

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

March 21<sup>st</sup>, 2017

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: County Attorney Lara Saffo, Human Services Administrator Nancy Bishop, Farm Manager Donnie Kimball, Maintenance Superintendent Jim Oakes, Grant Administrator Shelley Hadfield, Katelyn Robinson from NCIC, Liz Penny, WREN, Scott Stevens, SBDC

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

County Attorney Saffo arrived to discuss a couple of items.

Out of State Travel Request – CA Saffo stated that this is a three (3) day Digital Evidence Conference in Massachusetts. All costs associated with the conference are covered and her Attorney will take the county car to the conference.

Commissioner Piper moved to authorize the out of state travel request. Commissioner Ahern seconded the motion and all were in favor.

Prosecutor Contracts for Bethlehem and Haverhill - CA Saffo explained that she has an attorney specially hired to do this work. Her salary and benefits are funded by these contracts. Currently, she is \$4,127 short in funding. She is hoping to still receive that money through a grant but does not have a commitment for it as of yet. She discussed further details regarding the contracts and answered questions from the Commissioners.

Commissioner Piper moved to approve the Regional Prosecutor Contracts for Bethlehem and Haverhill. Commissioner Ahern seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the March 14<sup>th</sup> meeting. Commissioner Ahern had an edit.

Commissioner Ahern moved to approve the minutes as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 1145-1155.

CA Libby submitted the NACO Prescription Drug Report for the month of February. There was a price savings of \$1,607.88 or 38.98% with fifty (50) utilizers. Total savings for the life of the program is \$784,290.30.

CA Libby submitted a CDFA Waiver Request from Donna Lane who is the grant administrator for the Tri – County CAP Friendship House CDBG. CA Libby stated that Donna Lane has requested to change the Subrecipient from Tri County Cap to AHEAD Qtr., Inc. Both AHEAD and Tri County CAP feel AHEAD is in a better position to take on this project. County Administrator Libby submitted the paperwork for Commissioner Lauer to sign.

CA Libby read the following letter from Sheriff Dutile and Director Andross in regards to a bid waiver request:

Please consider this a request to waive the competitive bidding process on a radio equipment project.

In August 2016 our department applied for a Homeland Security grant for purchase of portable radios for supporting public safety operations as needed. The New Hampshire Grants Committee embraced the concept of our grant proposal and actually created two additional, identical grants to purchase the same equipment that we had proposed, and funded all three with the stipulation that the equipment purchased be available for deployment statewide if needed.

We have determined that at this time there is only one manufacturer building equipment that is compatible with all of the public safety radio systems in New Hampshire, and specifically the newly installed and upgraded “trunking” systems in Manchester and Nashua. We are proposing to purchase Motorola APX8000 portable radios in the amount of \$77,377.76. This transaction will take place through our normal radio vendor, Ossipee Mountain Electronics. We have included five – year warranty and spare batteries for this equipment and do not anticipate any county expense for maintenance for several years.

The funding for this project is wholly DHS funding and previously approved through FEMA and NH Department of Safety Grants Management Unit.

Commissioner Ahern moved to waive bid process and purchase the portable radios through Ossipee Mountain Electronics in the amount of \$77,377.76. Commissioner Piper seconded and all were in favor.

**GRAFTON COUNTY COMMISSIONERS**  
**Public Hearing Notice**  
**Community Development Block Grant Project**

The Grafton County Commissioners will hold a Public Hearing on Tuesday, March 21st, 2017 at 9:30 AM at 3855 Dartmouth College Hwy #1, North Haverhill, NH 03774, to advise the public on the progress of the 2016 CDBG Microenterprise Program as required under 24 CFR 570.486 and NH RSA 162-L:14. The CDBG Funds were sub-granted to Grafton County Economic Development Corporation (GCEDC), Women’s Rural Enterprise Network (WREN), Northern Community Investment Corporation (NCIC) and the Mount Washington Valley Economic

Council (MWVEC) to provide training and technical assistance to micro-entrepreneurs. Interested citizens are invited to attend and comment.

### **9:36AM The Chair opened the Public Hearing**

Three of the four entities are on schedule to serve the proposed number of LMI Micro entrepreneurs. All plan to reapply under the 2017 round.

Katelyn Robinson from NCIC, Liz Penny - WREN, Scott Stevens - SBDC

K. Robinson stated that NCIC uses the CDFIA Micro enterprise funds for internal staff to work with the micro businesses and their financial management as well as one on one sessions and class sessions that are tailored to the participants needs. They also have a small business program and that hires consultants to help start up small businesses. To date they have worked with fifteen (15) businesses utilizing both of those avenues. This program has been very beneficial to them.

Liz Penny from WREN stated that they have two (2) stores, one (1) in Bethlehem and the other at the Mt. Washington Hotel. They have a gallery program as well and they host twelve (12) shows a year to show different artists. They have a farmers market and are looking at the possibility of a local food store as well. People come to WREN through a variety of avenues. They receive one on one assistance as well as taking classes. These funds help provide services to their clients.

Scott Stevens from SBDC stated that they provide many of the same services that were previously mentioned. The benefit of these funds to them is for the low to moderate income clients that they are able to counsel them and give advice.

Commissioner Lauer asked if there were any comments from the public. No one from the public was present to comment.

### **9:55AM Close the Public Hearing**

2017 CDBG MicroEnterprise Grant – Public Hearing March 21, 2017

Shelley Hadfield explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. The maximum grant size is \$500,000. However, a community or County can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. Up to \$750,000 is available statewide for micro-enterprise grants.

A handout is available describing the proposed project.

### **9:58AM the chair opened public hearing # 1 – Grant Submission**

Shelley Hadfield explained that this proposal to be considered by the Commissioners is a CDBG Micro Enterprise grant to be submitted by Grafton County on behalf of multiple organizations including WREN, GCEDC, NCIC and MWVEC. The grant, for up to \$500,000, would be used to provide training and technical assistance and loan servicing to micro enterprises. The program has become very popular. We anticipate that 7 separate entities will apply for funding under two counties Grafton County and Cheshire County. Grafton County will provide funds to entities in the northern half of the state and we anticipate that Cheshire County will provide funds to entities in the southern part of the state.

S. Hadfield answered various questions from the Commissioners.

Commissioner Lauer asked if there were any comments from the public. No one from the public was present to comment.

### **10:02AM Close Public Hearing # 1**

### **10:02AM Open Public Hearing # 2 – Anti-Displacement and Relocation Plan**

Shelley Hadfield explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project. Under the certification section of the application, the County will certify that the Residential Anti-displacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

Commissioner Lauer asked if there were any comments from the public. No one from the public was present to comment.

### **10:05AM Close Public Hearing # 2**

Commissioner Ahern moved to support submission of a 2017 CDBG Micro Enterprise grant for up to \$500,000 to provide funds to WREN, NCIC, GCEDC and MWVEC for the purposes of providing training and technical assistance to micro-enterprises and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. Commissioner Piper seconded the motion and all were in favor.

Commissioner Piper moved to adopt the Grafton County Anti-displacement and Relocation Assistance Plan for this project. Commissioner Ahern seconded the motion and all were in favor

FM Kimball and Herdsman Brian Tillotson arrived to open bids for the purchase of a new manure spreader. Two (2) bids were received and were as follows:

Blackmount Equipment - \$33,900.00

Champlain Valley Equipment - \$26,950.00

FM Kimball reviewed the bids and recommended accepting Champlain Valley Equipment's bid of \$26,950.00.

Commissioner Piper moved to accept Champlain Valley's bid of \$26,950.00 for the purchase of a new manure spreader. Commissioner Lauer seconded the motion.

#### Discussion:

Commissioner Ahern stated that he is disappointed that the set up for removing manure from the dairy and heifer barn is the way it is. It is very inefficient. He stated that he knows FM Kimball has expressed some safety concerns but he would like to see a dump truck or wagon system. There are used manure spreaders available out there that can be purchased. He stated that he is worried about the survivability of the farm when they are buying new equipment like this manure spreader that should not be used every day. Commissioner Ahern stated that he is going to vote no because he believes it is not in the best interest of the farm. Commissioner Lauer asked how much was budgeted for this purchase. FM Kimball stated that they budgeted \$40,000 and this one came in at \$26,950.00. FM Kimball stated that he does not appreciate Commissioner Ahern micromanaging him and the farm. He feels as though they are doing a good job. He went on to state other concerns that he has. Commissioner Lauer noted that they have a motion to vote on.

The Commissioners voted on the motion. Commissioners Lauer and Piper were in favor. Commissioner Ahern was opposed. With the vote being two (2) in favor and (1) in opposition the motion passes.

Human Administrator Bishop arrived and gave the following report:

March 21, 2017

## HUMAN SERVICES MONTHLY REPORT

### 1.) LTC Expenses to date:

- Payment by Towns Report
- CAP report
- Recoveries (update presented at budget meeting)

### 2.) Legislation:

- HB 2 update – HSA Bishop stated that she was recently informed that HHS Commissioner Meyers has proposed changes to HB2. She outlined the following changes:

#### **HB2 Proposed MCM Step 2 LTC Amendment (DHHS)**

- Repeals CAP on LTC expenditures
- Increases scope of liability for all LTC placements to include state institutions, rehab centers & other specialized facilities (i.e. Crotched Mountain, Glencliff and Cedarcrest etc.)
- Removes Credit

#### **Rep. Kurk Recommendations**

- 1 Year extension on Step 2 Care Management
- Increase Cap by \$6million (this means a \$360,000 increase to the Grafton County Budget)

HSA Bishop went on to state that this could be a large problem for the county if this moves forward, it no longer gives them safety from skilled care charges and proshare payments would go away. This could potentially be a multimillion dollar impact to the tax payers. Commissioner Ahern asked if the county has the option of privatizing the nursing home. HSA Bishop stated that they could consider it but Sullivan County privatized and backed out after a year. Commissioner Lauer stated that she would like to find out information from Sullivan County as to the issues they faced and why they changed back. Commissioner Ahern stated that he is not in favor of privatizing but sometimes you have to offer the nuclear option. HSA Bishop recommended that the Commissioners talk to Nursing Home Administrator Labore about this first before talking to anyone else.

Supt. Oakes arrived and gave the following report:

**February 21 – March 20, 2017**

**COMPLEX**

**Forced Sewer Main** – Pathways Consulting, LLC provided a Preliminary Engineering Opinion of Probable Cost that provides a budgetary estimate that we can use to cover the engineering and physical replacement of the subject line between the county’s main pump station and the interceptor. The cost is \$209,343, which is more than twice what I anticipated (see attachment). The evening of 2/21 I met with the Town of Haverhill Select board to discuss concerns they have about the project (see attached e-mail).

- The selectmen agree we should define clear boundaries and they are willing to provide a right of way to their property so we can perform necessary repairs to our line if needed
- The town manager is reaching out to the State of NH to seek approval so that we have permission to use wheeled vehicles to support repair and or replacement of the subject forced main
- The town manager provided me with various maps of the subject trail in an effort to clarify boundaries. The most important map is the Federal Valuation Plan V21, Map 125
- I secured copies of the deeds showing the railroad’s sale of the subject land to the State of NH and another deed showing the sale of the same land sold by the State of NH to the Town of Haverhill. The boundaries described in both deeds refer to the Federal Valuation Plan V21, Map 125
- I’ve concluded that a portion of the county’s sewage forced main and the interceptor are clearly within the boundaries of the town’s property, thus we must seek a right of way to perform any maintenance on the existing line or any work related to replacing sections.

**Sprinkler Inspections** – Hampshire Fire Protection was on site in late February and completed quarterly inspections in all our buildings with sprinkler systems. They also completed the 5-year internal pipe inspections on the DOC and Biomass systems along with the 5-year gauge replacements.

**Fire Alarm Inspection/tests** – Alarmco inspected all the fire alarm systems throughout all our buildings in the complex. The nursing home’s kitchen fire curtains released but didn’t cascade closed as they should. My staff adjusted the brakes on all the affected units and they all operated correctly on the retest.

**Elevator Safety Tests** – Alarmco and Stanley Elevator techs conducted an annual test on all applicable elevators throughout the complex, testing the shunt trip and elevator recall functions, which are triggered by fire alarm devices tied to each elevator. All functioned normally

**Boiler Tuning** – Dept. staff cleaned, tuned and tested all the fuel oil boilers in the nursing home, administration building and courthouse to support efficient operation and reporting requirements for NH DES and the EPA

**LED Lighting Upgrade** – Installed new energy efficient LED light fixtures at the courthouse entrance drive, courthouse main parking lot and the sheriff dept. lower parking lot. Also installed new fixture at the rear entrance of the administration building. The new LED lights greatly improved the lighting in these areas and are projected to substantially reduce operating costs.

**Water Tank** – The SCADA system that monitors & controls the water tank levels intermittently dropped off line. *After consulting with the support contractor, dept. staff raised the SCADA system antenna several feet to improve reception.*

### **COURTHOUSE**

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

**Fire Alarm** – The remote annunciator panel in dispatch showed a TROUBLE in the system but the main panel did not. We replaced the subject annunciator panel, which resolved the issue.

**HVAC** – The reheat coil above the hard ceiling in the Circuit Court Office space started leaking a few weeks ago. The only access to this unit is via 1’x1’ access panels located in the ceiling at the isolation valves. We were able to turn off the hot water flow to the coil, but we were unable to determine the root cause of the leak or fix it because we can’t access this equipment. The ceiling in this space is coated with asbestos and it must be abated to facilitate access. In the interim I’ve given the officer manager approval to use space heaters in this office until the reheat coil gets fixed

### **NURSING HOME**

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

**Kitchen** – Walk-in cooler evaporator fan failed and system is low on Freon...*serviced Freon and replace fan blade and motor assembly*

**Scales** – Roll-on scale used by Profile nursing staff to weigh residents reported the scale readings were erratic...*dept. staff replaced the scale’s load cells*

**Laundry (washer 3)** – Daniels Equipment Co. completed and dept. staff completed the installation of the new 100 lb. washer

**Laundry (washer 2)** – Daniels Equipment Co. Installed a used inverter in washer 2 to repair this washer when it failed to operate

**Laundry** – Dept. staff and CFW Electric relocated the laundry’s ozone generator equipment and put it on its own circuitry. Previously it was tied into washer 3.

**Laundry** – A Daniels Equipment Co. Technician identified that the new washer required dummy neutral fuses in its disconnect or a new non-fused disconnect in order to avoid possible



damage to the new machine and premature voidance of its warranty. *Dept. staff installed dummy neutral fuses in all the machines at both the nursing home and DOC.*

**Life Safety** – The delayed egress function of the maglocks securing double doors onto Meadow and Maple did not work. Despite numerous adjustments neither worked consistently. *ESL Distributing, LLC technicians installed new maglocks at both locations*

**Life Safety** – The Veteran’s Administration conducted its annual inspection of the nursing home, which included inspection of all supporting maintenance documentation. The inspector cited a few minor discrepancies with the facility, which my dept. staff fixed on the spot. He found the documentation free of errors.

**Administrative Areas** - In process of repainting all offices and common areas throughout to support staff shuffle...*completed all offices and are now finishing up 2<sup>nd</sup> floor corridor*

### **ADMINISTRATIVE BUILDING**

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

**Deeds Service Area** – Dept. staff enlarged the service counter by increasing its depth. They also installed new laminate on the upper and lower counters. Lastly, they constructed a new wall and header to support the new glass curtain wall that will be installed by Mayo’s Glass. Late last week Mayo’s Glass took final measurements and ordered the material. There is a 2-week lead time to get the materials. Mayo’s will install the glass within 1-week of material receipt.

**Deeds archive** - Humidifier not working...*dept. staff replaced a bad contactor*

**North Stairwell** – The handrail on the West elevation became loose and started falling off the wall due to crumbling plaster. Dept. staff patched the affected areas of the wall, reattached the handrail and touched up the paint to blend in with the surrounding area

### **DEPT. OF CORRECTIONS**

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

**Area F Sitting Area** – The masonry ½ wall supporting large screen TV’s in the sitting area has become detached from the floor and can be rocked back and forth. *Last week I reported the finding to H.P. Cummins, the construction manager, and Mas-Con, the installer. I have not yet heard back from either.*

**Area D Shower** – An inmate broke the stem off of the thermostatic control...*dept. staff replaced the thermostatic control*

**HVAC** – Heat pump WHP-H1 has a bad motor protector...*Replaced bad motor protector*

**HVAC** – The vast majority of HVAC warranties have expired and only the water-to-water heat pumps remain under warranty. Come October none of our HVAC equipment will be under warranty. Based on the prolific repair history of the heat pumps while under warranty, I fully expect the trend will continue and that they will cost us a lot to maintain. Although we are not experiencing any issues at the moment, we can anticipate seeing issues particularly in the shoulder seasons of spring and fall when there is a lot of demand on these systems to provide heating and cooling in the same day.

**HVAC** – Four air-to-air heat pumps are located in areas above the ceiling where access to them is virtually impossible, thus hindering routine maintenance. *Dept. staff installed through wall access doors above the ceiling at each location to provide the necessary access to maintain these units.*

**Propane Vaporizer System** – Upon a routine inspection dept. staff discovered the system not working properly. Troubleshooting revealed that the thermopile had failed. *I ordered a new one and it was installed yesterday.*

**Security Doors** – A few doors throughout the facility showed unsecure when closed...*dept. staff adjusted micro switches to accurately display each door's position*

**Kitchen** – LH upper convection oven stopped working...*dept. staff replaced the gas valve*

#### **MAINT/FARM BUILDING**

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

#### **FARM**

**Farm Outbuilding** – Discussion of plans/outcome for small outbuilding by silage bunkers. It is in disrepair and may not be worth sinking money into it to restore it. Donnie does not want the building. Currently, the farm stores fencing materials in this structure. There are also antique materials and farming equipment stored here that appear to have value.

**Farm Office** – the electric heater in the farm office stopped working. *Dept. staff fixed a couple of broken wires and cleaned the heater*

#### **BIOMASS PLANT**

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

#### **ALTERNATIVE SENTENCING BUILDING**

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

**Throughout** – Dept. staff completed painting of all staff offices throughout to support a staff shuffle. *We are currently in the process of painting the conference room and hallway*

## **VEHICLES & EQUIPMENT**

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

CA Libby read a letter from the Sheriff's Department requesting out of state travel for Detective Eric James to attend the "Internet Crimes Against Children" in Boston, MA from April 18<sup>th</sup> – 20<sup>th</sup>. All of the training is being provided by the National Criminal Justice Training Center. The total expense for this training, meals, mileage and lodging will be one-hundred percent reimbursed to Grafton County by the New Hampshire Internet Crimes Against Children's Grant.

Commissioner Piper moved to approve the out of state travel request for the Sheriff's Department. Commissioner Ahern seconded the motion and all were in favor.

CA Libby read two (2) overnight travel requests from Dispatch. The first request is to send two (2) dispatcher trainees to the "SPOTS" certification training at the New Hampshire State Police in Concord from March 28<sup>th</sup> – 31<sup>st</sup>. This training is required by all new Dispatch hires. Overnight housing has been secured at the NH Fire Academy. The cost will be \$240 for both, which is available in the Dispatch training budget. The second request is to send several staff members to the New Hampshire Emergency Dispatchers Training Conference in North Conway. This year's event will be April 9<sup>th</sup> – 12<sup>th</sup>, at the Red Jacket Mountain View Resort. The total conference cost will be approximately \$1,740.08, which is also included in the Dispatch training budget.

Commissioner Ahern moved to approve the two (2) overnight travel requests from Dispatch. Commissioner Piper seconded the motion and all were in favor.

CA Libby noted that this year's Primex Conference will be held May 10<sup>th</sup> – 11<sup>th</sup> at the Mt. Washington Hotel. She stated that the conference itself is free because the county is a Primex member. She stated that she will send the Commissioners the link with the information.

11:36AM With no further business the meeting adjourned

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Wendy A. Piper, Clerk