

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
January 19, 2021

PRESENT: Commissioners Lauer, Piper, Ahern, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: Farm Manager Nelson, Register of Deeds Monahan, Maintenance Supt. Oakes, Steve Whitman – Resilience Planning

Commissioner Piper called the meeting to order at 9:00 AM and began with the Pledge of Allegiance.

Farm Manager Nelson arrived and gave the following report:

1. We are milking 80 cows averaging 75 pounds per cow. We are shipping 11,700 pounds every other day. Milk components are 4.4 butterfat and 3.2 protein. The last pay price per hundredweight was \$20.91 for Grafton County Farm.
2. Ben has returned from medical leave. He began working Sunday, January 17, and is cleared for light duty work. Happy to have the team complete again.
3. Superintendent Elliott continues to support the farm staff with one inmate for milking chores.
4. The County farm is considered a subdivision of State Government, therefore ineligible to participate in the Dairy Margin Coverage (DMC) program or the Coronavirus Food Assistance Program.
5. Time to manage and budget planning. FM Nelson stated that he feels now that they are fully staffed he will have more time to plan the budget. He discussed some questions he had regarding the budget with the Commissioners.

Register of Deeds Monahan arrived via Zoom and gave the following report:

**Grafton County Registry of Deeds  
Kelley J. Monahan Register  
Report to Commissioners  
January 19, 2021**

**December Revenue**

County Revenue 12/2009 \$ 84,729.49	State Revenue 12/2009 \$ 674,252.48
County Revenue 12/2010 \$108,729.49	State Revenue 12/2010 \$ 907,050.24
County Revenue 12/2011 \$ 76,038.91	State Revenue 12/2011 \$ 450,428.16
County Revenue 12/2012 \$109,828.59	State Revenue 12/2012 \$1,298,499.20
County Revenue 12/2013 \$ 67,564.86	State Revenue 12/2013 \$ 568,637.76
County Revenue 12/2014 \$ 92,871.93	State Revenue 12/2014 \$ 992,435.12
County Revenue 12/2015 \$ 79,309.95	State Revenue 12/2015 \$ 644,992.40
County Revenue 12/2016 \$ 89,240.31	State Revenue 12/2016 \$ 918,356.16
County Revenue 12/2017 \$106,195.98	State Revenue 12/2017 \$1,327,038.72

County Revenue 12/2018 \$ 74,947.82  
County Revenue 12/2019 \$ 95,674.82  
County Revenue 12/2020 \$149,244.34

State Revenue 12/2018 \$ 726,207.68  
State Revenue 12/2019 \$1,007,010.24  
State Revenue 12/2020 \$1,764,076.80

**Foreclosures**

2009 183 year to date  
2010 206 year to date  
2011 211 year to date  
2012 188 year to date  
2013 112 year to date  
2014 85 year to date  
2015 81 year to date  
2016 84 year to date  
2017 67 year to date  
2018 61 year to date  
2019 66 + 280 (from one source) = 346 year to date  
2020 18 year to date zero in May due to Governor's executive order  
1 for June 2020  
0 for July 2020  
0 for August 2020  
0 for September 2020  
4 for October 2020  
1 for November  
2 for December

1. We have had an extraordinarily busy 7 months.
2. I am seeking a motion to waive the bidding process on a renewal of the Fidlar software contract. Memo request attached.
3. I am following all legislation that could potentially affect our operations.

Respectfully submitted,

Kelley J. Monahan

**Memo Request:**

RD Monahan stated that she is seeking a motion to waive bidding process on extension of software contract with Fidlar Technologies. Their current two (2) year contract expires June 30<sup>th</sup> 2021. She has searched for other possibilities and in her opinion, they are in great hands with Fidlar Technologies. Any conversion would be very disruptive to the office and users. She stated that in her ten (10) years of service to Grafton County, the Board of Commissioners have never denied her request to waive bidding on this incredibly important contract. She explained that by signing now instead of waiting until July 1 2021, Fidlar Technologies can begin all of the background preparation work that is requested to relocate their data to the new and ultra-secure Bastion server storage facility located in New Jersey. She stated that she had hoped to back up

this data to onsite servers here, but for many reasons, she has reconsidered that decision. She noted that in considering the climate and security risks that they are experiencing, she sees no justification in a delay. Bastion also comes with a \$5,000,000.00 insurance policy on loss to cyber-attacks. RD Monahan answered questions from the Commissioners regarding her request.

**MOTION:** Commissioner Lauer moved to waive the bidding process on the five (5) year extension of their software contract with Fidlar Technologies. Commissioner Ahern seconded the motion and all were in favor.

Maintenance Supt. Oakes arrived and gave the following report:

#### **COMPLEX**

##### **Building Automation System Project**

- Air handler VFD and disconnect work 100% complete in Administration Building and Nursing Home. Ran BACNET cabling in both locations. Still need to complete thermostat wire pulls.
- Alliance updated our existing AX JACES and server and loaded N4 software onto Brent's new server. We are awaiting security certificates, which are due to us sometime this week.
- Alliance has completed the system design changes and provided submittals. Late last week I approved the submittals.
- On 1/19 Alliance will upgrade the courthouse JACE (global controller – contingent on receipt of security certificates)
- On 1/25 Alliance will begin the scope of work in the Administration Building

##### **Generator AST & UST Fuel Quality**

- We completed burning fuel from the Administration Building and Nursing Home UST's to get rid of it before it gets so bad it is unusable. This is a lot less expensive than having to dispose of it. Additionally, we removed water and sludge from the bottoms of all our UST's. Following that we added fresh fuel, fuel stabilizers and biocides to these tanks once the old fuel levels were down far enough.

##### **Elevators**

While troubleshooting a reoccurring generator issue in the Administration Building I discovered the elevator is not covered by emergency generator power. After discovering this, I checked the rest of the buildings in the complex and discovered the courthouse elevator isn't covered either. Once armed with this information, I hired Royal Electric to do a power analysis of the elevators and generator covered circuit breaker panels in each building to determine if it is even feasible to put the elevators on emergency backup power. Both generators are large enough to handle these respective loads, but until I armed with the rest of the information contained in Royal Electric's report, I cannot definitively say it is doable in either location. The probability of putting the courthouse generator on backup generator power is likely to be very



challenging or not feasible at all due to the logistics of getting the elevator circuit from the basement level to the main level circuit court electrical room where the largest generator covered circuit panel resides. There are no available conduits that I am aware of and the asbestos ceilings throughout pose a huge challenge in regards to running new conduits.

**Exterior Grease Traps** – Schofield Septic pumped both the DOC and nursing home exterior grease traps.

#### COURTHOUSE

**Preventative Maintenance (PM)** – Performed various PM tasks throughout.

**HVAC** – Fabricated and installed guards over belts and pulleys on two major air handlers

**County Attorney's Office Area** – Installed new door and frame into office from main corridor that once could only be accessed through adjoining offices

**Architectural & Engineering (A&E) Study** – On 1/8 E.H. Danson signed the Agreement for our project and I issued a Notice to Proceed. I am in the process of putting together an interview schedule where the A&E team can interview the dept./office heads throughout the courthouse to glean current conditions and determine future needs based on a 15+ year projection. The plan is to conduct those interviews the week of 1/25.

**Lighting** – Converted several light fixtures in dispatch from ballasted fluorescents to low energy non-ballasted LED ones.

#### NURSING HOME

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

#### **Sprinkler System**

- Discovered two leaks in section of dry sprinkler pipe in 69 attic next to air handler HRU 3. Temporarily patched until Hampshire Fire can replace that section at their next quarterly site visit
- Discovered and temporarily patched leaking sprinkler line in 03 attic near HRU 2 room access ladder
- Discovered leaking sprinkler line elbow in 03 attic near HRU 1 room

Hampshire Fire is scheduled to fix these leaks on 1/28 when they are here to conduct quarterly sprinkler inspections

**Laundry** – Both new dryers are now on order. There is a 4-6 week lead time on delivery. In the interim, my staff and I are getting other materials needed to facilitate this job.

**Kitchen** – Removed old pizza ovens, replumbed gas line and installed two new convection ovens

**Lighting** – Converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.

#### **ADMINISTRATIVE BUILDING**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout.

**Generator** – Performed monthly load test of generator and experienced voltage fluctuation ½ hour into run, which caused the building lights to flicker. Called Powers Generator to troubleshoot the problem but they could not duplicate it, even after running the generator under load for 1-hour. Knowing this problem would reoccur at the most inopportune time, I had Powers Generator replace the voltage regulator.

#### **Dept. of Corrections**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**Showers** – A dozen showers throughout the inmate housing areas experienced bubbling of their epoxy coated walls. When we last met, I informed you that the TENMEC vendor we were dealing with wanted \$2,000 for the products needed to fix just two of the showers. Because of the extraordinary cost I reached out to Sherwin Williams (SW) to see if they have equivalent products for less. It turns out they do and we were able to purchase materials to do two showers for \$500. We received the products needed and started with the 1<sup>st</sup> floor bathroom in Area D.

**Sewage Pump Station** – Pump 2 in ALARM for water intrusion into oil reservoir...ordered seal rebuild kit.

#### **HVAC**

- Pump 20 load loop pump from heat pump WHP-G1 to air handler AHU-G1, has leaking shaft seal. Tried disassembling pump and found so corroded that pump housing crumbled when trying to disassemble pump. Installed new pump. Also determined source of corrosion was caused by insulating pump. As a preemptive measure we removed insulation from other pumps throughout the building.
- Pump 7 coil pump on AHU-G1 leaking. Replaced shaft seal and volute gasket.

**HVAC** - Air handler ERU-A1 has freeze-stat (freeze protection device) that doesn't work when outside air temperature in unit drops below 38 degrees Fahrenheit. The freeze-stat is supposed to turn off the air handler fans, close the outside air dampers and open the hot water coil valve

to 100% to protect the hot water coil from bursting. We replaced the freeze-stat and tested the new one out.

**HVAC** – Discovered five out seven of the air handler VFD's do not work in bypass mode. Repaired air handlers AHU-G1 and ERU-D1. Ordered relays to fix the bypass issue on the other three affected air handlers and are awaiting the delivery of those parts. As a precautionary measure I had my staff test the smoke control mode on the two air handlers we had just modified and the systems initially worked fine. During that process the temperature dropped and triggered the freeze-stat to trip on ERU-D1. When that occurred, the fan shut down and outside air dampers shut. However, the hot water coil valve did not open 100%. In the smoke control mode the engineer's specification requires the outside air dampers to stay open, the supply fan to stay running and the hot water valve to open 100%. What we determined was the smoke control mode does not work below 40 degrees based on the description described above. I then had my staff test all the air handler's smoke control sequences below 40 degrees and they discovered only one out of seven worked properly. This has escaped scrutiny because the building was commissioned in warmer temperatures and fire alarm testing of these systems always takes place during warmer temperatures. I am in the process of defining all the issues pertaining to each air handler and getting ready to turn it over to Alliance Building Automation to correct.

**Kitchen** – All four convection oven door pressure locks wore out...replaced all four.

#### MAINT/FARM BUILDING

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

#### FARM

**Dig Barn** – Added window to West elevation of barn at main level to bring in natural light.

#### BIOMASS PLANT

**Preventative Maintenance (PM)** – Performed various PM tasks throughout.

#### ALTERNATIVE SENTENCING BUILDING

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

#### VEHICLES & EQUIPMENT

**Preventative Maintenance (PM)** – Performed various PM tasks on various vehicles and equipment



OTHER

Nothing to report

Steve Whitman from Resilience Planning arrived to discuss an overview of the steps they have taken so far. The Commissioners had previously received a copy of his report to review. He stated that he had started talking to CA Libby about this project in the spring shortly after the quarantine had begun and he had then met with the Commissioners in July. They had discussed what they know about the county complex, what they want as a baseline for this report and things department heads would like to see happen. He stated that he then held a meeting with all department heads and put together an inventory form, which the Department Heads filled out that included information about their departments. From there he coordinated individual meetings with the department heads, and they started to gather more information about their facilities. He stated that he tried to deliver the information in a few different ways. They broke it down into department profiles and building profiles. The department heads also put a list of other future projects and plans together. Commissioner Lauer stated that she was very happy with the results of this report. S. Whitman stated that along with CA Libby and Supt. Oakes, the rest of the department heads were very helpful. They were very responsive and easy to work with. Commissioner Piper stated that she shares Commissioner Lauer's feelings about this. It is very helpful to have all of this information to help them prioritize County needs moving forward. Commissioner Ahern stated that the overriding concern for him are the taxpayers. He stated that he is pleased to see the extensiveness of this report, but he is concerned with, what he considers, overreach by the departments and some of their wants. He stated that this facility is critical to the people of Grafton County and they need to make sure that this facility is going to be meeting the needs of the Nursing Home, Department of Corrections and the Farm. S. Whitman told the Commissioners that they are welcome to reach out to him with anything else they need, and he is there as a resource. He stated that he feels this report is a valuable tool for them moving forward. The Commissioners thanked S. Whitman for coming to meet with them and for all of his work in putting this report together.

Commissioner Piper asked if everyone had a chance to read the minutes from the January 12<sup>th</sup> meeting. Commissioner Piper had some edits that she reviewed with the other Commissioners.

**MOTION:** Commissioner Ahern moved to approve the minutes from the January 12<sup>th</sup> meeting as amended. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check register 1140.

Appropriation Transfer Request – CA Libby submitted a list of appropriation transfer requests totaling \$34,083 and noted that \$25,000 was already approved for NHA Labore to move to his contract provider line. She reviewed those requests with the Commissioners.

**MOTION:** Commissioner Ahern moved to approve the appropriation transfer request for \$34,083.00. Commissioner Lauer seconded the motion and all were in favor.

Commissioners' Office Location – Commissioner Piper stated that she does not feel that the current office is going to suffice for the new term as there are two (2) Commissioners wanting to use it at the same time. Having two (2) Commissioners sit at the same desk, especially during Covid, will not work, it is not safe. They are in a position they have not been in before where they need more space. Commissioner Ahern stated that even if they were to sit at different desks in their current office, they would be violating the six (6) foot rule. He stated that he has been a Commissioner before when they had the corner office and that worked well. He does not feel comfortable leaving any of his materials behind in their current office. He stated that if they could go back to the setup they had before then there is a desk for each Commissioner. He would like to see the Commissioners resume using that corner office. Commissioner Piper stated that she is not sure what the reason was that was given by former Commissioner Cryans, Commissioner Richards and current Commissioner Lauer for not needing that larger space. Commissioner Lauer explained that the reason the Commissioners' office was relocated to the room it is in now, was that at the time of that decision the Board of Commissioners did not use the office. She explained that they had shut down this floor of the Administration Building to turn it back into a Nursing Home during the renovation project. When they reoccupied the second floor the question they considered was do they really need to use that room for the Commissioners because the County Administrator has a frequent need to meet with people and should have that space that would accommodate the extra meeting space.

**MOTION:** Commissioner Piper moved that the office that was formally CA Libby's office would become the Commissioners' Office. Commissioner Ahern seconded the motion. Commissioner Piper and Commissioner Ahern were in favor. Commissioner Lauer abstained, as she was a part of the original decision to change it. With the vote being two (2) in favor and one (1) abstained the motion passes.

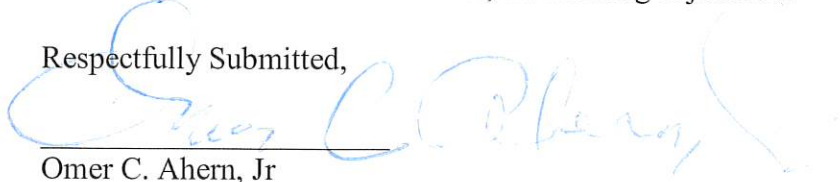
Commissioner Piper asked if the desk that was in there was still located in that office. CA Libby stated that it is but that is the new County Administrator's desk. IT has the office set up for the County Administrator and that will now have to change. She also does not have desks for that office. Commissioner Piper stated that there is one (1) desk that is in there now, so they need to find two (2) desks. CA Libby stated that the desk that is in there is for the County Administrator. Commissioner Piper noted that the suggestion being made is that this office would no longer be the County Administrator's office. CA Libby stated that the desk, credenza and other furniture in there is set up for the County Administrator. Commissioner Piper stated that this would have to be changed; the Commissioners simply need a larger space. Commissioner Piper asked where the vacant offices are on this floor as that might be the new County Administrator office. Commissioner Ahern asked if the County Attorney's Office is still occupying the other offices on this floor. CA Libby stated that they are. Commissioner Piper stated that it is unacceptable that there is not sufficient space for the Board of Commissioners in the Administration Building and so a motion has been made, seconded and approved to correct it. Commissioner Lauer asked if there was anyone using the Farm Manager's Office and was not sure if there was a way to have small offices for each of the Commissioners. Commissioner Piper stated that is what the set-up is in Rockingham County; they each have their own office. She stated that is a possibility; she also noted that the Farm Manager has never had an office here prior to former Manager Knapton. CA Libby stated that the new Farm Manager does not occupy that office like the prior Farm Manager did. Commissioner Piper stated that these are hard decisions and asked if they are



going to make these decisions. She stated that in terms of problem solving, or trouble shooting, she feels that a good option is vacating the Farm Manager office as an option for the new County Administrator.

10:50 AM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Omer C. Ahern, Jr.", is written over a horizontal line.

Omer C. Ahern, Jr  
Clerk