

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

June 24th, 2025

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

OTHERS: Alternative Sentencing Director Mitchell, Department of Corrections Superintendent Lethbridge, Pam Gilbert – Conservation District, Register Monahan, Paul Varcak, Rep. Bjelobrk, Rick Colbeth, Heather Bryant, Lt. Hamilton, Atty. Hornick, Director of Communications, Paronto, Sarah Lineberry, and Steve Lorentzen, Bob Robicsek, Doug Shilo & Brook DeYoung.

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

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

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

Out of State Training Request – Supt. Lethbridge stated that he is looking to send two (2) officers to the National Association of Pretrial Services Agencies Conference in Atlanta, GA, from September 14th – 17th. He noted that this training is one (1) of the budget items moved out of the budget to be funded through the Opioid funds. Supt. Lethbridge stated that this is the only national-level conference for community supervision of adults. There is an estimated \$5,000 expense, and it is noted that he is anticipating sending a mixed gender group, so it would be two (2) hotel rooms.

MOTION: Commissioner Piper moved to approve sending two (2) Department of Corrections Officers to the National Association of Pretrial Services Agencies Conference, September 14th – 17th, 2025 in Atlanta, GA. Commissioner Hedberg seconded the motion and all were in favor.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the June 10th meeting. Commissioner Hedberg stated that she had requested the final inclusivity statement be added to the minutes.

MOTION: Commissioner Hedberg moved to approve the minutes from the June 10th meeting as amended. Commissioner Piper seconded the motion, and all were in favor.

2. The Commissioner signed check registers 1170-1171; 1175; 2025-06.20.2025.

3. The Commissioners reviewed the GCDoc Superior Court Report for May.
4. Credit Card Approval – IT Director – CA Libby stated that all department heads have credit card accounts. They used to have one for IT when the County had an in-house IT Department, and she would like to request approval for IT Director Tetreault to have a credit card. Each department has a \$10,000 limit.

MOTION: Commissioner Hedberg moved to approve a credit card for the new in-house IT Director. Commissioner Piper seconded the motion, and all were in favor.

5. Commissioner McLeod and Commissioner Hedberg signed the contract for the MicroCredit CDBG Award in the amount of \$750,000.

6. Commissioner McLeod signed the Professional Services Agreement for the Lakes Region Planning Commission Microcredit Grant.

7. Close-Out Agreement 2021 NHARDC CDBG – CA Libby explained that this is an old grant that was never closed out. CDFA notified North Country Council that the necessary paperwork needs to be completed to close this out. Commissioner McLeod signed off on the paperwork.

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

Agenda Items:

1. Financial Reports – CA Libby reported that the Nursing Home is exceeding its operational revenue projections, and she suspects it will continue this trend at the end of the year. She noted that they budgeted \$2,650,000 for Proshare, and their payment came in just under \$1.5 million. She stated that they will overall finish \$1.4 million below their revenue projections. CA Libby added that the bed tax revenue is also trending lower. She stated that aside from interest, everyone else is doing well. The County received its payment in lieu of taxes today. There was \$125,000 budgeted this year, and they received \$166,424. CA Libby noted that they should receive their abandoned property payment this week as well as their Proshare payment.

CA Libby stated that on the expense side, they have a few departments that are showing over where they should be but should finish the fiscal year ok. She noted nothing of concern. As of the end of May, they are still \$2.5 million below expenditures and slightly below revenue, primarily due to the Proshare payment.

CA Libby noted that the County has a CD maturing today at Franklin Savings Bank and will be wire transferred into the general fund. There is one last large investment at Bar Harbor Bank, a CDAR's account that matures the first week of July. When that matures, it will be brought into Woodsville Guaranty Savings Bank. She stated that those funds, along with the payments they have just received, are the end of the cash available to them. She anticipates that by the first week in August, they may need to draw down funds.

Pam Gilbert – Conservation District

The Commissioners congratulated P. Gilbert on her retirement after 24 years of employment with the County and presented her with a plaque.

Agenda Items:

1. Rules of Procedure – Commissioner McLeod stated that, upon reviewing the draft and the chaos of yesterday's Delegation meeting, she has given considerable thought to this matter and what they should do. Commissioner Hedberg stated that she developed this original draft by looking at other towns' rules or bylaws and referred to Campton, Salem, Sugar Hill, and the NH Municipal Society. She stated that she liked Campton's form as it was easier to put the pieces together, and she included what she felt were highlights. Commissioner Hedberg stated that the best practices are that they talk about it and can make changes to approve at a subsequent meeting but noted that they now have at least something to start with.

Commissioner Piper stated that this is a thorough, long document. Commissioner McLeod asked if these should align with the Delegation bylaws. She said that she feels they should look at those bylaws. CA Libby noted that the Delegation bylaws are adopted at the start of each new biennium. Commissioner McLeod asked what they are trying to accomplish, what it is that they need, noting that there are two (2) pieces to this. Commissioner Hedberg stated that there is a technical piece and the rules of procedure. As a Board, they do not have any rules of procedure or bylaws, which is where she began when compiling this document. Most of the items she read, many meetings are run by accepted norms and not necessarily exactly to Robert's Rules of Order.

Commissioner Piper stated that she was impressed with this and the document, as written, will hold everyone, including the Board of Commissioners, to high standards regarding mutual respect, civility, and respect to the public. The underlying theme to her was the need to be respectful. Commissioner Piper noted that she did not perceive what happened at the Delegation meeting the same as Commissioner McLeod. She observed the democratic process and procedures outlined in Robert's Rules of Order, which allowed people to express their agreement or disagreement with the budget. She is not passing any negative judgment from yesterday. Commissioner Piper added that over the last couple of years, she has disagreed with some decisions of the Board of Commissioners. She stated that she likes this document because it stresses that they have to maintain a level of professionalism regardless of whether members of the Board disagree with each other, as long as good arguments are being made. She stated that what she observed from the Delegation meeting yesterday, from people sitting around her, was that they were noticing the disagreement and procedures were being viewed as disruptive and causing frustration on the part of the Delegation Chair. She noted that they need to be able to handle disagreement and disagree respectfully. She has opposed a couple of issues of the Board, and she has been fine with agreeing to disagree. This document implies that there will be a guaranteed tone of civility; otherwise, she will not support the adoption of this. In terms of members of the public, there will be those who disagree with the Commissioners, and it does not mean that they are necessarily right or that the Commissioners are right. It means everyone gets their say. She stated that she had seen members of the Delegation at the officers' table rolling their eyes, and they cannot do that; it is embarrassing. This happens on the Board of Commissioners as well, and they cannot do that; they cannot take everything personally. Commissioner Piper stated that, in terms of Commissioner McLeod's question of what the

purpose of the meeting is, she does not feel that it is something they need to decide. It is an opportunity for the Commissioners to deliberate and ensure transparency to the public.

Commissioner Piper further stated that these rules of procedure have already been violated. She stated that she had been here a long time and had always thought that any Commissioner could put something on the agenda, noting that she was told this by Commissioner Lauer when she started. That has not been her experience of late, but if they adopt these rules of procedure, it will be. Commissioner McLeod stated that to clarify, they had one experience where Commissioner Piper requested something to be added to the agenda, and she changed one of the words to facilitate a broader discussion. She asked if there was another case she was unaware of. Commissioner Piper stated that it is the one issue, and it is an issue that the public feels extremely strongly about, noting that this was evident at the Delegation meeting. Part of the procedural maneuvers made were due to the transparency issue. It has never been the case where her language has been changed on the agenda, and she would ask that the Chair let all Commissioners represent all constituents and not put a filter on it. Commissioner Piper disagrees with the perception of yesterday's meeting. She thinks what they saw were strong opinions. She wished it had been handled more professionally. She saw members of the public respond with jaw-drops at the eye-rolling and snickering. Commissioner Piper stated that once again, what she is seeing is that when she offers a counterargument or constructive criticism, it is taken personally. Commissioner McLeod stated that she has to run a meeting and move the agenda forward.

Commissioner Hedberg stated that the Commissioners can make changes to this document but noted that she feels it is important that they have something, as they did not have anything previously. Commissioner McLeod stated that the Delegation bylaws outline the primary role and the responsibilities of the officers. She believes it is helpful for the public to understand the purpose of the meeting, as there are many misconceptions that these meetings are public hearings. They are work sessions, and she feels it would be helpful for people to understand that, in terms of how they want to spend their time. It is important for them to look at the agenda. This not a meeting where people will come to testify on things. Commissioner McLeod stated that they discuss the statutory issues they deal with and suggested adding statutory information into these rules of procedure. Commissioner McLeod stated that the public is important, but so is the relationship with constituents who call and ask questions. The constituents elect them; the public meetings are open to the public, but the public has already elected them to do this work.

2. IT Proposal for Public Access via Virtual Participation and Recordings – CA Libby provided the Commissioners with copies of the proposal for their review. Commissioner Piper asked if the meetings would return to being live online. Commissioner McLeod stated that she is not a fan of Teams, as she believes it is not secure, and she would like to hear from IT Director Tetreault regarding his thoughts. CA Libby stated that IT Director Tetreault can discuss this with the Commissioners at his next meeting.

Commissioner McLeod discussed the value of the meeting procedures. She stated that they need to change how they are sitting in the room, how they are conducting the meetings, and gave examples of letting people know that they are being recorded and making sure guests are introduced.

3. Non-Public Session per RSA 91-A:3, II (c)

MOTION: * 10:51 AM 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 according to 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.

* 11:02 AM Commissioner McLeod declared the meeting back in public session.

Courthouse Final Presentation: Lavalle Brensinger Architects (LBA)- Bob Robicsek, Doug Shilo, Brooke DeYoung

Lavalle Brensinger Architects reviewed the attached presentation:

Commissioner Hedberg noted that demolition of the current building is included in this cost.

Public Comment:

Register Monahan respectfully requested that they stop claiming to have spoken to every department head, stating that it is disingenuous. She stated she was banned from being on the building committee and from speaking to the architects directly. She has had zero input in this design, and Judge MacLeod heard every word of it during that meeting. She stated that at that meeting, it was stated that the gable design would be more expensive than others, but that information was not relayed to the Commissioners when they chose that gable design. D. Shilo stated that it was said that a flat roof would be less expensive than the gable ends, but a flat roof option was not developed. The costs were very comparable between the three (3) designs that were presented. Register Monahan stated that it is comical that the Register of Deeds space is the only space that has no windows, and they are currently occupying beautiful office space. She stated that, with regard to going through security, she recently had a couple in their research room for four (4) hours with three (3) young children. Register Monahan asked how LBA sees proceeding with that and managing the design with that. She asked if they would all have to go through security. D. Shilo stated that they would.

Supt. Oakes stated that as a whole, it has been a pleasure working with LBA. They have a lot of courthouse design experience in New Hampshire, and it has been a thorough process. This was the path EH Danson recommended, in terms of a new courthouse rather than renovating and adding to the existing courthouse. Supt. Oakes noted that this is one path, and if it is determined that it is too costly, they are still facing the issues that need to be addressed in the current building. Not to address those issues would be negligent.

Commissioner McLeod stated that the Commissioners need to review this report and decide on their next steps. Commissioner Hedberg noted that LBA has been very easy to work with and quickly addressed any cost concerns that were expressed.

Supt. Oakes also recognized Sarah Lineberry and Steve Lorentzen from the State of New Hampshire. He stated that they have a wealth of knowledge. They have actively participated in the meetings and contributed significantly to this process.

B. Robicsek stated that they understand that every dollar counts and that it is very important to them. They are seeking to construct a courthouse that will last for many years.

Commissioners' Issues:

1. Commissioner McLeod stated that she received a call from the former law enforcement officer, Alix Olsen, seeking the minutes of any interactions with the Sheriff and inquiring whether they would be meeting with her on a regular basis. CA Libby stated that the Sheriff is normally on the 3rd Tuesday of the month, and the last two (2) months she has had other obligations and is not able to make it. Commissioner McLeod requested those monthly reports, specifically asking that they include any ICE activity information.

Public Comment

2. Register Monahan stated that the Valley News article over the weekend contained misinformation, stating that Commissioner McLeod has good relationships with every department head who meets monthly with the Commissioners. She stated that this was not the case. She stated that when former Commissioner Ahern was first elected, it was her first term as well. He came up with the idea of holding monthly department meetings to hear from each department head. She stated that her understanding was that, up until that point, department heads had only met with the Commissioners when they had an issue. Register Monahan stated that she was happy to comply with that and explain the role of their office. She did this religiously until COVID and the dysfunction that occurred at the County with the new county administrator who came on board from February through November. The November 2022 meeting was the last time she met with a regular meeting. She stated that she would send up her report, but did not see the need of putting herself through that again with the Commissioners. It was not a requirement; it was a courtesy. She asked that this be corrected with the Valley News, as they do not have a great relationship with each department and meet with them monthly. It is a courtesy that the constitutional officers meet with them monthly.

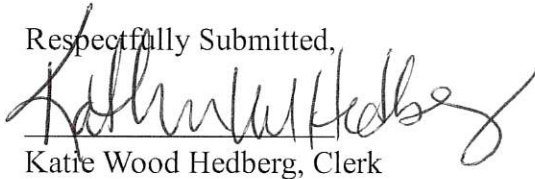
Register Monahan stated that the minutes that were prepared by Supt. Oakes from the Courthouse Building Committee meeting on May 22nd are incorrect. She stated that they heard what she just said in front of everyone, and that is what she said to Judge MacLeod. She read the following statement from those minutes: "The Register of Deeds involvement discussed the Register of Deeds commenting on the level of involvement with this study." Register Monahan stated that she said what she said, and this is how it is translated. CA Libby noted that Supt.

Oakes did not prepare those minutes. Register Monahan stated that it was her understanding that Supt. Oakes prepared these minutes. CA Libby stated that Lavalle Brensinger prepared the minutes. Register Monahan stated that this makes the plot thicken even better.

Register Monahan read an email from April 20th, 2022, regarding microphones. In that email, she had asked the Commissioners to purchase a proper and powerful microphone for use with Zoom, as she could not hear what was said during that day's department head meeting. She stated that the answer from CA Libby was that this was included in SNS's ARPA request, which was approved in September. She was told that everything related to this request had been ordered; however, there was no mention of that. She would follow up with Kevin Lowe. Register Monahan showed the Commissioners a receipt from Amazon for a microphone she had ordered on Friday and stated that it arrived on Monday morning for \$14.99. She stated that she has other documents suggesting a YouTube Channel, speakers, and louder microphones. For them to disingenuously state, through the Delegation meeting, that they needed to consult IT, they should be ashamed of themselves. Commissioner McLeod stated that the Commissioners have a proposal from the IT Director on how to fix these items. Register Monahan stated that it was three (3) years later after ARPA money was stalled forever. She asked that they read the minutes of the SNS reevaluation after Commissioners Piper and Ahern expressed interest in firing them. Commissioner McLeod stated that they do not appreciate being spoken to in this manner. They appreciate the information, but not in this manner. She stated that she and Commissioner Hedberg are fairly new to all of this, and if Register Monahan would like to discuss this in another forum, they are welcome to do so. Register Monahan stated that the Commissioners have made decisions about what is happening in this county and her service to the county without consulting her. Commissioner McLeod stated that they would like to have Register Monahan come in once a month. Register Monahan stated that she has no interest in meeting with them monthly when it is this manipulative.

12:10 PM, With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Katie Wood Hedberg", written over a horizontal line.

Katie Wood Hedberg, Clerk

Alternative Sentencing Commissioners Report May 2025

Directors Report:

Grafton County Alternative Sentencing's Mental Health Court Coordinator participated in the New Hampshire Judicial Branch's Office of Statewide Treatment Courts' collaborative strategic planning session focused on the treatment courts in our state.

The NH Judicial Branch partnered with the National Center for State Courts, the Council of State Governments, and Child and Family Futures to host this event. The Council of State Governments led the mental health court session, providing expert guidance and facilitating a productive dialogue. The groups worked together in hopes of enhancing and expanding the impact of mental health courts in New Hampshire.

In May, \$0.00 from the Opioid Abatement Funds and \$0.00 from the Local Assistance and Tribal Consistency Fund were used to support participants.

The SIM Transitional Housing Initiative is currently supporting one family and eight individuals. Five rooms are used in Littleton, and a waitlist has started. One room is used in Plymouth and two rooms in Lebanon, with one individual working through the intake process. \$69,306.53 of ARPA funding has been used toward this initiative.

Census:

Alternative Sentencing and Mental Health Court had 44 active participants, 2 successful completions, 08 referrals pending for Alternative Sentencing programs, 12 referrals for Mental Health Court, plus 4 *actively supported* applicants for Mental Health Court.

**Actively supported meaning, the applicant is being provided intensive case management by the Mental Health Court team before pleading into the program. This is often a necessary step to stabilize the individual enough to move to the next step.*

***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

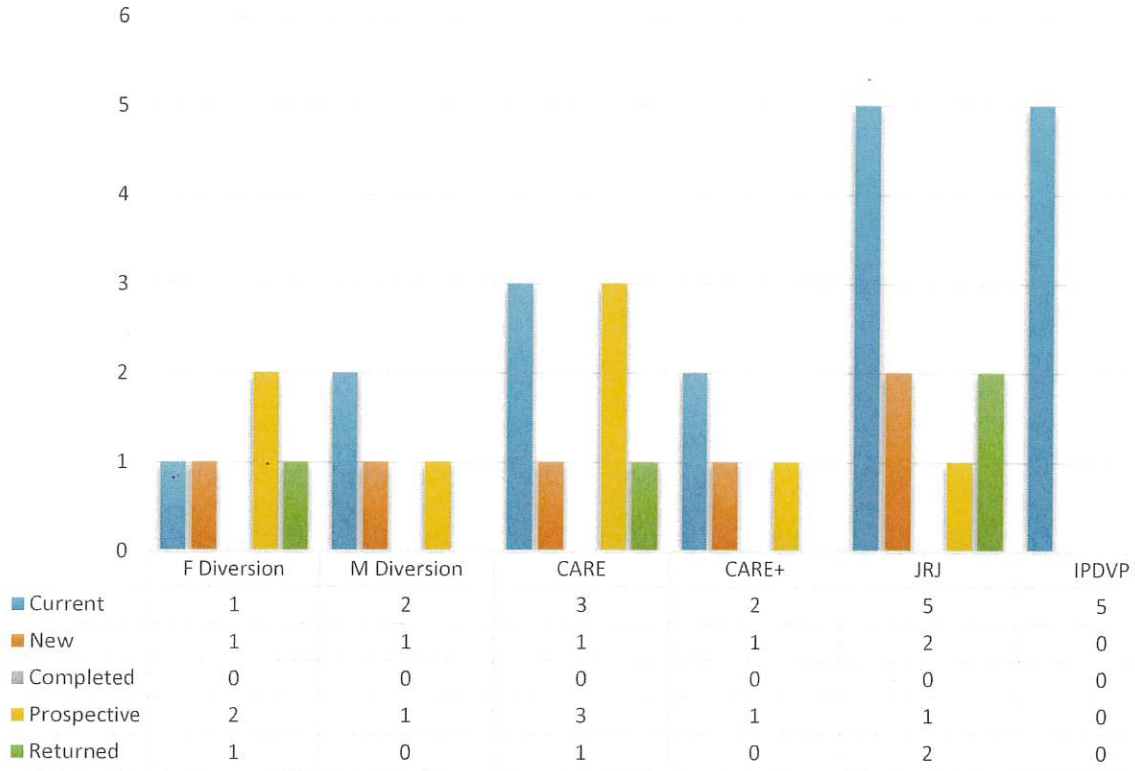
Anger Management Assessment and Programming

Life Skills Group

Alternative Sentencing Commissioners Report May 2025

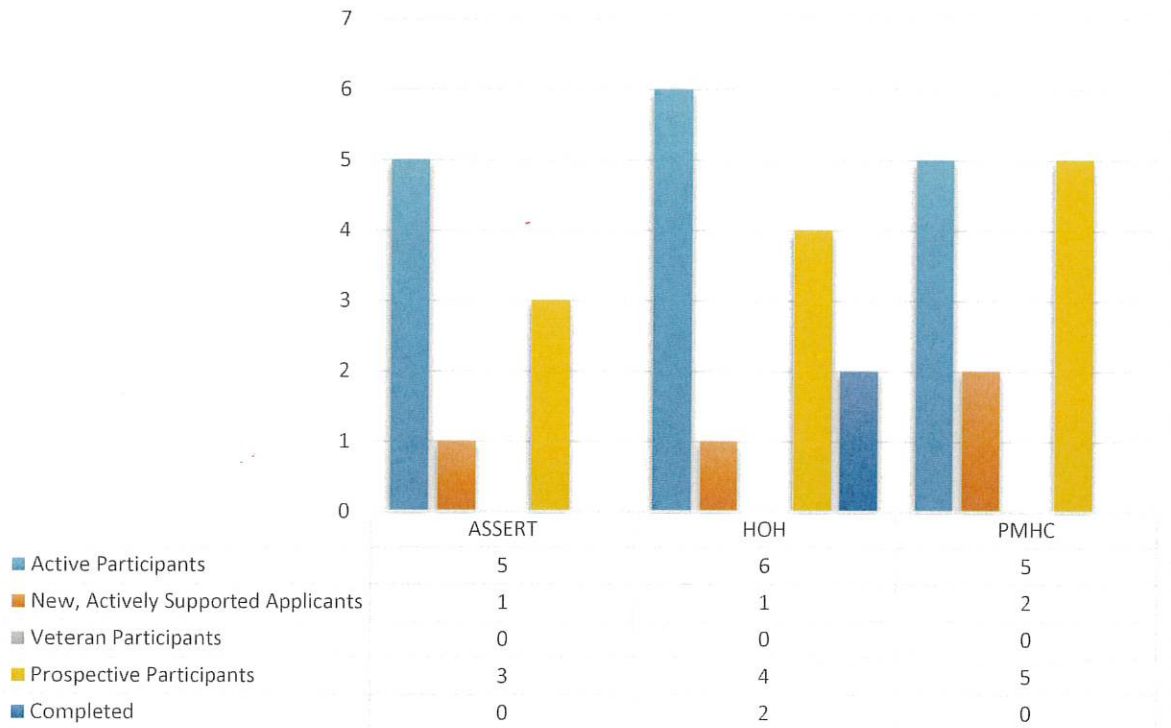
Alternative Sentencing Programs

MAY 2025



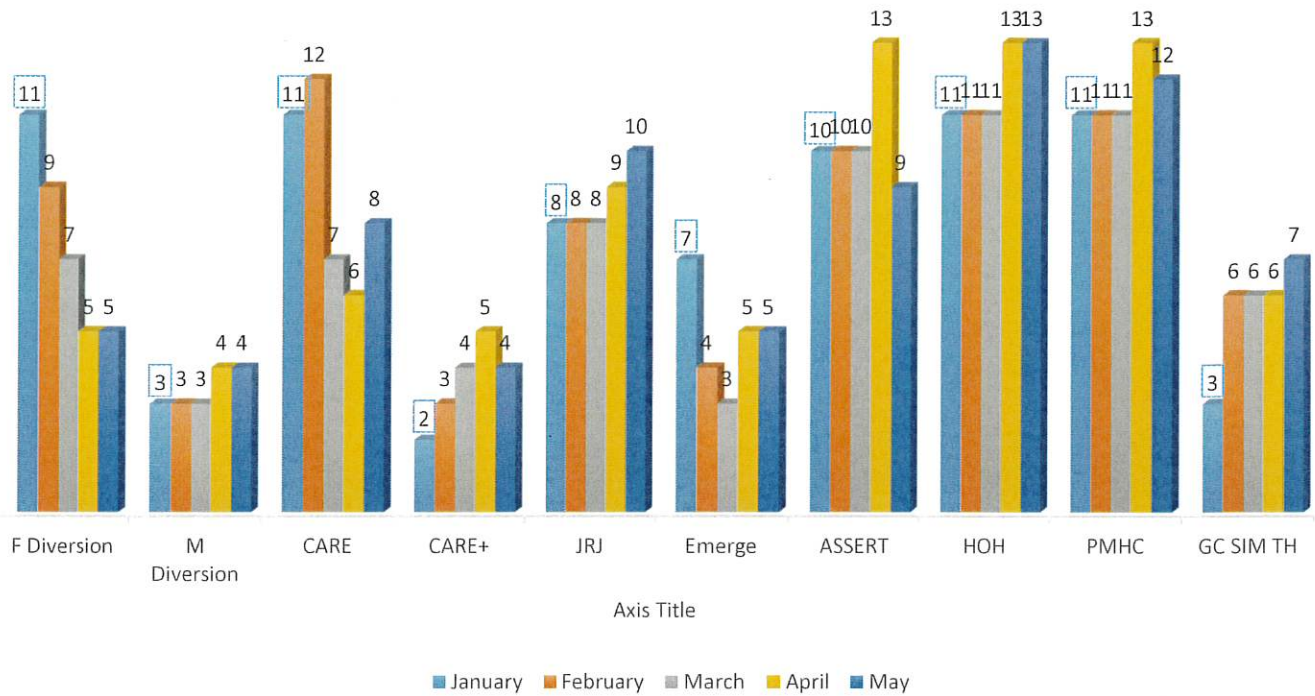
Alternative Sentencing Commissioners Report May 2025

Mental Health Court APRIL 2025



Alternative Sentencing Commissioners Report May 2025

Annual Numbers



Alternative Sentencing
Commissioners Report May 2025

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ												
AD	\$90.50	\$90	\$100	\$230	\$288							
MISSED												
LATE												
+ UA's												
Anger Manag ement	\$35		\$50	\$110								
Emerge	\$250	\$403	\$100	\$575	\$575.25							
CARE												
MISSED												
+ UA's												
BDAS	\$1628.81	\$1901.42	\$1682.31	\$3270.02	\$3184.34							
Totals	\$1969.31	\$2394.92	\$1882.31	\$4,185.02	\$4047.59							
Grand Total	\$3598.12	\$5993.04	\$7962.35	\$10357.27	\$12239.58							

Monthly Department of Corrections Activity Report

May 2025



Major Incidents:

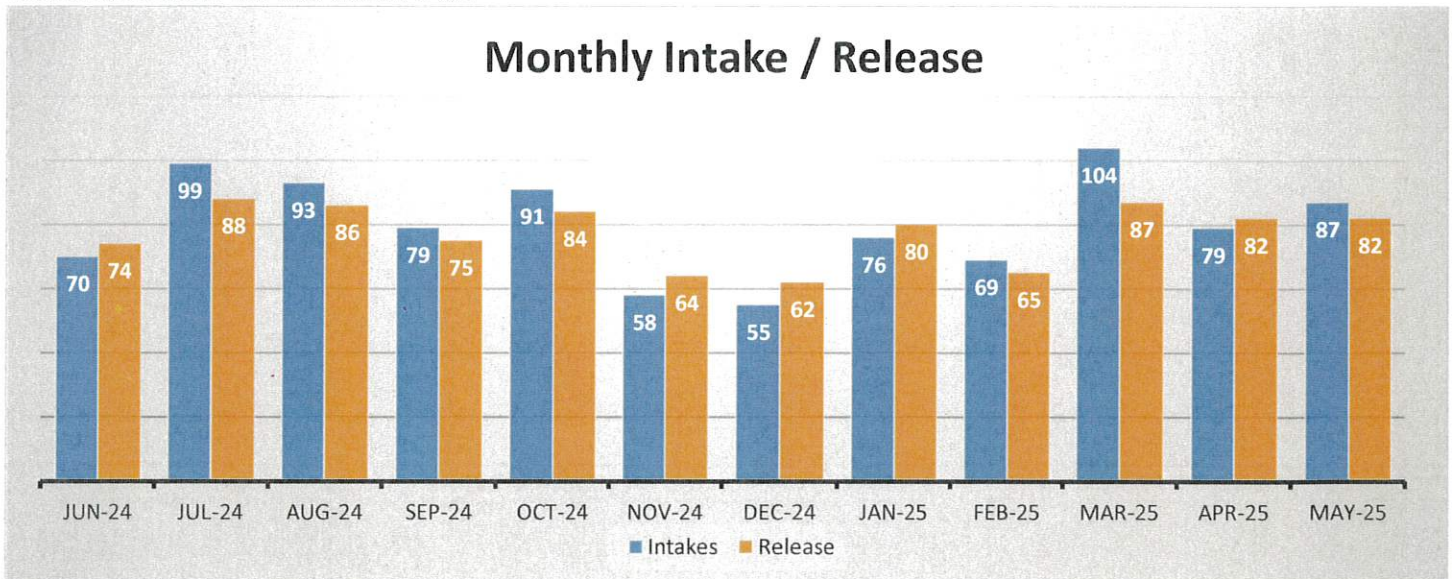
There were no major incidents in the Grafton County Dept of Corrections in May.

Population Data:

Total Intakes for the Month: **87** (Coos County Females:5)

Total Releases for the Month: **82**

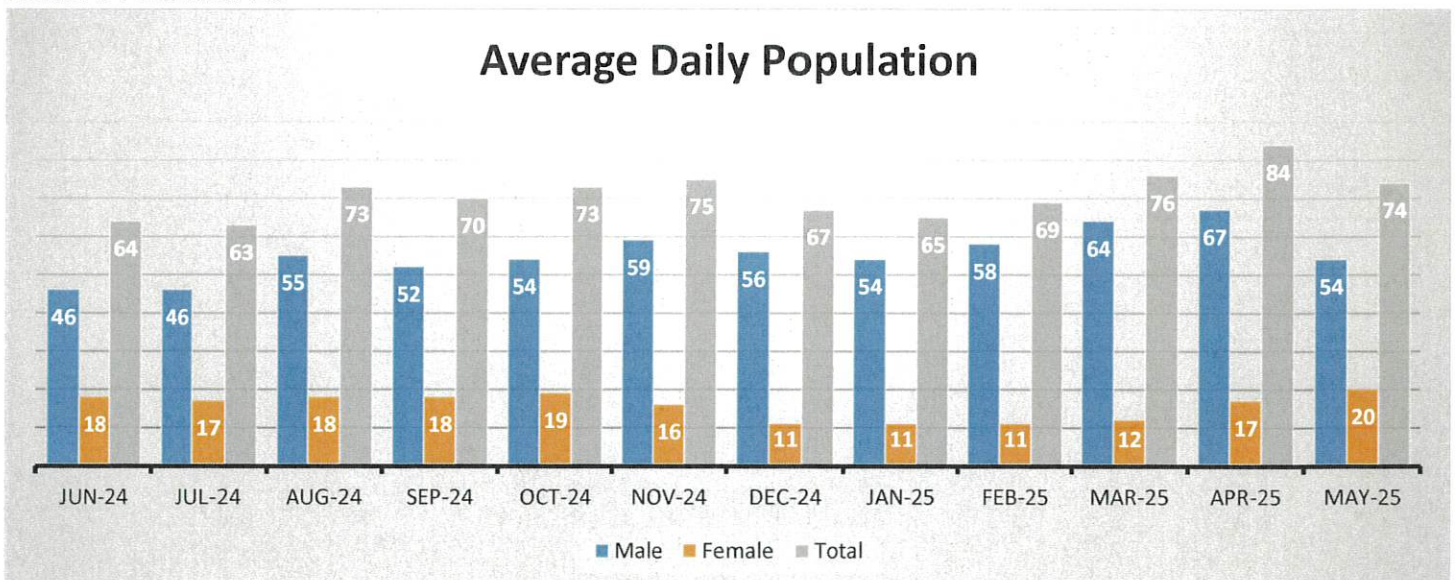
Monthly Intake / Release



In House Average Daily Population for the Month: **74**

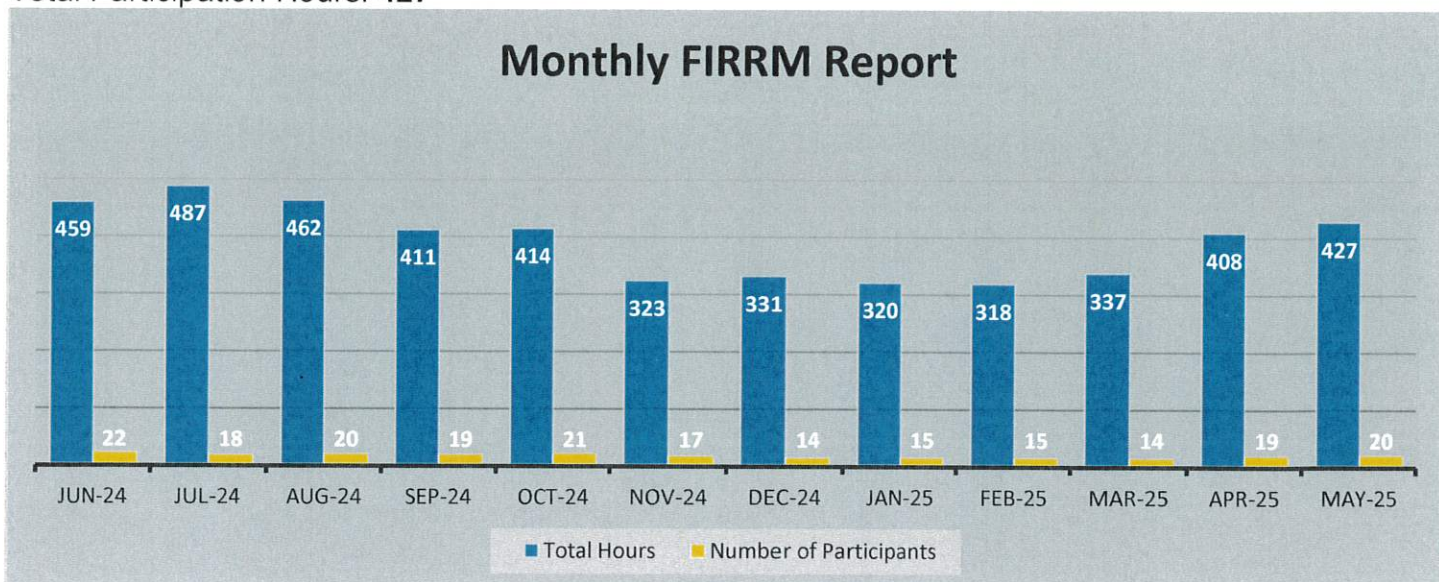
Male: **54** Female: **20**

Average Daily Population



Inmates participating in FIRRM program during the month: **20**

Total Participation Hours: **427**



Officer Scott Gordon has been working towards his Licensed Alcohol and Drug Counselor certification and passed the certification test in May. Officer Gordon will continue to work under the clinical supervision of Lucille Buteau in the FIRRM program. Officer Gordon has worked hard to achieve this certification, which will allow him to offer a higher level of education and counseling to inmates participating in FIRRM.

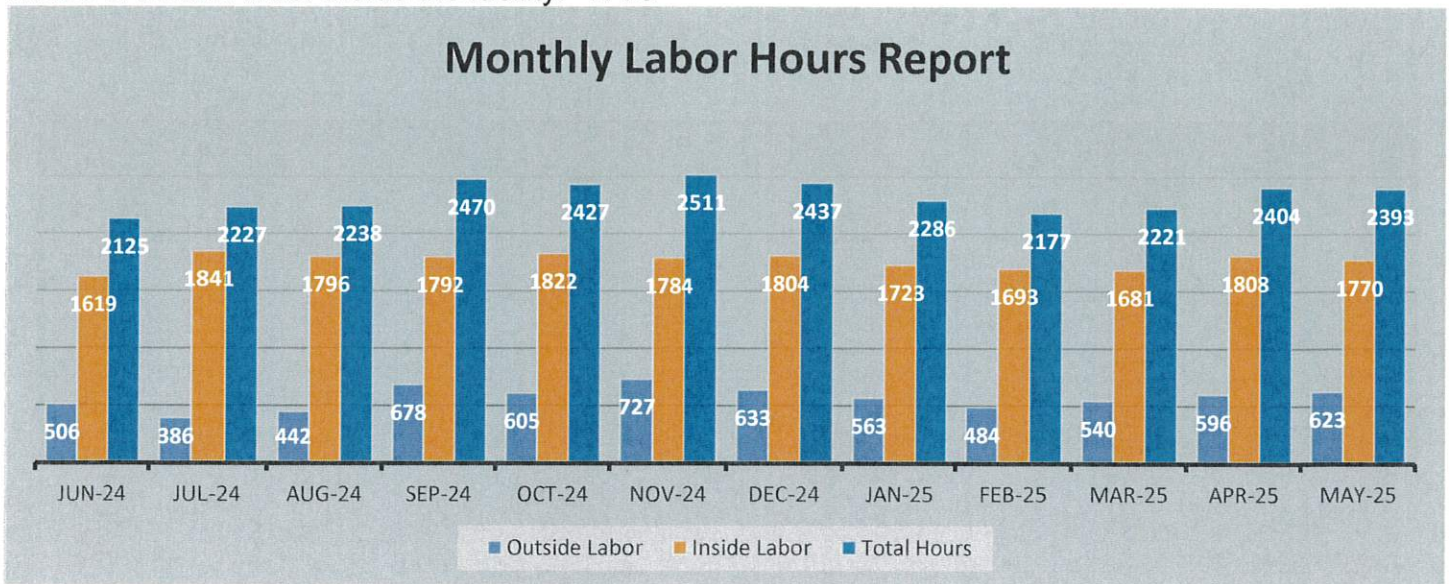
The Health Resources and Services Administration released a three year overdose mortality report covering 2021-2023 and Grafton County had the lowest overdose mortality rate of all ten New Hampshire counties.

Health Resources and Services Administration (HRSA) Bureau of Health Workforce (BHW) Substance Use Disorder Treatment and Recovery Loan Repayment Program (STAR LRP) U.S. County Three-Year (2021-2023) Eligibility Data					
COUNTY DEMOGRAPHICS	COUNTY DEMOGRAPHICS 2	COUNTY DEMOGRAPHICS 3	COUNTY DEMOGRAPHICS 4	MORTALITY RATE	*STAR LRP ELIGIBILITY
County Name	County Code	State Code (FIPS)	State Name	Overdose Mortality Rate (County) - 2021-2023	3-year County Mortality Rate Meets Eligibility Criteria for STAR LRP (>31.3 overdose deaths/100,000)
Belknap	33001	33	New Hampshire	35	YES
Carroll	33003	33	New Hampshire	30.1	NO
Cheshire	33005	33	New Hampshire	31	NO
Coos	33007	33	New Hampshire	58.4	YES
Grafton	33009	33	New Hampshire	21.3	NO
Hillsborough	33011	33	New Hampshire	38.8	YES
Merrimack	33013	33	New Hampshire	26.8	NO
Rockingham	33015	33	New Hampshire	23.3	NO
Strafford	33017	33	New Hampshire	39.5	YES
Sullivan	33019	33	New Hampshire	41.8	YES

REFERENCE	
Notes	
Star LRP Eligibility *For the FY 2025 application cycle, the STAR LRP will use the three-year, 31.3, threshold as the most recent available national average overdose death rate per 100,000 people, as reported by the Centers for Disease Control and Prevention (CDC). CDC Data	

Hours of inmate labor outside the facility: **623**

Hours of inmate labor inside the facility: **1770**



Food Service:

Average per meal cost to feed each inmate: \$1.81

The cost per meal was up one cent from April. 6,636 inmate meals were served during the month of May, for a total food expenditure of \$12,035.

Medical:

The DOC extended one conditional offer to a nurse applicant in May with an anticipated June start date. There were no major medical events at the DOC in May.

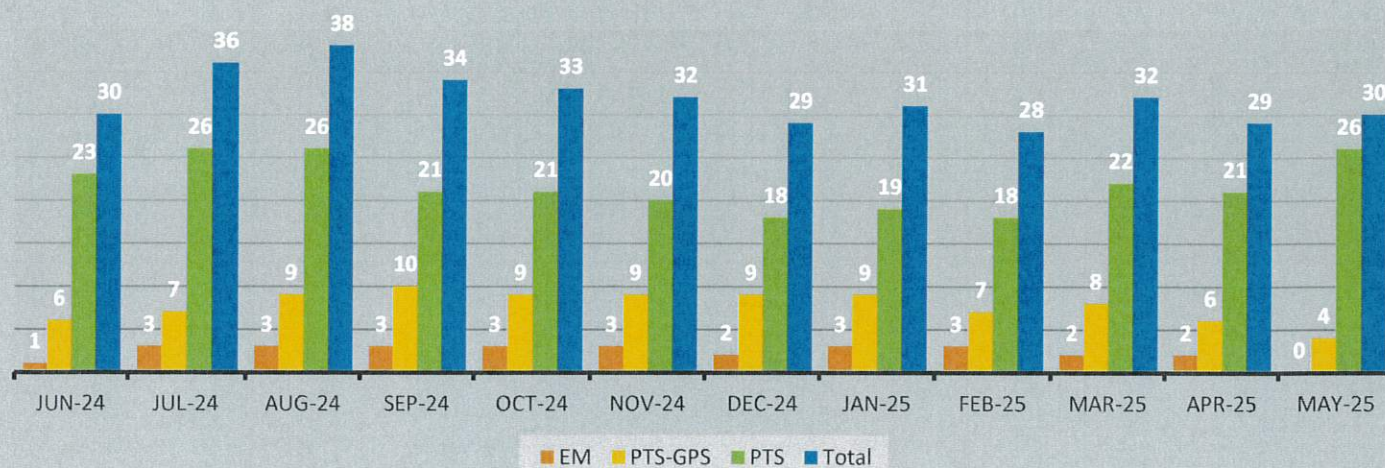
Community Corrections:

Inmates supervised on Electronic Monitoring: **0**

Inmates on Pre-Trial Services with GPS: **4**

Inmates on Pre-Trial Services supervised and checked by Community Corrections: **30**

Community Corrections



Staff:

New officer hires during the month: 0

New officer/supervisor vacancies during the month: 2

Total vacant officer positions at the end of the month (including supervisory rank): 4

Promotions during the month: Dustin Rhodes and Alex Plummer were promoted to the rank of Corporal.

Significant Developments and Achievements:

Two new police officers Grafton County police departments received arrest paperwork training and jail orientation through the DOC and also received Dispatch training in the Communication Center.

Significant Problems:

The Council of State Governments has been coordinating working groups addressing New Hampshire's mental health crisis and the DOC has been part of that process in Grafton County. Recent cuts to grant funding at the federal level have ended that coordination support. The lack of mental health treatment for persons in crisis remains a significant issue that the House of Correction is ill equipped to address.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 20 – Jun 23, 2025

American Rescue Plan Act (ARPA) Project Updates

Courthouse Conceptual Design

- Lavallee Brensinger Architects completed the Courthouse Conceptual Design project and will be on site June 24th to present their final report to the Board of Commissioners and all courthouse stakeholders at 11 AM in the UNH Conference Room.

Energy Efficiency and Conservation Block Grants

Dairy Barn & Pig Barn Lights – We are in the process of converting 87 of the barn's fluorescent lights to energy efficient, sealed LED fixtures. The department's electrician completed roughly 25% of them.

Domestic Hot Water (DHW) Tanks – The new hybrid electric DHW tanks just arrived yesterday. Between now and the next time we meet I plan to change out the DHW tanks in both the Administration Building's and Alternative Sentencing Building's and replace them with these new high efficiency units.

Alternative Sentencing Building Windows – I solicited proposals from Granite State Glass, Pemi Glass and Beckett Glass & Aluminum to replace the cheap builder's grade windows in the Alternative Sentencing Building. Pemi-Glass declined to provide a proposal but the other two participated. We've used Granite State Glass in the past and their work was good. Beckett Glass & Aluminum has the State of NH contract for all glasswork. I spoke to a point of contact from the State of NH and he has been pleased with their work. I have proposals from both companies but I am not ready to present them because Beckett Glass & Aluminum's proposal has some ambiguity, thus I am waiting for answers to questions I posed before presenting both proposals.

Complex

Gravel Roads – The gravel road to the water tank and roads to meadows had erosion on their steepest parts from recent rain storms. I had a local excavating contractor repair and compact all of the county complex gravel roads to repair damage and prevent further degradation.

Generator – The generator that supports the barns, Maintenance/Farm Building and main sewage pump station had small oil leaks around the head gaskets. A Generac repairman repaired these issues a week ago or so.

COURTHOUSE

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

HVAC

- The main air handler for two thirds of the courthouse has a condensing unit that had two of its six compressors that failed. This unit uses R22 refrigerant, which is no longer being manufactured, thus supplies are limited and very expensive. I corresponded with the Trane Corporation to verify if new

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 20 – Jun 23, 2025

replacement compressors can be converted to a different refrigerant without invalidating the warranty. The person I spoke to said no. Two new compressors cost \$9,750, which didn't cover consumable parts. Alliance Mechanical's quote to repair was \$9,999 for consumables, refrigerant and labor to complete the compressor replacements and refrigerant servicing. We spent another \$2,932 just troubleshooting this system prior to getting Alliance Mechanical's repair quote once they had figured out what was wrong with this unit. In all, we've spent \$22,681 to repair this condensing unit and totally blew the courthouse's \$17,900 Repair & Maintenance Budget out of the water on this one repair. Currently, the budget is about \$19,000 in the red.

- Dispatch's radio room AC unit stopped working. We replaced a thermistor to correct the problem.

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.

Generator – During a routine test we discovered the generator would not come up to speed. Powers Generator fixed the generator by replacing a speed sensor.

Beds – We continue to experience a high number of electromechanical part failures. Thankfully the repairs have been easy and the cost of parts fairly low.

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. Since notifying you of this finding, two stands experienced filed actuators. We removed all serviceable parts from both stands/lifts and scrapped them. Craig has since bought two new replacements.

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. I ordered the replacement window roughly 3-4 weeks ago and are awaiting its delivery.

Domestic Hot Water (DHW)

- DHW pump 5 had a shaft seal failure and leaked a heavy stream of water for a 1-1/2 days until I could get the needed parts to fix it.

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- A 2-1/2" DHW line in the 69 basement was leaking. We scheduled a shutdown and replaced the bad section.

Kitchen – The Walk-in freezer coil froze up degrading its ability to keep things frozen. We replaced its defrost timer to fix the problem.

HVAC – Air handler HVAC-1 that supports the Activities Dept. would not cool the space. Alliance Mechanical replaced a high-pressure switch on its condensing coil to fix the problem.

Nursing Home Rear Landscape Project Update – The architect just completed the plans and specifications. I will be advertising the project this week even though it is unlikely we will find a contractor has room in their schedule to take it on. Most likely this will turn into 2026 spring 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.

ADA Entrance – The AUTO door opener stopped working. To fix the problem we replaced its inverter, an electronic device that converts DC current electricity into AC current electricity.

Front Steps & Porch

- Copia Specialty Contractors had a crew make a concrete repair to the front steps. They will return late summer to recoat the repair areas once the new concrete has cured.
- The deck railings are heavily corroded. We removed one section, sand blasted it and are in the process of painting it. Once complete we will reinstall it and follow this same process for the remaining rails.

Generator – Although we made various repairs to eliminate a coolant leak, the leak persisted. Powers Generator ordered a new water pump and seals and will return to install them once they have parts in hand.

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.

HVAC – Heat pump WHP-D1, circuit B sustained a refrigerant leak and lost all its refrigerant. Alliance Mechanical repaired the leak and reserviced that circuit.

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Walk-in Cooler – The one in the property store room couldn't keep up with demand due to a bad evaporator fan motor. We replaced the motor to correct the problem.

Showers – Eight showers that were repaired last summer were starting to peel due to poor preparation work done by the same contractor who repaired the Admin. Building steps. Last week that same contractor repaired all the peeling walls.

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. A couple of weeks ago we received and installed the new glazing.

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. Overhead Door returned a couple weeks ago with the needed parts and rebuilt the fire curtain.

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 persisted. My staff removed the granite pavers and prepared the gravel base for concrete infill. A contractor did the rebar and concrete pour.

Above-ground Storage Tank Replacement – I notified Lakes Region Environmental they got the bid for this work, and they ordered the needed parts to complete it. When they have all the needed parts, they will call me to schedule this work.

Sewage Pump Station

- Both pumps were short cycling on an off. A contractor troubleshot the problem and replaced a float to correct the problem.
- Shortly later pump 2's circuit breaker periodically would trip. We tested its amp draw and contactors and found both to be good. We swapped the circuit breaker between pumps 1 and 2 and the problem moved to pump 1. I ordered a new circuit breaker, and we will install it once it arrives.

MAINT/FARM BUILDING

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

Farm

Lighting – See EECBG part of report for details

BIOMASS PLANT

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

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ALTERNATIVE SENTENCING BUILDING

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

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 – The department still has a vacant Skilled Maintenance Assistant position, which has been advertised for 2-months. Four applicants applied. One wanted top dollar to start and the other three lack the required skills.