

## GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

August 12<sup>th</sup>, 2025

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

OTHERS: IT Director Tetreault, Maintenance Supt. Oakes, Michelle Beaudin – Grafton Regional Development Corporation, Sheriff Myers, Register Monahan, Rep. Bjelobrk, Paul Varcek, Omer C. Ahern Jr., Ron Willoughby, Rep. Franz – via Teams, Sally Browne – via Teams, Emilie Smith – via Teams, Nick De Mayo – via Teams, Guy Mitchell – via Teams, Pete Brown – via Teams

Commissioner McLeod called the meeting to order at 9:00 AM.

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

**MOTION:** \* 9:00 AM Commissioner Hedberg moved to enter a non-public session for the purpose of consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A: 3, II (I). 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.

\*9:15 AM Commissioner McLeod declared the meeting back in public session.

### **IT Director Tetreault arrived and gave the following report (\* see attached)**

IT Director Tetreault reviewed the following proposed policies with the Commissioners for their approval:

- Access Control Policy
- Backup and Recovery Policy
- Internet Usage Policy

**MOTION:** Commissioner Piper moved to approve the Access Control Policy, Backup and Recovery Policy, and Email and Internet Usage Policy as presented by IT Director Tetreault. Commissioner Hedberg seconded the motion, and all were in favor.

Upcoming Projects – IT Director Tetreault noted that he is working on a three (3) year IT Strategic Plan as well as the employee intranet site and the YouTube channel policy.

### **Agenda Items:**

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the August 5<sup>th</sup> meeting. Commissioner Piper had a grammatical edit.

**MOTION:** Commissioner Hedberg moved to approve the minutes from the August 5<sup>th</sup> meeting as amended. Commissioner Piper seconded the motion, and all were in favor.

2. The Commissioners signed check registers: 1016, 1184

3. Commissioner McLeod noted that Mascoma Health Center is closing in October.

4. Commissioner McLeod signed the NHARDC Subrecipient Agreement for \$269,000.

5. CA Libby stated that she had read through the Rules of Procedure draft and had a few suggestions. She reviewed her suggestions and stated that if the Commissioners were ok with those changes, she would send the policy to legal counsel for review. The Commissioners agreed to send the policy to legal counsel.

### **Maintenance Supt. Oakes arrived.**

Supt. Oakes received the following bids for their annual air filter purchase. He stated that the quotes are broken down by standard and nonstandard filters. He noted that Grainger only provided a quote for standard filters.

#### Grainger

- Standard Filters - \$7,120.56

#### Air Filter Sales

- Standard - \$6,523.72
- Nonstandard - \$5,228.28

Total \$11,752.00

Supt. Oakes stated that he would recommend that the Commissioners accept the quote from Air Filter Sales.

**MOTION:** Commissioner Piper moved to accept the bid from Air Filter Sales in the amount of \$11,752.00. Commissioner Hedberg seconded the motion, and all were in favor.

Supt. Oakes stated that there was an incident where the AC unit on the courthouse roof had a compressor failure. This spilled mineral oil, which reacted with the roofing material, ruined the roof. He stated that he has received quotes from the following two (2) companies for the repair:

Rod Roofing - \$12,579.00

DG Roofing - \$11,728.00

Supt. Oakes stated that he has filed a claim with Primex to hopefully cover the cost of these repairs. He said that under the roofing there is a layer of 2-inch foam insulation board, and if that were affected, it would have to be removed as well. Rod Roofing said that would be covered on a time and material basis. DG Roofing has stated that if they have to replace it, and worst-case scenario, if the entire section has to be replaced, they would be looking at \$5625.00. Supt. Oakes stated that he would advocate that the Commissioners select DG Roofing for a couple of reasons. He said that he had a hard time getting Rod Roofing out to give him a quote. He worked with DG Roofing in 2007 when they installed that roof. They are very responsive and their quote is much more detailed and less expensive. Supt. Oakes noted that the staff still has air conditioning, as he was able to replace the compressor under warranty. There were costs associated with labor and the refrigerant, but there is a clause in the insurance that may cover these costs. Primex has an adjuster looking into that, and he is hopeful that it will be covered as well.

**MOTION:** Commissioner Hedberg moved to approve the quote from DG Roofing for \$11,728.00. Commissioner Piper seconded the motion, and all were in favor.

#### **Michelle Beaudin, Programs Director – GRDC – Quarterly Update**

M. Beaudin reviewed the attached handout and answered questions from the Commissioners.

#### **North Country Health Consortium – Annette Carbonneau & Jennifer Goulet- Opioid Abatement Funding Request**

A. Carbonneau and J. Goulet reviewed the attached packet that outlines details regarding their request for Opioid Abatement Funding.

Commissioner Piper stated that she is happy that they came in to meet with them. The 10 counties in New Hampshire worked hard to get this settlement money from the pharmaceutical companies, and this is what those funds are for. She is happy when they get to help the most vulnerable, and she is supportive of this request.

Commissioner Hedberg asked if they felt comfortable that their other sources of funding would come in this fall. A. Carbonneau stated that she is confident that the funding will come through, noting that they are pursuing five (5) different sources of funding.

Commissioner McLeod stated that this organization and the work they do are critical to Northern Grafton County, and this is what the Opioid Abatement Funds are for.

**MOTION:** Commissioner Piper moved to award the North Country Health Consortium AskPETRA program funding from the Opioid Abatement Fund in the amount of



\$59,626.00, which is serving as a bridge grant to funding that is expected in the future. Commissioner Hedberg seconded the motion, and all were in favor.

### **Agenda Items:**

#### **1. Courthouse Discussion**

Supt. Oakes reviewed the attached document that outlines the courthouse facility concerns. He stated that EH Danson validated all of the problems, and their initial take was to build a new courthouse as the existing building would be hard to renovate given the design. It would be very costly. He stated that if they stay in the existing building, they are looking at a massive renovation project. It would require a total evacuation of staff for potentially up to two (2) years. They would need to hire an architect and engineer to put together a scope of work that lists everything that needs to be done to that building. Commissioner McLeod added that the current and future needs would require an addition to the existing building as well. Supt. Oakes stated that the options are to renovate and put an addition on the existing courthouse or build a new one. Supt. Oakes noted that they reviewed wants vs needs with the proposed building and were conscious of the taxpayers.

Commissioner Piper commended all members of the building committee because a tremendous amount of work was put into this. She stated that it is hard for people to understand that the new building would be cheaper than renovating, in part due to having to relocate staff and lose lease revenue, and then having to pay for rent elsewhere. She stated that Supt. Oakes also said that the EH Danson report had estimated 78,000 sq ft. Because of the due diligence done on the part of the building committee, LaValle Brensinger Architects came in at 64,000 sq ft and with less costs for the final project than EH Danson predicted. She feels every "T" has been crossed. She recommended that everyone read the EH Danson report that is on the County website. Commissioner Piper stated that she believes a new courthouse building is needed and that the parts are obsolete. If this advances to the Delegation, members of the public need to talk to their Representatives. When members of the Executive Committee toured the courthouse, what she heard was that even the most skeptical were convinced the building is in bad shape and needs to be replaced. Her concerns are who will pay for it and how urgent the need is to build a new courthouse. All of their department heads are professionals who care deeply about their departments and Supt. Oakes is one of them; she appreciates his care. She stated that former Commissioner Ahern and she both strongly wanted to negotiate with the State of New Hampshire. They did hear from Chief Justice MacDonald, Sarah Lineberry, and Charlie Arlinghaus from the State of New Hampshire. Many functions of the courthouse are for the state, and she wishes they could be tougher regarding the state's role in the courthouse. She noticed that taxes went up significantly, and people are hurting. She questions whether this is needed right now and suggests that the state pay for it. She noted that they are still paying off the Department of Corrections bond, and she would not be able to support moving the project forward.

Commissioner Hedberg stated that she was fortunate to sit on the Courthouse Building Committee and was able to go on a tour of the courthouse with the architects. She explained that the tour was very revealing about the issues that need to be addressed and the timeframe in which they need to be addressed. She noted that one (1) of the issues with the current building is that much of the space is not usable. The new design utilizes the space and is at 64,000 sq ft. She also stated that if they look at emergent repairs vs planned, they cannot say when something will fail. The mechanicals are well over their lifespan, and if one (1) thing fails, there will be a domino effect, which will necessitate almost a complete renovation because they won't be able to get the other items up to code. She respectfully disagrees with Commissioner Piper and feels it is urgent.

Commissioner Hedberg explained that they are looking to fix this in a thoughtful, planned manner, rather than an urgent manner. She noted that one (1) thing they need to look at is the numbers they got from Lavalle Brensinger. If the project does go forward, the numbers were for starting in the fall of 2026, and every time this is put off, the price will increase. If they have a significant failure in the Courthouse, they do not have the undesignated fund balance to handle those repairs, and they would urgently have to get a bond. She was more than convinced that they need to build new.

Commissioner Piper asked what the expense is and how many years are left on the Department of Corrections bond. CA Libby stated that the bond is paid off in July 2031. She noted that they have not yet investigated bond scenarios. The financial advisor they worked with on the DoC project has said they are happy to work with the county again. She stated that they can reach out and get more information. CA Libby noted that interest rates have been very volatile in the bond market, and therefore, she has been told it would be difficult to look far out at bond interest rates, but they can start to look at information to estimate what a bond payment may look like. She noted that on the DoC, they owe roughly \$9 million. Commissioner Hedberg said that she does worry about the risk of having a major failure and them not being prepared for it. They do not have many empty buildings that could be used to house staff for a renovation.

Commissioner Piper stated that she appreciates the concern of there being an emergent situation, but noted that the County is responsible for two (2) departments in the Courthouse. CA Libby stated that as the owner of the building, they are accountable for ensuring that these services are provided to all the departments in the building.

Commissioner McLeod stated that when she reviewed the EH Danson report, what bothered her was the crisis to the life safety and security issues. They are in a different environment now than when the building was constructed. If a crisis were to occur, it is on their shoulders. She noted that waiting on this any longer would increase the cost. Commissioner McLeod stated that they are the responsible party. They are all property taxpayers and they understand those issues, but noted that the most significant tax burden comes from the schools. She stated that they do not have to decide on this today. They will get public comment and more information on the bonds.



CA Libby stated that, in regard to timing and schedule, there is no Delegation meeting scheduled at this time. They talked about early fall public hearings and a bond vote by the Delegation, but nothing is scheduled at this point. She explained that the urgency comes from the fact that if the Commissioners move forward and the Delegation votes to approve, their quote is based on the 3rd quarter of 2026 start date, and the architect will have a lot of work to do to meet that start date. CA Libby stated that they have time to schedule a Delegation meeting and public hearings. She explained that public hearings are driven by the bond process and are required before the Delegation votes on it. She would suggest a public hearing be held in each population center in each Commissioner district.

### **Public Comment**

Commissioner McLeod explained that they have a public comment policy, but noted that their primary purpose is to conduct business. It is a meeting, not a hearing. The Commissioners want to hear in an orderly way; concerns citizens may have. She stated that three (3) minutes will be allotted per person. They require that those online turn their camera on for public comment.

1. Sheriff Myers questioned whether the County has reached out to the state to see if they would lease buildings to house their people. She also noted that she knows from experience working with Probation and Parole that they are looking to move to the Plymouth area every year. Her fear is building a space for them and what they will then do with that space if they move.
2. Register Monahan stated that she is going to have an Open House on September 29<sup>th</sup> – October 1<sup>st</sup> to have her vault viewed. They have spent a great deal of time, money, and effort to renovate, and she wants to have the Delegation come through her space as well.
3. Omer C Ahern Jr. stated that he is a resident and taxpayer of Grafton County. He is against building anything new at this time. He said that people in Wentworth do not have a lot of money. They cannot afford any more spending, it will cause people to leave New Hampshire. O. Ahern Jr. stated that the wonderful thing the County has is Supt. Oakes. He is the one (1) that can make things right, and he has proved it over the years. They are fortunate to have him as their Maintenance Superintendent. The people of Grafton County cannot afford this. He noted that the State of New Hampshire Court System only leases this for 2 years. If they want to stop leasing, the County will be in trouble.
4. Ron Willoughby, North Haverhill – R. Willoughby asked when the County Delegation is going to be voting on the new building. He stated that, judging by what he heard this morning, it will be a 2-1 vote to move it forward. Commissioner McLeod stated that no date has been set. She noted that it is comments only, and they will not be answering questions or engaging in conversation. R. Willoughby asked if they plan on having public hearings. He has a lot to say to the County Delegation. The people cannot afford the cost of a new courthouse or to renovate the existing. They will be paying much more than the \$47 million, after the interest is paid on the bond.

5. Paul Varcek stated that they understand there are needs, but this is not a good time to add any financial burden on the residents. They are struggling. The elderly are on fixed incomes, and people will be put in the position to make choices they should not have to make. Maintenance has not been done over the years on the building to lead to the point they are in now.

6. Rep. Bjelobrk stated that 2031 is a few years away, and they would have two (2) bond payments in a budget. She noted that there was a \$2 million bond payment in the current budget for the DoC. She stated that people will not be able to afford to live here, and people will walk away from their homes if they cannot pay their taxes. She thinks there should be a plan in place with the exact cost of a renovation before plans for a new building are put in place.

7. Emili Smith stated that she concurs with every other comment. This is not the time to add tax burden. People will walk away from their homes. She said that if they are going to present a budget for a new building, they need to present the budget for a renovation so people can compare. They do not need to say what the tax burden will be for individual towns. They need to specify the cost for the county portion.

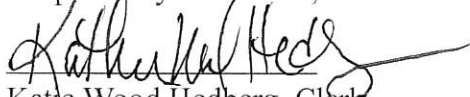
8. Rep. Franz stated that she is opposed to new construction and agrees that they would need an estimate on what it would cost to renovate the existing building. She knows two (2) families in town who are moving because they cannot afford the taxes. She knows prices will go up if they delay the project, but they cannot afford it right now.

9. Nick De Mayo stated that he would like to know what preventative maintenance has been done on the Courthouse and asked why the EH Danson report was done in 2021 when the building was built in 1972. He noted that he taught in a school that was 128 years old, and they had 900 kids with 100 staff. He does not see why this building cannot be partially fixed to keep costs down. He thinks they should move the bond question quickly to determine the exact cost, as it is unprofessional and unethical to ask them to pay on a bond without knowing the tax impact. N. De Mayo stated that the County is becoming like a candy store where people come in to ask for money and noted that last week \$150,000 was asked for the Littleton Winter Shelter, and the Plymouth Fire Chief has asked for funds to build a new building. He stated that Sugar Hill is not receiving money to pay for its emergency services.

CA Libby asked if they are going to meet next week. She stated that the only scheduled department head is the Sheriff and CA Libby can ask if she can move to the following week. The Commissioners agreed to have no meeting next week.

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

Respectfully Submitted,



Katie Wood Hedberg, Clerk



# **Grafton County Information Technology Check In**

## **August 12, 2025**

### **Executive Summary:**

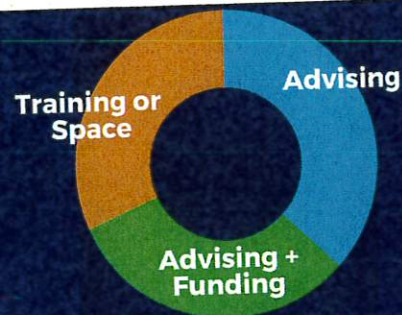
- Department Head Meetings
- Training/Webinars Attended
- Upcoming Projects
- Employee Intranet
- IT Newsletter
- Review IT Policies and Procedures

### **Attachments:**

- Access Control Policy
- Backup and Recovery Policy
- Email and Internet Usage Policy



**150+ businesses  
served annually**



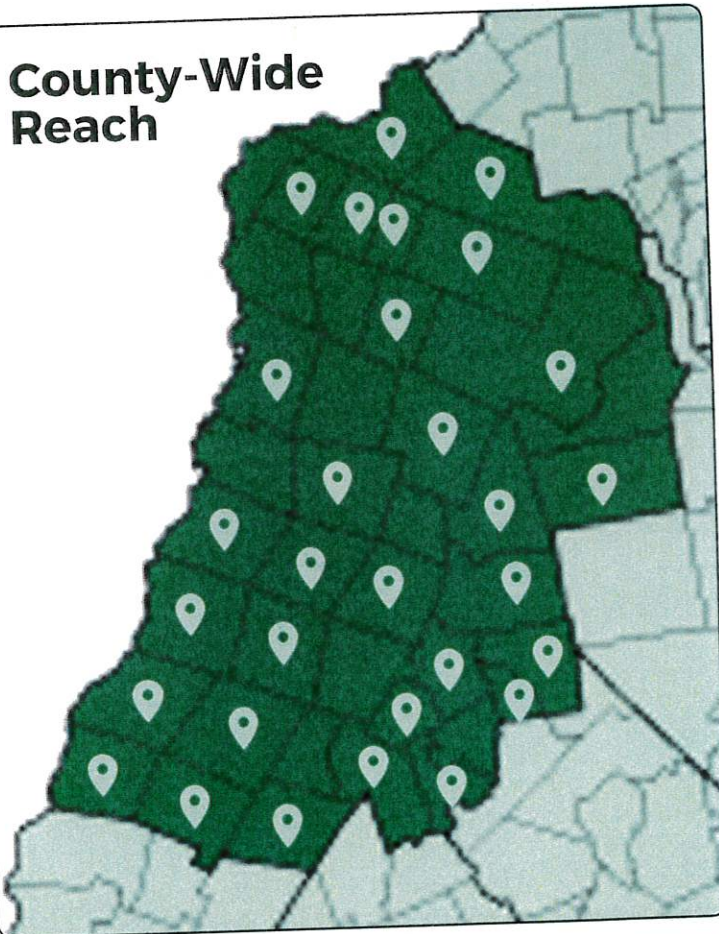
## Funding Start-Up & Growth

**46 Loans**  
to 38 businesses

**\$3.4  
Million**  
Loaned

**\$12.6  
Million**  
Leveraged

## County-Wide Reach



**82 direct grants totaling \$218,254**



**240+  
jobs  
created or  
retained**

## Community Initiatives



Supporting innovative solutions to the shortage of affordable housing.

Working with child care providers to launch and grow their businesses.





**At Grafton Regional Development Corporation, we believe every small business has the potential to make a big impact. From restaurants and retail shops to eco-friendly manufacturers, we provide the resources, guidance, and financing that help entrepreneurs turn their vision into reality.**



## Kitchen 56

When longtime chef Tami Duff took over as owner of Kitchen 56 in Enfield, NH, she stepped into her dream. With a GRDC loan, Tami purchased the restaurant and launched a fresh menu blending beloved favorites with inventive new dishes—earning rave reviews. Kitchen 56 holds a 4.5-star Google rating from over 115 diners. GRDC is proud to help Tami carry on the Kitchen 56 tradition while adding her own creative flair.

## One Earth Body Care

Anne Altor and Ed LaPlante run One Earth Body Care in Plymouth, NH, crafting natural self-care products. In 2024, GRDC provided advising and support for them to attend a trade show to grow wholesale sales. GRDC also connected them with Hannah Grimes Center where they won a pitch competition and got a small grant to fund new manufacturing equipment to meet growing demand. GRDC is proud to support their mission to link personal wellness with care for the planet.



**New England Made  
Portland, ME**



## Tailswag

Paige Roberts opened Tailswag in Littleton, NH, in 2021 to bring fun, high-quality pet supplies to animal lovers. Early on, she worked with GRDC for business advising and a small grant to outfit her shop with essential equipment. In 2025, Paige returned for a loan to renovate and expand her inventory. Today, Tailswag is the go-to spot for the “sweet and sassy” and their people. GRDC is proud to support Paige’s growth from startup to thriving small business.





## AskPETRA Program Introduction

### North Country Health Consortium Overview

The North Country Health Consortium (NCHC) is a nonprofit public health organization serving Grafton and Coös Counties for more than 28 years. NCHC is the federally designated home of the Northern NH Area Health Education Center, the Region 13 Public Health Network, one of 12 Regional Prevention Networks, and the operator of the Grafton County Drug Court. Our role is to develop non-clinical, public health–focused programs that address priority health needs in the region.

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### My Role & Ask

**Annette Carbonneau:** As a Director at NCHC, I develop and manage direct service programs that fill critical gaps clinical providers cannot address. One of the most impactful of these is **AskPETRA**, initially funded by a HRSA grant.

**Ask:** NCHC is seeking \$59,626.00 in Opioid Abatement funding as a six-month bridge grant to sustain the AskPETRA program, ensuring uninterrupted services while additional long-term funding is secured.

**Jennifer Goulet:** As SUD Program Manager at NCHC, I assist in developing and managing SUD/recovery programs to fill critical gaps in our local communities. I am overseeing daily operations of all PETRA programs and training the newest peer support specialists in NH. I am more than local support; I am the spouse of a person in long-term recovery and the mother of an adult child struggling with active use.

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### About AskPETRA

**AskPETRA: Prevention, Education, Treatment, Recovery, Assistance** is NCHC's response to Northern New Hampshire's substance use disorder (SUD) crisis. This free, trusted, multi-faceted initiative helps individuals, families, communities, and professionals understand, prevent, and treat SUD. [www.AskPETRA.org](http://www.AskPETRA.org)

A key feature is the **AskPETRA Call Center**, available.

Monday–Friday, 8:00 AM – 4:30 PM, providing:

- One-on-one recovery support and follow-up that is tailored to meet the whole-person needs of each person, delivering self-directed recovery support.
- Direct connections to treatment, recovery, and harm reduction resources through compassionate warm hand-offs
- Assistance addressing social determinants of health such as housing, food, and transportation to reduce barriers to recovery.

All call center staff are dually trained as **Community Health Workers (CHWs)** and **Recovery Coaches (CHW/RC)**, bringing years of experience, strong statewide resource connections, and a deep commitment to client success. Rooted in these communities, we are local help for local needs.

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## Program Scope & Achievements (Apr 2020–Jul 2025)

- **554 unique clients served.**
    - 43% of all contacts come from Grafton County
    - 77% of all contacts agree to follow-up.
    - 99% of all contacts report satisfaction with the PETRA experience.
  - **167 clients receiving 1:1 recovery support with a CHW/RC**
    - 71% of all clients come from Grafton County
    - 2,319 client visits in the community, reducing transportation barriers.
    - 88% engagement rate
  - **2,475 encounters with community partners to meet client needs.**
  - Distributed **3,700+** naloxone doses (including via 24/7 vending machine), **1,620** Save-One-Life kits, and **5,920** fentanyl test strips.
    - 72.2% of the overdose deaths were avoided by distribution were in Grafton County
  - Delivered **35** Overdose Response trainings to schools, professionals, and community members.
  - **Significant referral source: 66.5%** of one-on-one clients came via The Doorway
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### The Need for Bridge Funding

Due to federal funding delays, AskPETRA faces closure at the end of August. While we await final decisions and contract dates on multiple state and national foundation applications (expected late fall), we are requesting a **\$59,626.00 Bridge Grant** to:

- Maintain call center operations and core services through February.
  - Retain highly trained staff with years of institutional knowledge.
  - Continue meeting urgent community needs without interruption.
  - Expand from Northern Grafton County to all of Grafton County, aligning with the Grafton County Drug Treatment Court's footprint, with the support of Opioid Abatement funds.
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### RSA Alignment: Opioid Abatement Trust Fund – Section 126-A:86

(9) Create or support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH issues

(15) Support evidence-based and/or evidence-informed primary, secondary, and tertiary prevention programs and services, including efforts to promote healthy lifestyles, reduce isolation, build skills and resilience, and facilitate community-based prevention efforts;

(17) Support secondary and tertiary prevention through harm reduction programs;

**Why This Matters:**

When someone is unhoused, hungry, or unable to access treatment, initiating and maintaining recovery becomes nearly impossible. AskPETRA bridges these gaps, offering trusted, life-saving connections and support to the people in local communities. This short-term funding will ensure we do not lose the momentum, relationships, and trust built over the past five years.

**How it Matters for One:** Recovery requires change and rebuilding; nobody should have to walk this path alone. AskPETRA is taking this journey one client at a time, one step at a time through connection, empathy, and experience. This may not matter to everyone, but it matters to one; to the one who calls ready for treatment, to the one family member who doesn't know where to start, to the one person who lost someone that they love, and to the one who just needs a little help.

**How it Mattered for Three:** These are the stories of three people that interacted with AskPETRA

**A Story of Hope and Inspiration:**

In 2020, during the height of the COVID-19 pandemic, we received a call from an older man in his late seventies. He was facing eviction and had a history of alcohol use, making him particularly vulnerable during this stressful time. The shelter-in-place order gave him some time to reflect, but sadly, he eventually became unhoused. Over the next three years, he worked closely with the person who answered that initial call. Together, they navigated the challenges to achieve housing stability, applied for benefits, accessed case management, and focused on improving his overall health. Today, he is happily housed and actively managing his health. It all began with just one call!

**A Journey in Recovery:**

In 2021, she reached out to AskPETRA, seeking access to inpatient treatment. This was not her first attempt; in fact, it marked the third time she sought help. Each time, she was met with unwavering willingness to support her. This time, she successfully accessed treatment, which made a profound difference in her life. For the next two years, she continued to work alongside the person who answered her initial call. Today, she has been joyfully reunited with her children, is employed as a Certified Recovery Support Worker (CRSW), and is training others in New Hampshire to become CRSWs. It began with just one call!

**Death with Dignity:**

In April 2025, he was unhoused, living in his car, struggling with food insecurity, and diagnosed with terminal illness while trying to maintain recovery when he called AskPETRA. He was hoping for help in obtaining his basic needs, such as healthy food options and shelter. Since April he has required multiple hospitalizations and respites but has continued to work with the person that answered that first call. Last week, he moved into safe and affordable shelter, is managing his illness to the best of his ability, concentrating on his recovery and health while feeling supported in his journey toward a death with dignity. It all started with just one call!

<b>AskPETRA Budget</b>	<b>Sept. 1, 2025- Feb. 25, 2026</b>				
<b>Name</b>	<b>Title</b>	<b>Annual Salary</b>	<b>Hrly rate FY 25</b>	<b>Hrs/Wk</b>	<b>Total</b>
Annette Carbonneau	Director of Community Health Programs	\$70,238.48	\$42.21	10	\$9,002.68
Jennifer Goulet	PETRA Program Manager	\$63,654.50	\$30.60	14	\$11,422.31
Savanah Miller	Outreach Coordinator, Recovery Support PETRA Call Center	\$52,960.18	\$25.46	20	\$13,576.14
Carolyn Schofield	Recovery Support PETRA Call Center	\$37,789.44	\$22.71	32	\$0
Lisa Kenney	PETRA Call Center Supervisor/Recovery Support	\$50,585.60	\$24.32	40	\$0
<b>TOTAL Salary</b>					<b>\$34,001.00</b>
Payroll Taxes					\$2,601.00
Employee Benefits- Employer Share					\$5797.00
Workman's Comp					\$102.00
<b>Total Fringe Benefits</b>					<b>\$8,500.00</b>
<b>Total Salary &amp; Fringe</b>					<b>\$42,501.00</b>
Program Expenses					
Staff In State Travel	Outreach				\$1,500.00
Marketing & Communications	Postage, Printing & Copying for outreach materials for specific locations in Grafton County				\$1,600.00
Indirect @ 33.0% on Salary & Benefits only					\$14,025.00
<b>Total Budget</b>					<b>\$59,626.00</b>



## **Grafton County Courthouse – Facility Concerns**

*(\*) Denotes original equipment dating back to 1970 when the building was built*

### **1) Fire Safety\***

- a) Fire suppression (sprinklers). The building does not have a fire suppression system. 1970 building code did not require it at the time of construction, but today's code does require it based on occupancy levels.
- b) Fire alarm system - The original system was a bare-bones zoned system that gave general coverage but lacked specificity as to a fire's exact location. Although we upgraded the system to address this issue, the system is marginal when compared to a new building's fire alarm coverage and abilities (i.e. see item 3a ii)
- c) Egress Routes – Due to poor engineering, the two main emergency exit areas are below grade and are prone to flooding in the springtime, hindering egress from the building. In early spring one year the North exit door froze in place and was unusable. To free the door up we had to remove the threshold

### **2) Asbestos \*** - Most of the ceilings in the building are coated with an asbestos material and virtually all pipe fittings are wrapped in asbestos as well. which inhibits access to mechanicals, electrical and plumbing

### **3) Building security**

- a) Lacks exterior barriers in key locations (lobby, jury panel room, parking below chambers, generator, etc.)
- b) The building lacks segregation of inmates, staff and the public. Inmates are escorted through court staff areas when escorting them from the DOC to the courtroom.
- c) The building lacks inmate holding cells. When a lockdown occurs at the DOC, bailiffs may get caught up in this, thus delaying transfer of inmates.
- d) Obsolete panic alarm system.

### **4) Mechanical, Plumbing & Electrical \*** (55-years old and far beyond life expectancy) and in many instances are increasingly difficult to maintain due to sourcing of obsolete parts

- a) Elevator (original)
  - i) Key parts are no longer available (i.e. leveling valve, relays, etc.)
  - ii) Unit lacks fire safety features of modern-day elevators (grandfathered by State of NH)
  - iii) Lacks true ADA compliance
  - iv) Electrical load exceeds generator's capacity so it is not connected
- b) Heating, Ventilation and Air Conditioning \* (55-years old and far beyond life expectancy)
  - i) Boilers: It is difficult to find replacement parts (i.e. low water cut outs and similar mechanical components)
  - ii) Air handlers AC1 and AC2. Air balancing and control issues since installation (based on 3 separate engineering studies over the past 40-years)
  - iii) Air condition condensing units are roughly 25-years old and at the end of their life expectancy. The R22 gas they use is hard to get and extremely expensive. In the past few years a proliferation of repairs has been made to maintain them.
  - iv) Pneumatic controls (original) - obsolete parts and rubber parts degradation

## **Grafton County Courthouse – Facility Concerns**

*(\*) Denotes original equipment dating back to 1970 when the building was built*

- v) Ductwork insulation on interior (Concerns about doing duct cleanings and disintegration of insulating materials due to age)
  - vi) Numerous variable air volume heat boxes throughout. The isolation valves for these units are locked up due to mineral deposits and lack of exercising from day one. Attempts to isolate them in the past has resulted in broken handles. Any further attempt to operate them now will likely result in disastrous results due to lack of larger loop isolation valves and very limited/no access to these devices because of the asbestos ceiling prevents access.
- c) Plumbing
- i) Much of the plumbing is encased in inaccessible concrete chases or above asbestos ceiling with little to no access. As leaks occur we have to cut access holes into the chases or completely abate asbestos ceilings to access leaks
  - ii) Sewage system pumps
    - (1) No record if pumps have ever been pulled. They are likely seized in place by rust
    - (2) Both lead/lag pumps are wired to same circuit (capable of running lead/lag but not concurrently)
    - (3) Neither pump is on the generator (load exceeds limited generator capacity)
    - (4) DOC & courthouse have a common forced main and operate via a priority lead/lag communication system. When one is running the other can't run until the one running completes its cycle.
- d) Electrical
- i) Federal Pacific Breaker panels (fire hazard)
    - (1) <https://www.angieslist.com/articles/are-federal-pacific-circuit-breaker-panels-safe.htm>
    - (2) <https://scotthomeinspection.com/federal-pacific-stab-lok-electrical-panels/>
  - ii) Mixing of 110v and 220v combination outlets (no longer meets code)
  - iii) Using conduit as means of ground (no longer meets code)
  - iv) Generator covers absolute basics (Dispatch, egress lighting, fire panel, boilers and hydronic pumps). All other occupants can't work in the building during an extended outage.
  - v) Utility and generator circuits run in some shared raceways and shared rooms in various locations
- 5) **Extremely Energy Inefficient \***
- a) Insulation - Other than the roof, the rest of the building's exterior brick walls and glass curtain walls are uninsulated. Thermal scans of the building envelope indicate massive heating and cooling losses. Excessively high utility bills attest to this fact.
  - b) Mechanicals - Virtually all of the mechanical equipment (boilers, pumps, air handlers, etc.) are 55-year old equipment and well beyond their life expectancy. Although still operational, they are hugely inefficient when compared to modern day replacements.



## Grafton County Courthouse – Facility Concerns

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### c) FY25 Utility costs comparison

Building	Alternative Sentencing	Administration Building	Courthouse	Nursing Home	Dept. of Corrections
Sqft	2,672	39,522	44,662	78753	98,000
Electric \$ Sqft	\$1.67	\$1.07	\$3.27	\$2.73	\$3.47
Fuel \$ Sqft & fuel types	\$1.04 Propane	\$0.71 Biomass & oil	\$0.78 Biomass, propane & oil	\$0.87 Biomass, propane & oil	\$0.27 Biomass & Propane
Combined \$ Sqft	\$2.71	\$1.88	\$4.05	\$3.60	\$3.74
Remarks	Poorly insulated windows / minimal mechanicals (moderate age & possess minimal efficiency devices)	Moderately insulated / moderate quantity of mechanicals (moderate age & possess efficiency devices). Occupied 12/7 – use night/weekend setbacks	Poorly insulated / moderate quantity of mechanicals (excessively old & lacks VFD technology. Predominantly occupied 12/7 – use night/weekend setbacks)	Moderately insulated / large quantity of mechanicals (moderate age & possess efficiency devices). Occupied 24/7 – no night/weekend setbacks. Operate for resident max comfort.	Well insulated / massive quantity of mechanicals & electronics (moderate age & possess efficiency devices) Occupied 24/7 – no night/weekend setbacks

*Note – The Administration building is the best building to compare the courthouse to in terms of similar Sqft, similar quantity of mechanicals that consume electricity and similar hours of operation & night/weekend setbacks.*

### 6) Glazing Degradation \*

- a) Glass curtain walls – The steel frame interiors are rusting and the pressure from the expanding rust leads to cracking of these massive windows. The windows then break into large jagged shards, unlike today's safety glass designed to break into small pieces to mitigate injury. Replacement glass must be safety glass and thus it can be problematic procuring certain sizes due to tempering oven size limitations. Lastly, replacement glass is quite expensive. For example, in April 2019 it cost \$11,510 to replace one pane of glass at the main entrance.
- b) Kal-panels (fiberglass composite) – The front entrance curtain wall and atrium roofing over the lobby are made up of Kal-panels. UV rays have degraded the panels to where they are thin and brittle. They are well beyond their life expectancy and sometimes leak during a driving rain.

- 7) **IT closets** – The building was never constructed to support IT equipment. Over the years the county and state IT departments set up their equipment wherever they could. Most are jammed into cramped electrical rooms that are not air conditioned.



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- 8) **Office Space & Storage** – Virtually all departments and agencies have grown exponentially since the building was built in 1970. Today, many staff are cramped into tight quarters and storage space is woefully inadequate. Dispatch's Mobile Command Center trailer and tow vehicle sit out in the weather and should be garage to promote longevity.
- 9) **Parking Lot** – The pavement is degraded to the point where the base material has failed, which requires complete removal and replacement.