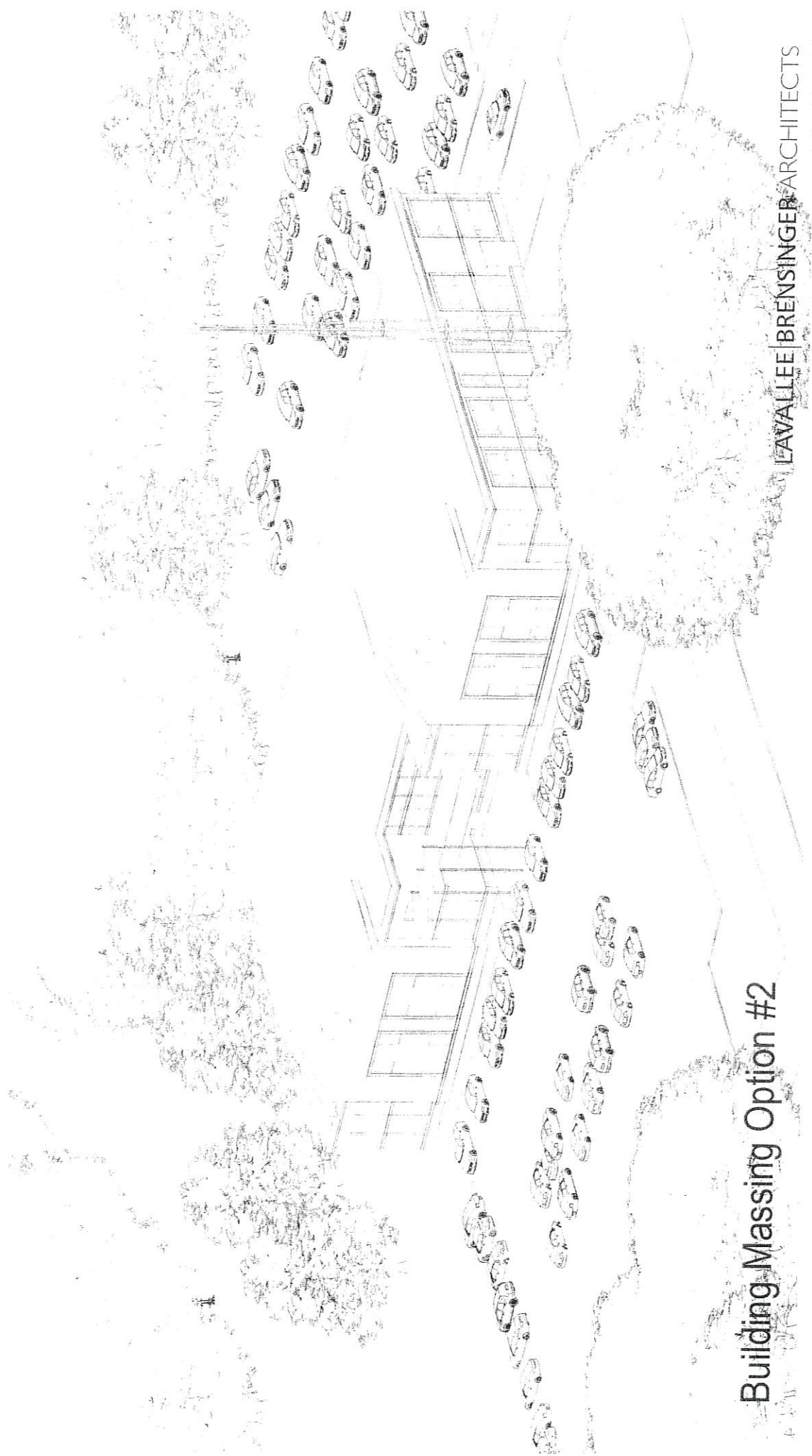


Building Massing Option #1

LAVALLEE BRENSINGER ARCHITECTS

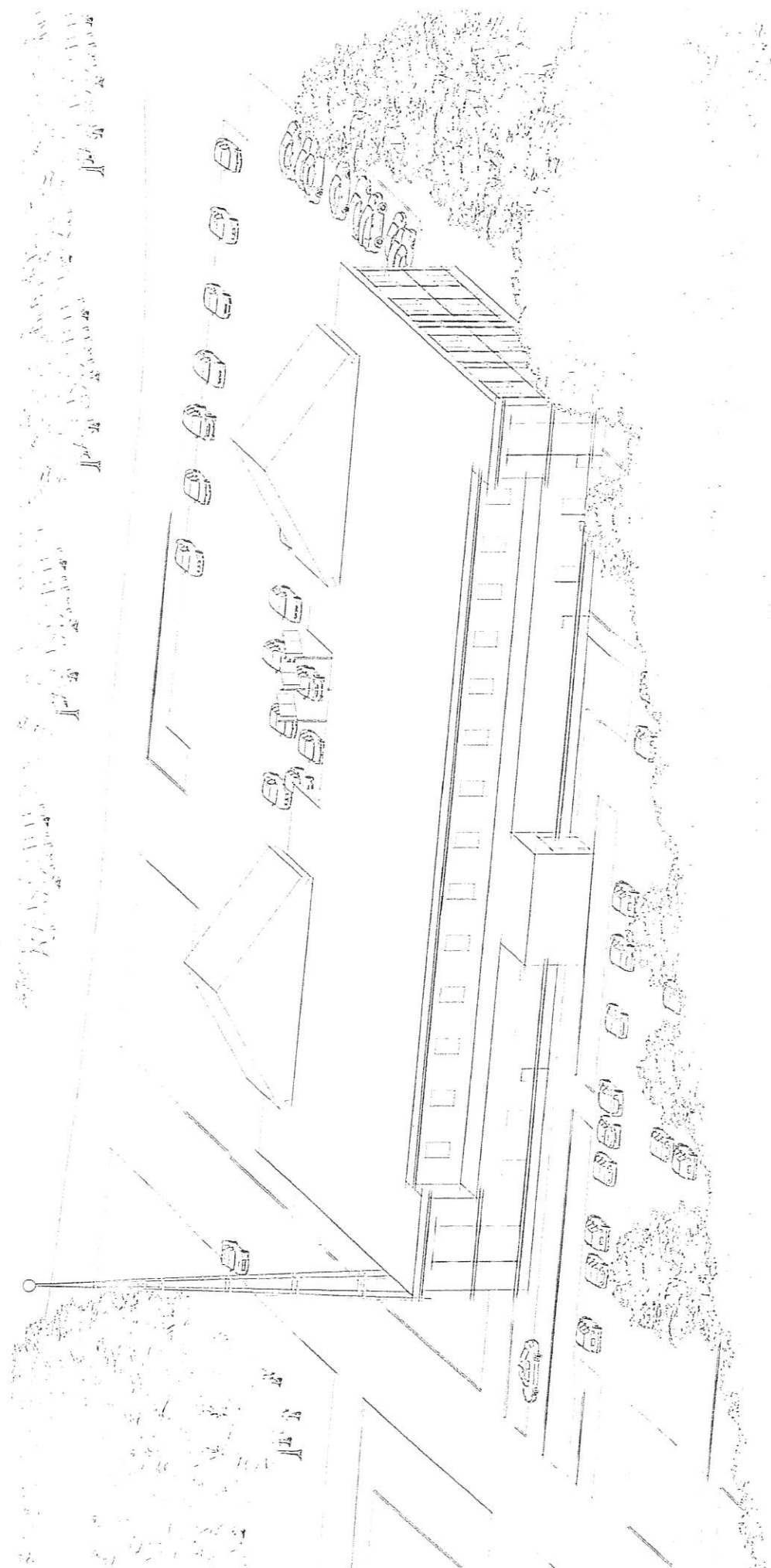


Building Massing Option #1



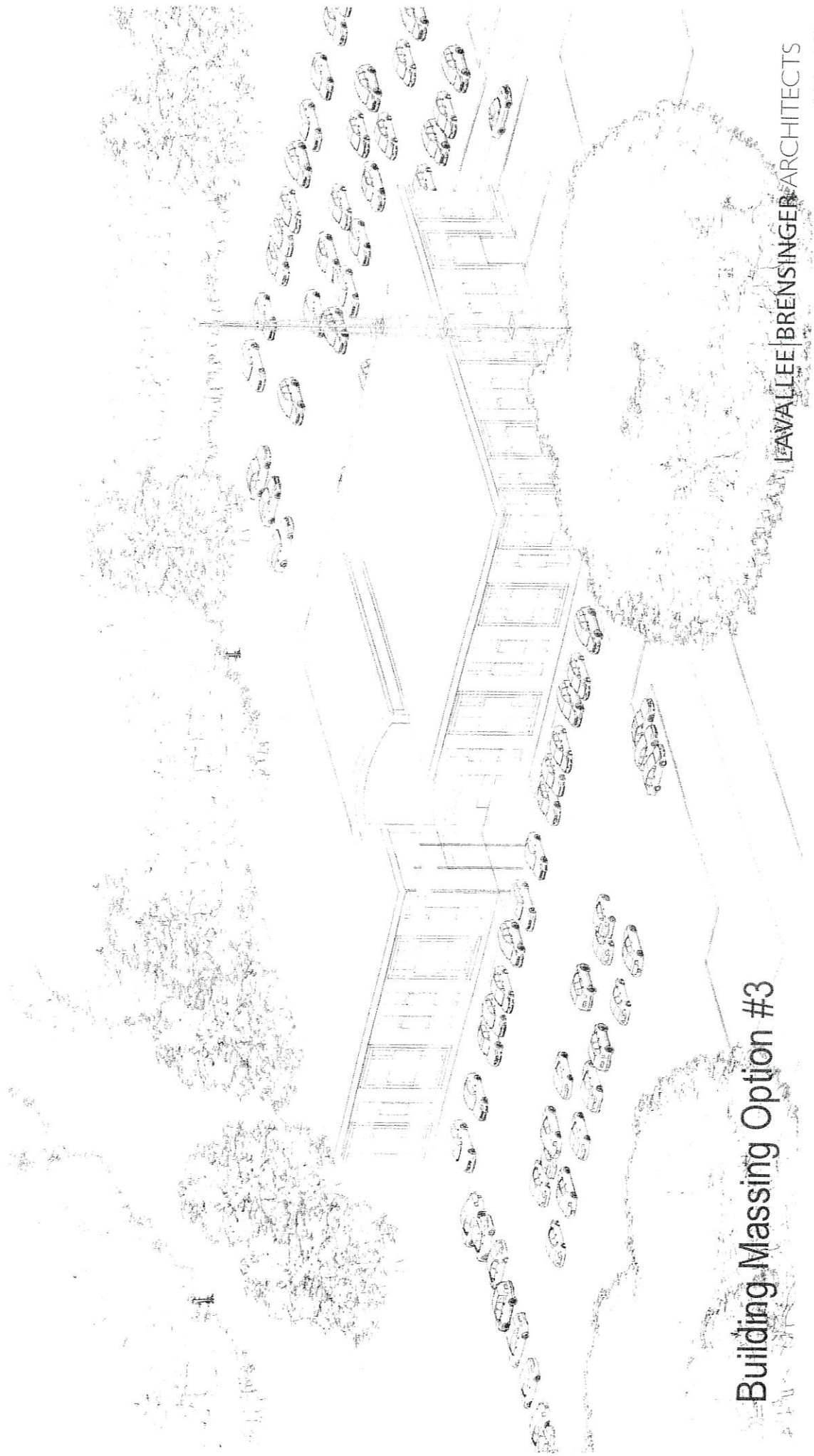
Building Massing Option #2

L'AVALLÉE BRENSINGER ARCHITECTS



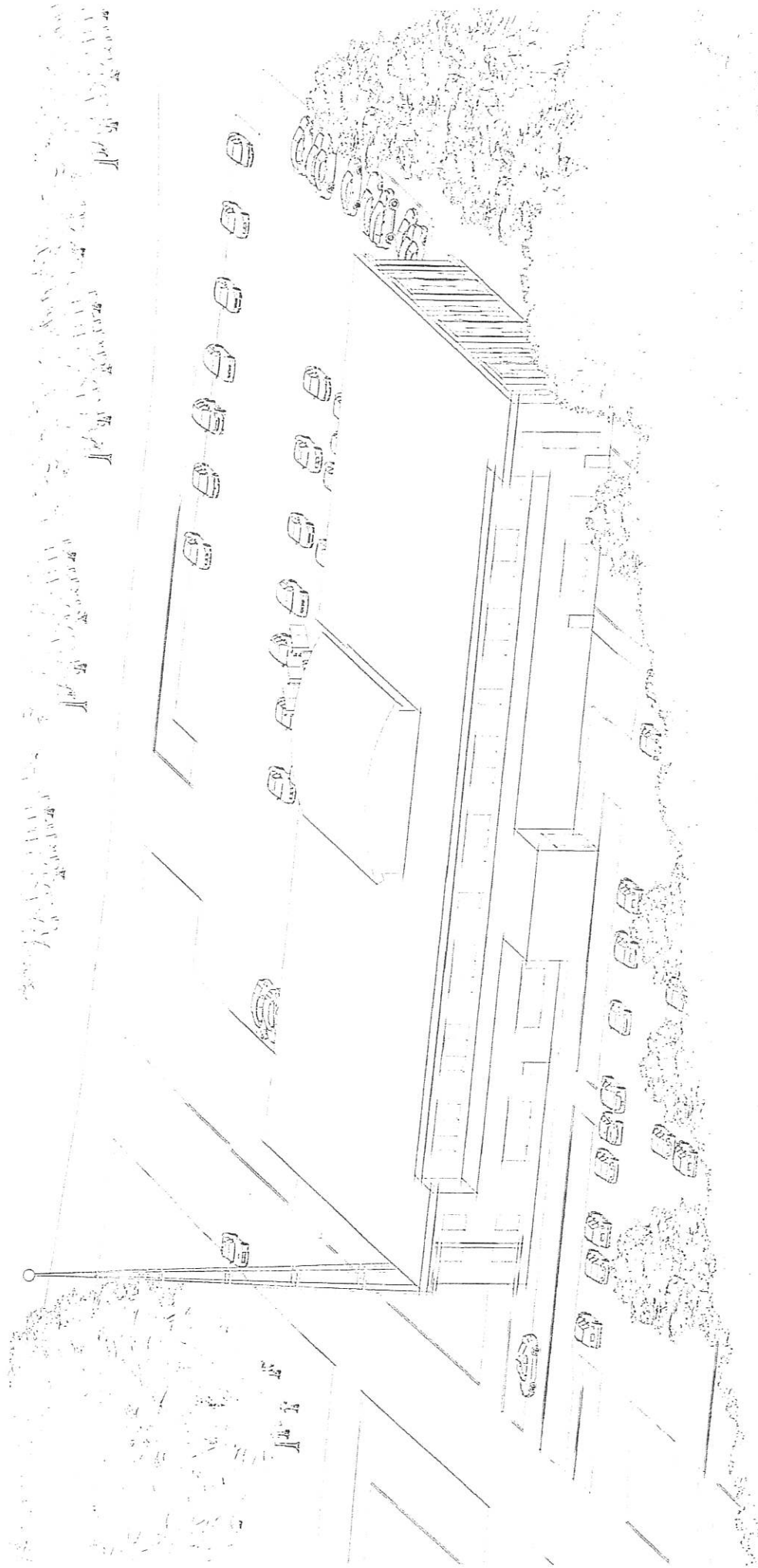
Building Massing Option #2

L'AVALLÉE BRENSINGER ARCHITECTS



Building Massing Option #3

LAVALLEE BRENSINGER ARCHITECTS



Building Massing Option #3

Jim Oakes

From: Jim Oakes
Sent: Wednesday, April 30, 2025 12:58 PM
To: Brenda Dodge
Subject: RE: Vault environment

I still have what Kelley originally sent in the past.

Next Wednesday's work is not so much to change any of the settings; it is to give us Alarming status when the room goes outside the set parameters based on the recommended temp/humidity for that space and to alert us of any system malfunctions, without always relying on your office to notify us of a problem when the system malfunctions.

Jim

From: Brenda Dodge <bdodge@grafftoncountynh.gov>
Sent: Wednesday, April 30, 2025 12:32 PM
To: Jim Oakes <joakes@grafftoncountynh.gov>
Subject: Fw: Vault environment

Brenda Dodge - Deputy Register
Grafton County Registry of Deeds
3855 Dartmouth College Highway
Box 4
North Haverhill, NH 03774
(603) 787-6921 Ext 2602
Email: bdodge@grafftoncountynh.gov

From: Kelley Monahan
Sent: Wednesday, April 30, 2025 12:28 PM
To: Brenda Dodge
Subject: Vault environment

Brenda, Jim needs to speak with us or confirm that he understands the best conditions for storage of historic paper. I have emailed him that report more than once. I will be in the basement the entire day on Wednesday and will have contact with this vendor myself to insure that we achieve best practices.

[nara1571-s2.pdf](#)

Overall Temperature and Relative Humidity Guidelines - National Archives

Location Material Sensitivity: Types of holdings or media Storage Temperature Relative Humidity Range Textual Holdings Storage (and Mixed Storage*)

www.archives.gov

Thank you,

Kelley Monahan

Please take note of new email address

Kelley J. Monahan
Grafton County Register of Deeds
3855 Dartmouth College Highway

North Haverhill, NH 03774
603-787-6921 phone 603-787-2363 fax

kmonahan@graftoncountynh.gov

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Jim Oakes

From: Jim Oakes
Sent: Tuesday, April 29, 2025 11:44 AM
To: Brenda Dodge
Subject: FW: BACNET code Dri-Steem PO 22-09028

Brenda,

I will have a contractor on site Wednesday 5/7 to tie in the humidifier system in the archive area into the building automation system, so my staff will get alerts whenever the humidifier system goes into fault.

Jim

From: Sean O'Reilly <seano@agusa.com>
Sent: Tuesday, April 29, 2025 10:53 AM
To: Jim Oakes <joakes@grafftoncountynh.gov>
Cc: Rick Colbeth <rcolbeth@grafftoncountynh.gov>; Dustin Taylor <dtaylor@grafftoncountynh.gov>
Subject: RE: BACNET code Dri-Steem PO 22-09028

Let's do Wednesday. We should have a tech on site for 9AM.

Thanks,

Sean O'Reilly

Building Automation Dept. Manager



1494 Route 3A Suite 11 | Bow, NH. 03304
Service: 888-842-4822 | cell: 603-322-3800
seano@agusa.com | www.agusa.com



From: Jim Oakes <joakes@grafftoncountynh.gov>
Sent: Tuesday, April 29, 2025 10:52 AM
To: Sean O'Reilly <seano@agusa.com>
Cc: Rick Colbeth <rcolbeth@grafftoncountynh.gov>; Dustin Taylor <dtaylor@grafftoncountynh.gov>
Subject: RE: BACNET code Dri-Steem PO 22-09028

Tuesday or Wednesday works. Pick a day and tell me the time you tech will be here.

Jim

From: Sean O'Reilly <seano@agusa.com>
Sent: Tuesday, April 29, 2025 10:49 AM
To: Jim Oakes <joakes@grafftoncountynh.gov>
Cc: Rick Colbeth <rcolbeth@grafftoncountynh.gov>; Dustin Taylor <dtaylor@grafftoncountynh.gov>
Subject: RE: BACNET code Dri-Steem PO 22-09028

Jim,

The schedule is wide open next week – is there a day that works better for you to get this done?

Sean O'Reilly

Building Automation Dept. Manager



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From: Jim Oakes <joakes@grafftoncountynh.gov>
Sent: Tuesday, April 29, 2025 10:44 AM
To: Sean O'Reilly <seano@agusa.com>
Cc: Rick Colbeth <rcolbeth@grafftoncountynh.gov>; Dustin Taylor <dtaylor@grafftoncountynh.gov>
Subject: RE: BACNET code Dri-Steem PO 22-09028

Sean,

I'm still awaiting a response.

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

Jim Oakes

From: Brenda Dodge
Sent: Monday, May 19, 2025 12:35 PM
To: Jim Oakes
Subject: Fw: Archive Room

Brenda Dodge - Deputy Register
Grafton County Registry of Deeds
3855 Dartmouth College Highway
Box 4
North Haverhill, NH 03774
(603) 787-6921 Ext 2602
Email: bdodge@grafftoncountynh.gov

From: Kelley Monahan <kmonahan@grafftoncountynh.gov>
Sent: Monday, May 19, 2025 12:21 PM
To: Brenda Dodge <bdodge@grafftoncountynh.gov>
Subject: Re: Archive Room

Brenda - Remind J. Oakes that I was working down there and ran into Chris on two occasions on Friday, and he explained what the work order was. One encounter was to discuss humidity levels. I can't wrap my head around why they altered all other little rooms to have them heat up when they were perfectly fine before Lee's error riddled work was conducted. Why in a vault that is too humid are we increasing humidity. I have given him those standards for years and have been dismissed.

Asking before something is done is not only courtesy, but common sense.

Leave it as is. I will get a memo request out to BOC on all things vault for Wednesday for a discussion next week.

Thank you,

Kelley Monahan

Please take note of new email address

Kelley J. Monahan
Grafton County Register of Deeds
3855 Dartmouth College Highway
North Haverhill, NH 03774
603-787-6921 phone 603-787-2363 fax
[Kmonahan@grafftoncountynh.gov](mailto:kmonahan@grafftoncountynh.gov)

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From: Brenda Dodge <bdodge@grafftoncountynh.gov>
Sent: Monday, May 19, 2025 10:55 AM
To: Kelley Monahan <kmonahan@grafftoncountynh.gov>
Subject: Fw: Archive Room

Brenda Dodge - Deputy Register
Grafton County Registry of Deeds
3855 Dartmouth College Highway
Box 4
North Haverhill, NH 03774
(603) 787-6921 Ext 2602
Email: bdodge@grafftoncountynh.gov

From: Jim Oakes <joakes@grafftoncountynh.gov>
Sent: Monday, May 19, 2025 10:00 AM
To: Brenda Dodge <bdodge@grafftoncountynh.gov>
Subject: Archive Room

Brenda,

I had the lockset for the archive room in the basement changed so that the door stays locked all the time. In other words, one needs a key to get in and a key to get out. I know there have been complaints about the door being left unlocked, which is a valid complaint, and I wanted to eliminate the issue. Please let Kelley know I had this done, and if she doesn't want it that way, please tell me so and we will seek a different option.

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



GRAFTON COUNTY COMMISSIONERS

603-787-6941
603-787-2656 Fax

3855 Dartmouth College Highway Box 1
North Haverhill, NH 03774

April 22, 2025

Sheriff Jill Myers
3765 Dartmouth College Highway, Box #
North Haverhill, NH 03774

Dear Sheriff Myers,

We are writing regarding the 287 (g) MOA. On March 26, 2025, you emailed stating that you would not answer any more questions about the MOA until you consulted legal counsel, ICE, and the Governor's Office. We hope you have done so. The County has also consulted legal counsel and would like to meet with you in a nonpublic meeting to continue discussing the MOA.

New Hampshire Supreme Court case law delineates the responsibilities of County Sheriffs and County Commissioners. One relevant case is Linehan v. Rockingham County Commissioners. According to Linehan, only the County has the express statutory authority to enter into contracts, especially when those contracts, like this one, commit County resources. The County Commissioners "must necessarily be involved with financial matters contained in the contracts as well as obligations and liabilities created by the contracts" The Commissioners understand, however, that once a contract is formed, they have limited ability to dictate how deputies are deployed or how law enforcement resources are marshalled.

We believe the MOA contains several matters within the County's budgetary purview and therefore would have required consultation with the Commissioners. First, the MOA diverts County resources to the Federal Government without compensation. Under the MOA, the County is responsible for all "personnel expenses." Thus, when a deputy attends ICE training or is deployed on an ICE-related mission, the County remains solely responsible for paying the deputy, even though the deputy may not be fulfilling obligations for the County or within the Sheriff's traditional mandate. Second, the County appears to remain liable for any activity you or your deputies perform under the MOA. This includes liability associated with third-party claims, as well as workplace injuries. Even more concerning, personnel from the Sheriff's office will be considered federal employees under the Federal Tort Claims Act when acting pursuant to the MOA. Third, the Sheriff's office will be responsible for complying with the Privacy Act of 1974, which could require independent consultation at the County's expense.

For the reasons stated above, the MOA first required County approval because it committed the County's fiscal resources.

Due to our concerns regarding the MOA's legality and potential exposure to the County, we would like to have you attend a nonpublic meeting to discuss this further. Please get in touch with County Administrator Libby to arrange a time that is convenient for you to meet with us.

COMMISSIONERS

Wendy A. Piper
Martha S. McLeod
Katie Wood Hedberg

P.O. Box 311 • Enfield, NH 03748 • (603) 632-7179
348 Wells Road • Franconia, NH 03580 • (603) 491-0542
18 Emerson St • Plymouth, NH 03264 • (603) 254-6873



GRAFTON COUNTY COMMISSIONERS

603-787-6941
603-787-2656 Fax

3855 Dartmouth College Highway Box 1
North Haverhill, NH 03774

There is no Commissioners' meeting on Tuesday, April 29th, but we can meet any Tuesday in May.

Sincerely,

GRAFTON COUNTY COMMISSIONERS

Martha S McLeod

Martha McLeod, Chairman

COMMISSIONERS

Wendy A. Piper
Martha S. McLeod
Katie Wood Hedberg

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