

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
October 17, 2017

PRESENT: Commissioners Lauer, Piper and Ahern. County Administrator Libby.

OTHERS PRESENT: Maintenance Superintendent Jim Oakes, Grant Administrator Shelley Hadfield, Michelle Moren-Grey, North Country Council and Register of Deeds Kelley Monahan.

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

Superintendent Oakes arrived and presented the following report:

**September 26 – October 16, 2017**

### **COMPLEX**

#### **Force Main Sewer Project**

- *Engineering*
  - Force main route finalized (see attached map)
  - Both plans and specs should be 90% complete by week of October 23<sup>rd</sup>
- *Construction*
  - Planning to bid construction portion in early November for early May start
- *Easement*
  - Town of Haverhill agreed with our easement language. The Town Manager said she would have the select board review it and hopefully they will be able to take action at the next meeting.
- *Horizons Engineering Report (Copy available upon request)*
  - Horizon's completed a study of the forced main for the Town of Haverhill and concluded the line is corroding from the inside out in most areas but concludes there are areas where it is corroding from the outside in as well. They recommend replacing the entire forced main starting at the interconnect by the county complex and going all the way to Cheney Hill in Woodsville. They anticipate the replacement cost will be \$1.5-\$2.5 million depending on the route taken. They suggest the town recoup their cost via user fees where Horizons calculates the county will shoulder 80% of the cost. I'm not quite sure if the town can do this

**Pavement Crack Sealing** - Still in process of sealing Nursing Home Areas

**Underground Storage Tanks (UST)** – Lakes Region Environmental completed the Annual inspection of our four UST and fuel monitoring systems. They also completed the triennial hydrostatic testing of the corresponding spill buckets. All passed.

**Sprinkler Systems** – Hampshire Fire Protection completed the quarterly inspections and tests of all our sprinkler systems and the annual inspection and test of the Maintenance/Farm Building’s system. All passed.

**Elevators** – Stanley Elevator completed the quarterly inspections and tests of all our elevators and the annual inspection on the NH elevators. All passed.

**Generator** – The Nursing Home / Biomass generator never went through the NH DES engineering registration approval process when it was initially installed in 2002. Over the last year I’ve worked with DES to retroactively register it, specifically the Above-ground Storage Tank (AST) portion of this unit. Because it wasn’t initially registered, we are obligated to follow newer, more stringent DES rule changes implemented in 2013, which have added complication and expense. DES identified the following issues that required correction: Install refuel spill prevention shut-off valve; Install 5-gallon spill bucket; Install independent inch gauge. Update exterior fuel signage to show inches; Install larger granite blocks in lieu of bollards; install reflective paint or tape on granite. We’ve implement the vast majority of these modifications and have a few more to implement before scheduling a DES on-site inspection, which is one of the last steps taken to officially register the unit.

## **COURTHOUSE**

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

### **Circuit Court Office Ceiling Abatement Project**

- Abatement
  - I’ve signed Proposals with The Lawson Group and Enviro-Vantage for the abatement of select circuit court areas.
  - We held a coordination meeting with the NH Bureau of Court Facilities, NH Administrative Office of Courts (AOC), Circuit Court (CC) staff and abatement contractors to discuss the logistics of the upcoming project and to share our anticipated schedule
    - 10/19 – 10/20: Relocate CC staff to old Family Division area by Lawyers Lounge
    - 10/20 – 10/22: Contractors abate areas
    - 10/23: GCM starts renovations (5-6 weeks to complete)
    - Early December: Relocate CC staff back to their renovated spaces
  - Richard ordered the necessary materials to restore the areas once the abatement is complete. All of the suspended ceiling materials are on hand. Electrical and HVAC items are due in next week.

**Cameras** – Coordinating with AOC, AOC’s contractor and GC Dispatch for the installation of 32 new cameras through various locations of the courthouse, tied to a DVR system. AOC is paying for this work to enhance security. This work is anticipated to take place sometime this fall. Our last meeting entailed coordinating camera locations and cable paths.

**Generator** - The Courthouse generator had a leaky priming pump. Powers Generator replaced the pump

#### **NURSING HOME**

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

**Wooden Road Front Sign** – Sign in disrepair due to rotted sections and need of paint job. *In process of repairing and painting sign*

**Bathroom Floors** – Poor floor pitch in Maple and Profile main bathrooms inhibited water flow to floor drains; the floor finish was poor in areas; and some drains were too deep, causing safety issues with patient lift stands around the tub. Department staff removed and later reinstalled the tubs, toilets and cabinets and raised the floor drains to facilitate the contractor's repair of the floor surfaces. VT Protective Coatings repaired the floor slopes and laid new epoxy floor materials to repair the finish surface of the floors and integrated cove base moldings. All did an excellent job addressing the multiple issues.

**HVAC** – Began initiative to install current sensor switches on all major air handlers to monitor air handler supply fans so if belts break or supply fans shut down, units will shut down corresponding ACCU to prevent freezing of heat coils in units. Completed work on HRU 2, 3, 4 and 5.

**Kitchen** – Dishwasher wouldn't stay running. Replaced bad contactor but problem persisted. Hobart troubleshoot problem further and found bad conveyor circuit card. Jumped wires to enable use of machine while circuit card is backordered.

**Life Safety** – Performed routine quarterly battery test on nursing homes emergency lights...five fixtures failed test. Replaced batteries in each unit

#### **ADMINISTRATIVE BUILDING**

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

**Sprinkler System** – 115 heads due 50-year replacement...coordinating schedule with Hampshire Fire Protection to complete work sometime in the next few weeks

**HVAC** -- Began initiative to install current sensor switches on all major air handlers to monitor air handler supply fans so if belts break or supply fans shut down, units will shut down corresponding ACCU to prevent freezing of heat coils in units. Completed work on HRU 1 and 2.

**HVAC** – Boiler day-tank rupture basin only had visual alarm. New DES rules require an audible one as well. Wired in audible alarm.

**HVAC** – Fan Coil FC-55 in Commissioner's Conference Room was not cooling. Replaced bad actuator.

**Lighting** – Bad 3-way switch in 2<sup>nd</sup> floor sitting area near executive wing...replaced switch

### **Dept. of Corrections**

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

**Generator** – Powers Generator discovered a starter engagement issue with the DOC generator that can be corrected by a software update. Cummins Northeast reprogrammed the generator start software to correct the issue.

**HVAC** – Boiler hi-vent leaking...replaced hi-vent

**HVAC** – Energy Recovery Units ERU-A1, C1, D1 and F1 have worn fan bearings and systems need grounding system installed...installed new bearing in motors and added rotor grounding to each unit

**HVAC** – Pump 11a, building's main circulation loop pump, was leaking at shaft seal. Rebuilt pump and leak tested

**Security Glass** – Inmate broke glazing in F09 cell door...temp repaired until backordered glass comes in

**Security Glass** – CO broke security glass in B103 Central door in sally port...glass backordered

### **MAINT/FARM BUILDING**

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

**Farm Shop** – Found vent piping for propane-fired wall heater corroded through. Replaced bad sections and leak tested.

**Sprinkler System** – Need to upgrade sprinkler system to exposed manifolds and heads to replace 29 existing dry-pendent heads requiring expense of special inspection every 10-years. This is a funded capital outlay project. Solicited proposals from four sprinkler contractors serving our area. One never responded, one turned down the proposal request and two responded.

- Hampshire Fire Protection, LLC: \$7,620
- Iron Works Fire Protection Co., Inc.: \$6,800

Commissioner Ahern moved to accept the proposal from Iron Works Fire Protection in the amount of \$6,800. Commissioner Piper seconded the motion. All were in favor.

### **FARM**

**Slop Shed** – Donnie requested power and water for slop shed. Coordinated with contractor to dig ditch, lay insulated water lines (hot and cold) from milk house to slop shed and install electrical from main barn panel to slop shed in conduit. Back-filled ditch, seeded and mulched. *The new water service is hooked up and in use. We are still in the process of hooking up the steam cooker, power vents, and lighting.*

Commissioner Ahern expressed concern that the County is spending more and more money on this slop shed in order to be able to feed the pigs. Supt. Oakes stated that this is the Farm Manager's project and if the Commissioners have concerns or questions they should address them with him.

#### **BIOMASS PLANT**

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

**Scheduled Shut-down** – Shut down plant on 9/25 for 6-month cleaning of boiler. Boiler will be down all this week and be back on line by Thursday or Friday AM at the latest

#### **ALTERNATIVE SENTENCING BUILDING**

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

#### **VEHICLES & EQUIPMENT**

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

**Boom Lift** – 10 hydraulic hoses cracked and leaking from dry-rot...had lift transported to White River Junction for hose replacement by United Rentals.

Commissioner Lauer asked Supt. Oakes if the Complex is ready for winter. He stated that it is. She also asked how much inmate labor the maintenance department uses in the winter. He stated they use minimal inmate labor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the October 10<sup>th</sup> meeting. Commissioner Piper had some edits.

Commissioner Piper moved to approve the minutes from the October 10<sup>th</sup> meeting as amended. Commissioner Ahern seconded the motion. All were in favor.

The Commissioners signed Check Register 1057.

CA Libby presented the Commissioners with a drawdown request from the NHARDC 2016 CDBG in the amount of \$6,995 for Commissioner Lauer to sign.

9:30 AM Commissioner Lauer opened the mid-grant public hearing for the APD/MEDC CDBG for the APD Multi-specialty Clinic.

Grant Administrator Shelley Hadfield was present and explained to the Commissioners that the public hearing was to provide an update on the \$500,000 CDBG that was done in conjunction with the \$12M funding provided by USDA to build this clinic. S. Hadfield stated that the project is one month ahead of schedule and that they are currently going through Commissioning. The Grand Opening of the building is scheduled for Monday, October 30<sup>th</sup>. They have had no problems with construction and had excellent contractors. As part of the CDBG process they were required to add 25 jobs and S. Hadfield believes that has been accomplished. APD is hiring at an unprecedented rate.

Commissioner Piper stated that she was saddened to learn that APD had outsourced their billing and eliminated seventeen (17) jobs. S. Hadfield stated that they have made up for those jobs in other areas.

S. Hadfield stated that it was a great project for the region. Commissioner Piper stated that APD is a terrific facility and very necessary to her district.

9:41 AM Commissioner Lauer closed the public hearing.

CA Libby reiterated that the Grand Opening for the APD Multi-Specialty Clinic is Monday, October 30<sup>th</sup> from 4:00 – 6:00 PM.

CA Libby presented the Commissioners with the signature page of the UE Local 278 Collective Bargaining Agreement for their signatures. The Commissioners executed the document.

CA Libby informed the Commissioners that the State of NH had accepted the increased fee for the Motorcycle Rider Training program held here at the complex and that the agreement had been signed and sent back to the State.

#### Commissioner Issues:

Commissioner Ahern stated that it had been suggested to him that the county look into H1 applications and getting nurses from the Philippines. CA Libby stated that we had done this in the past without a lot of success. She stated that she would speak with NHA Labore and HRD Clough and report back to the Commissioners in early November.

Commissioner Piper stated that last week she attended the 2<sup>nd</sup> meeting of the group studying the feasibility for a TIF district in the city of Lebanon.

Commissioner Piper also attended the Open House and Reception for the D-H Aging Resource Center as they expand their program into the Upper Valley Senior Center. She stated that this will give seniors better access to services and it will also provide some revenue to the Grafton County Senior Citizens Council in the form of rent.

Commissioner Lauer met with the County Attorney last week in preparation for her testimony before the SEC in regards to Northern Pass which will take place on Friday, October 20<sup>th</sup>.

Commissioner Lauer attended an informational meeting at the Franconia Town Hall regarding the Granite State Powerlink. It was well attended and does not seem to have the same public outcry as Northern Pass.

10:00 AM Open the 1<sup>st</sup> Public Hearing

Chairman Lauer introduced Michelle Moren-Grey from North Country Council who will give an overview of CDBG funds and the current project.

Handouts regarding the 3 public hearings are available to the public.

Grafton County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects (including capacity building projects), as well as up to \$350,000 a year in emergency funds. Planning Grant funds are available for up to \$12,000 per planning grant. Municipalities are eligible to apply for a Microenterprise Assistance grant without having it count against the municipalities cap for any other CDBG projects.

This public hearing is for a proposed Planning Grant application to the Community Development Finance Authority for up to \$12,000 in Community Development Block Grant funds for the 2017/2018 program year. \$10,000 of these funds will be subgranted to Cottage Hospital to hire a consultant to conduct a study on the potential development of an offsite or mobile facility that will expand medical services into identified areas of underserved individuals of low and moderate income. Grafton County will retain \$2,000 to be used to pay for costs associated with the application and administration of the grant.

North Country Council is seeking to write and administer this grant for the total combined fees of \$1,650. Grant writing of \$500.00 and administration of \$1,150.

Cottage hospital recognized that within its primary service area there are pockets of medically underserved low and moderate income individuals. These areas include individuals living in assisted homes or those who are utilizing services that are available to LMI individuals such as elderly, individuals with mental or physical disabilities, head start children or victims of domestic violence. The study will further identify the needs of these individuals and others in the community of Lisbon and beyond along with identifying the most feasible solution to servicing these populations whether that be a fixed structure, mobile unit or a hybrid.

Commissioner Lauer asked if there were any questions or comments from the public;

Commissioner Ahern asked if the \$1,650 that was being paid to North Country Council was coming out of the \$2,000 that was being retained for administration. M. Moren-Grey stated that it was.

10:06 AM Commissioner Lauer closed the 1<sup>st</sup> Public hearing.

10:06 AM – Commissioner Lauer opened the 2<sup>nd</sup> Public Hearing.

The purpose of this hearing is to review the Housing and Community Development Plan for the County. It was last adopted on April 15, 2015. It is required to be adopted every three (3) years. M. Moren-Grey is bringing this to the Board to get it re-adopted now.

Commissioners Ahern and Piper both voiced a concern that as new Commissioners they had never seen this document and felt that they needed time to review the document. The Commissioners took some time to read the document.

Commissioner Piper had an edit that she found that needed to be made. Commissioner Piper asked if this plan was originally written by the Commissioners. CA Libby stated that there is a lot of standard language as part of the plan and it is most likely that the plan was originally drafted by a grant administrator. Commissioner Piper asked if this document is intended to lay out the vision of the Board of Commissioners in terms of sponsoring CDBG grants.

Register of Deeds Monahan stated that this is an example of a non-profit trying to dictate policy to the County.

Commissioner Ahern asked how much money is associated with this HCDP. M. Moren-Grey stated that this plan will be in effect for three years and will cover all grants within that time period. So, the specific dollar amount is unknown at this time.

Commissioner Ahern stated that it is interesting that we are having this conversation right now. Just a couple of weeks ago there was a discussion about the county funding social service agencies and needing to look at how that is done and developing a policy for it. He stated that he is concerned with some of the language in this draft policy. He stated he is coming from a different direction because of a lot of things he does in his private practice. He stated that no matter what this is all taxpayer money, whether it's federal, state or local.

Commissioner Ahern has no problem with the \$12,000 application for Cottage. M. Moren-Grey explained that the Housing and Community Development Plan is a threshold to be able to apply for grants.

Register of Deeds K. Monahan asked if there is a Grafton County Master Plan. CA Libby stated that there is not. K. Monahan stated that the Housing and Community Development Plan is then essentially a Master Plan for Housing for the County. Commissioner Lauer disagreed.

Commissioner Ahern stated that he did not appreciate being handed documents and not being given the courtesy to have the time to read and review them thoroughly. He stated that these are



important documents and need to be looked at. M. Moren-Grey said that she would correct this and would share this with other grant administrators.

Commissioner Piper shares Commissioner Ahern's concerns. As new Commissioners they should be given the opportunity to review documents they have never seen before.

Commissioner Lauer asked if there were any further public comment.

10:33 AM Commissioner Lauer closed the 2<sup>nd</sup> Public Hearing.

10:33 AM Commissioner Lauer opened the 3<sup>rd</sup> Public Hearing.

The purpose of this hearing is the review and adoption of the Residential Anti-displacement and Relocation Assistance Plan. M. Moren-Grey explained that there is no dislocation associated with this grant. It is required to be adopted with each grant application and is specific to that particular project

Commissioner Lauer asked for public comment.

Register of Deeds Monahan expressed concern with the document and that it would be in place for the next three (3) years. It was explained that this document is specific to this grant and doesn't apply to any other grants going forward. Commissioner Lauer stated that the County has never been a part of a grant that required dislocation either temporarily or permanently.

10:39 AM Commissioner Lauer closed the 3<sup>rd</sup> Public Hearing.

Commissioner Piper moved to approve the submittal of the CDBG application on behalf of Cottage Hospital. Commissioner Ahern seconded the motion. All were in favor.

Commissioner Lauer moved to adopt the Housing and Community Development Plan that was presented during the Public Hearing. Commissioner Ahern seconded it for discussion purposes.

#### Discussion:

Commissioner Lauer stated that the County has an active Housing and Community Development Plan and if this is not adopted now it will not stop the Cottage Hospital application from being submitted. She asked if this was correct. M. Moren-Grey stated that she believed that was correct.

Commissioner Ahern stated that he was not ready to vote in favor of adopting the plan that was presented to him today as he had not had adequate time to thoroughly review the document and may have comments and/or concerns with the document once he has had time to look at it. Commissioner Piper echoed Commissioner Ahern's comments. Commissioner Piper would like

to see where she can find what CDFA requires the plan to say. She is interested in having this information provided on behalf of the County. M. Moren-Grey will send information to her. Commissioner Piper feels that there are values embedded in the document and she needs to research the CDFA requirements and think about this before being ready to adopt an updated plan. Both Commissioner Ahern and Commissioner Piper wanted to be able to review the document and be able to ask questions and provide more input to the document if they felt it needed further modification and for those reasons neither felt as though they could vote to adopt this policy as this point.

The Commissioners felt that since the policy was good for three years and was last adopted on April 21, 2015, that the Cottage Hospital grant application should be able to go forward without adopting a new policy at this point. They will continue to review the plan and work further towards adopting an updated policy prior to the expiration of the Housing and Community Development Plan that is currently in place. M. Moren-Grey stated that she would need to talk with CDFA to determine if this would have an impact on this specific grant. Commissioner Piper stated that she hoped this would not impact the Cottage Hospital grant. She stated that the Commissioners are fully in support of that application and since the HCDP is good for three (3) years and the current one doesn't have to be updated until 2018, it seemed unreasonable for the Cottage Hospital application not to be able to be submitted. She expressed her dissatisfaction with the fact that the Cottage Hospital grant was dependent on the approval of the HCDP when there had not been adequate time provided to review the HCDP before being asked to vote on it.

The Commissioners voted on the motion. Commissioner Lauer voted in favor. Commissioners Ahern and Piper voted against. The motion fails.

Commissioner Piper moved to adopt the Residential Anti-Displacement and Relocation Assistance Plan for the project. Commissioner Ahern seconded. All were in favor.

Commissioner Ahern moved for discussion purposes to authorize the Chairman to submit the application and to execute any and all documents necessary to effectuate the potential CDBG contract. Commissioner Piper seconded the motion.

#### Discussion:

Commissioner Ahern was concerned about how this motion affected the vote that was just taken regarding the Housing and Community Development Plan. It was explained that the HCDP has to be adopted and signed off on by all three Commissioners and that this motion does not affect that.

The Commissioners voted on the motion. Commissioners Piper and Lauer voted in favor. Commissioner Ahern abstained. The motion passes.

Commissioner Piper moved to have North Country Council write and administer the CDBG grant on behalf of the County. Commissioner Ahern seconded the motion for discussion purposes.

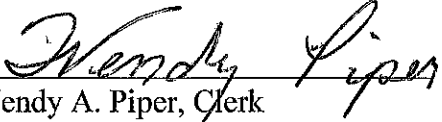
Discussion:

Commissioner Ahern voiced concern with the management style of NCC due to the way the hearings had proceeded today. M. Moren-Grey stated that she would make sure that she changed the way that information is sent to the Commissioners and that in the future they would have documents from her ahead of time. She also stated that she would touch base with other grant administrators to make sure they did the same.

The Commissioners voted on the motion. All were in favor.

11:01AM with no further business the meeting was adjourned.

Respectfully submitted,

  
Wendy A. Piper, Clerk