

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
September 16th, 2025

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

OTHERS: Maintenance Supt. Oakes, Representative Bjelobrk, Janice Novak – via Teams, Representative Franz – via Teams, Nick De Mayo – via Teams, Omer C. Ahern Jr. – via Teams.

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

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

Commissioner Piper stated that what stands out to her are the fans in the Nursing Home kitchen, which might seem like a small thing, but they are not. She stated that she is always aware of the innovation that goes into trying to save taxpayer money to keep the campus running as well as it does. She is very proud of the work done by department heads.

Commissioner Piper stated that for those online, she asked that Supt. Oakes to discuss the benefits to the County for having Wi-Fi installed in the barns. Supt. Oakes stated that his understanding is that there are a few reasons why they are installing the Wi-Fi. There was an incident where a staff member's spouse was unable to reach him during an emergency due to the lack of service and no internet in the barns to reach them on their cellphone. CA Libby stated that what started the discussion around the Wi-Fi in the barns was that the farm was looking at a cow collar system, which is a wireless system that monitors the cows. In order to install that system and monitor the health of the herd for any issues that come up, there has to be Wi-Fi. She also noted that the campus is a dead zone for cellphone service.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the September 9th meeting. Commissioner Hedberg noted that she had a correction to one of the NTIA policies that was not noted in the minutes and that has been added.

MOTION: Commissioner Hedberg moved to approve the minutes from September 9th as amended. Commissioner Piper seconded the motion, and all were in favor.

2. The Commissioners signed check register 1036.

3. Dates for Public Information Meetings – Courthouse

a. 10/1/25 – 7:00 PM – Historic Bristol Town Hall

b. 10/8/25 – 7:00 PM – Plymouth Senior Center

c. 10/15/25 – 7:00 PM – Littleton Community Center

d. 10/21/25 – 7:00 PM – Lebanon Senior Center

CA Libby stated that there will be a 5th evening public hearing date held in North Haverhill. She explained that this public hearing has to be scheduled no more than fourteen (14) days before the Delegation bond vote, and once that meeting date has been established, that public hearing date will be set. CA Libby stated that these meetings will be noticed in newspapers, on the county website, and sent to all town selectboards. She stated that next Monday's meeting is specifically for the Commissioners to have an informational session for the Delegation. There will be public comment, but only the Delegation will be allowed to ask questions at that meeting.

4. August Financial Reports – CA Libby stated that there is a lot of red on this report, but stressed this is how they normally start a fiscal year. The Nursing Home is showing on target, averaging a census of 125, and they budgeted for 124. She stated that the payor source is off right now, but she suspects this will continue to track on target. The Department of Corrections and Alternative Sentencing are showing off, and that is due to the timing of grants that are received.

CA Libby stated that on the expense side, there is a lot of red and explained that there were three (3) payrolls in August which always skews their numbers. As they trend through the next couple of months, the numbers will straighten themselves out. CA Libby also noted that at the beginning of the fiscal year, the County pays their bond payment, taxes, and insurances in bulk payments, which skews the numbers to start the year as well. CA Libby noted that they drew down \$2 million from the Tax Anticipation Note. On Monday, the minutes from the Delegation meeting will be approved, and that is the only piece of information DRA is waiting for to do the county tax apportionment. Tax bills will then go out at the end of October.

Updated Available Funding – CA Libby stated that she would be providing monthly updates on the available funding and reviewed the attached spreadsheet. She stated that the only change this month is the \$25,000 in LATCF funds that were given to Alternative Sentencing. Commissioner Piper stated that they had two (2) agencies that requested funding for opioid related challenges. She stated that the Board of Commissioners was happy to fund those agencies because those agencies are those whom Opioid Abatement funds are intended to help, and noted that the Opioid Abatement funds are not taxpayer-raised. It was the result of a lawsuit settlement.

Broadband Update – CA Libby reviewed the attached newsletter with the Commissioners.

CA Libby stated that she sent the Commissioners a copy of a PowerPoint presentation for the courthouse informational meetings. CA Libby stated that she is also working on a newsletter for the courthouse. She noted that the magnitude of a renovation project is what people need to understand as well. The existing building would essentially need to be gutted. She stated that there is so much information, and they are going to do their best to get that out to everyone.

Commissioner's Issues:

1. Commissioner Hedberg stated that she asked for a nonpublic session and suggested doing public comment beforehand.
2. Commissioner Hedberg stated that there was a news report last week that the Department of Homeland Security or ICE is offering to pay the salary and benefits for local law enforcement officers who have been trained. She stated that they should find out if this is something the Sheriff is pursuing.
3. Commissioner Hedberg stated that CMS released information on the Rural Health Transitions Grant that the states can apply for. She stated that she thinks that the NHAC will be actively invested in that, and it is something to keep an eye on. She does not know how this will affect the nursing home.

Public Comment:

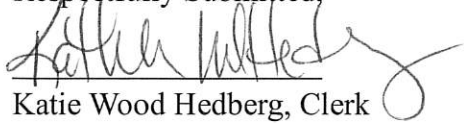
1. Nick De Mayo asked that someone please repeat the balances of the ARPA interest, Opioid Abatement Funds, and LATCF funds. He then asked why it took 50 years to get the EH Danson report and why it was not done on a 5- or 10-year period to tell them about the deficiencies in the building. Commissioner Piper repeated the balances of the funding.
2. Rep. Linda Franz stated that she was happy that this board has become more transparent, and she acknowledged the work that administrators are doing on these reports. She stated that she is looking forward to seeing the PowerPoint presentation. She felt, being a new legislator, that she was not informed enough about what was going on and thanked the Commissioners for being very transparent.

MOTION: * 10:34 AM Commissioner Hedberg moved to enter into a non-public session for the purposes 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 Piper called the roll. Commissioner Piper said, "Yes." Commissioner Hedberg said, "Yes." Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

* 10:34 AM Commissioner Piper declared the meeting back in public session.

10:34 AM 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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Aug 26 – Sep 15, 2025

Energy Efficiency and Conservation Block Grants

Domestic Hot Water (DHW) Tanks

- At the Administration Building we replaced an inefficient electric hot water tank with an energy efficient hybrid electric heat pump one. The energy savings from this new tank is calculated to pay off the \$2,209 material cost within 2.75-years.
- We still have the same work to do at the Alternative Sentencing Building but it is on hold due to other competing priorities. Once completed, the energy cost saving will pay for the materials within 2.75 years.

Alternative Sentencing Building Windows – Beckett Glass received our window order from the manufacturer but has not proposed an installation date. I've asked for one a few times but have yet to get an answer from them.

ARPA Project(s)

Maintenance Storage Area (ARPA Project) – Yesterday we started the work to install a roof over the CONEX shipping container and concrete pad we poured last spring. It will take a few months to complete this project, which also includes power and lighting. Once complete, we will have a place to store the boom lift and other equipment under cover.

Complex

Underground Storage Tanks (UST) – Tanner Hill Petro completed the annual inspections and tests of the county's four USTs and monitoring systems, which store and monitor diesel fuel and heating oil. NH DES accompanied them to conduct their 3-year inspection. Tanner Hill Petro and NH DES reported all tanks and monitoring systems are deficiency free.

COURTHOUSE

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

Insurance Claim

- DG Roofing completed the needed roofing repairs.
- Minus the deductible, PRIMEX covered the cost of replacing the damaged roof. However, DG Roofing's invoice was \$2,527.96 less than estimated, thus now the county owes PRIMEX a refund on this insurance claim.
- Minus our deductible, Primex covered the cost of repairing ACCU 1, which is the unit that caused the roofing damage.

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Plumbing

- Pressure Reducing Valve (PRV): The building's PRV failed and was cause for a leak at the superior court monitor's office toilet. No other sections of the building were affected. Since our last meeting we installed a PRV repair kit, which restored the building's internal pressures to a reduced, normal pressure.
- Domestic Hot Water (DWH): The DHW tank does not have a mixing valve per plumbing code. The needed parts arrived late last week. We are scheduled to install them Thursday morning.

Sidewalk – We completed the needed repairs to restore the sidewalks in front of the building and leading up to the jury entrance doors.

NURSING HOME

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

Lighting – As light ballasts failed we upgraded several inside lights from fluorescents to energy efficient LEDs.

Beds – We performed various repairs to several beds to keep them serviceable.

Guardrail – CWS Fence was on site last week to confirm there is enough space between the building and pavement so their guardrail post driver can drive the posts without hitting the building. Woodsville Water and Light Dept. also scanned the underground to ensure there are no underground utilities in that area. The installation of the new guardrail is scheduled for Monday, 9/29/25.

Kitchen The kitchen dishwasher is energized 12-hours a day. While energized the exhaust fan runs non-stop regardless of dishwashing activity. This wastes electricity during non-washing periods and also draws conditioned (heated or cooled) air from the surrounding space. In the interest of energy conservation, I taxed the department electrician to come up with a way of making the fan run only when dishwashing activities are physically taking place. He devised a system using an inexpensive time-delay relay to detect dishwasher conveyor activity and wired the fan to only run during conveyor activation periods plus a 2-minute time delay beyond conveyor stoppage to allow adequate evacuation of steamed laden air. This little energy conservation project should save the county hundreds of dollars each year.

Rear Landscape Project – Last week I advertised an RFP for the rear landscape project, soliciting prospective bidders to come do a site visit between Sep 15th and Oct 10th. All bidders must submit sealed bids no later than Oct 27th with the intent to have you review those bids on Oct 28th.

Loading Dock – The outdoor sheetrock ceiling was damaged by a roof leak. We repaired the roof above and replaced the damaged sheetrock. We still need to prime and paint the ceiling.

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Tubs & Tub Lift Chairs

- One of the older tubs located on Meadow Long Hall had a hose burst from dry rot. A floor drain caught all of the water so no damage was done. We the dry-rotted hose with a new stainless-steel braided hose. As a precautionary measure we proactively replaced three same age hoses on the same tub and the tub upstairs on Granite even though these three other hoses didn't show signs of pending failure.
- On Meadow & Granite we assembled and installed new scales on the tub lift chairs that serve the tub rooms near the nurse stations.

ADMINISTRATIVE BUILDING

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

Lighting – As light ballasts failed we upgraded several inside lights from fluorescents to energy efficient LEDs.

Front Steps & Porch

- Copia Specialty Contractors completed the needed repairs at the main entrance steps and landing.
- My staff completed sandblasting and painting all of the porch deck rails.

Other Entrances – Many of the entrance doors, door frames and handrails were rusting and the trim around the doors was in various stages of degradation. Also, some of the steps had concrete decay and rust bleeding through.

- Employee Entrance: My staff fixed the trim, sandblasted and painted the handrails and painted the deck and steps. We still need to paint the door and frame.
- UNH Extension Entrance: My staff replaced the door and frame and repaired the concrete step areas showing concrete decay and bleeding rust. We still need to paint the door and trim this fall. We will paint the steps in the spring once the new concrete patches have cured.
- Commissioner's Porch Fire Escape Exit Door: This door has a lot of rot around window pane areas and is not worth restoring. We installed a temporary weather door, and I am in the process of procuring a replacement metal door.
- Maintenance Shop Door: We replaced the door, lockset, frame, threshold and door trim. We still need to paint the door.
- ADA Entrance Door: This door and frame are heavily rusted. I am in the process of procuring a replacement door and frame.

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- Basement level Entry Door by Restrooms: This door and frame are heavily rusted. I'm in the process of procuring a replacement door and frame.
- South Entrance Door: We replaced and painted the door trim. We also sandblasted and painted the handrails. We still need to paint the door and frame.

Dept. of Corrections (DOC)

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

HVAC

- Heat pump WHP-B2 had a bad pressure switch. Alliance Mechanical replaced it.
- Heat pump WHP-F1 had a bad pressure switch. Alliance Mechanical replaced it.

Security – Cell D102 had a worn lockset. We did a temporary repair because we didn't have a new lock on hand. Rick ordered a new lock and when it came in he installed it.

Kitchen

- The walk-in Freezer in the property store room had its evaporator freeze up. We replaced the door seal to correct the problem.
- We completed the same dishwasher fan energy conservation project at the DOC as we did in the nursing home.

Sewage

- Sewage grinder: This unit was making a lot noise because the bearings had failed. The manufacturer would not sell just the bearings so we had to buy a new gearbox. We installed the new gearbox last week.
- Submersible sewage pump 1: This pump blew a rail seal. We had to remove and reinstall the pump to replace it.

MAINT/FARM BUILDING

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

Farm

- Barn WIFI Project: Scott and I met last week to review the barn WIFI project requirements together. He requested my department find a path for a new fiberoptic cable that needs to go between the Administration 2nd floor server room and a location within the dairy barn. He also requested estimated lengths for the new fiber cable and all ethernet cable runs that would go between a planned switch gear

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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rack for the barn and six WIFI access points. Dustin Taylor found a conduit that runs between the Administration Building tunnel and a pull box at the South end of the dairy barn and was able to get a pull string in it to pull a fiber cable. He also provided estimated fiber and ethernet cable lengths for the project, and I provided Scott with a suggested switch gear rack similar to the one being used in the biomass plant. At this juncture Scott is soliciting contractors to bid this project. If the selected contractor agrees on the fiber path, my staff still need to install an underground conduit from the South side pull box to the barn.

- Dairy Barn: Completed weld repairs to stalls in strings one and three.

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

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

OTHER

Staffing – Since we last met I have filled the vacant maintenance and custodian positions. Both new employees began work on September 8th. At this juncture my department is fully staffed for the first time in 6-months.