

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
August 20, 2019

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

OTHERS PRESENT: Register of Deeds Monahan, Maintenance Supt. Oakes, County Attorney Hornick.

Supt. Oakes arrived and gave the following report:

COMPLEX

Shipping Container Storage – Level site with crushed stone and compacted. Meadow delivered container and my staff leveled it. Constructed forms to pour concrete pad next to container. Carroll Concrete scheduled to deliver concrete on Thursday AM.

Paving Project

- Structures: Inspected three manhole locations in main project area which had slumped. Confirmed all upper portions were degraded by road salt and needed rebuilding prior to paving commencing. Two locations were abandoned structures, so I had my staff fill them in with gravel. The other Blaktop repaired.
- Repair areas outside main project area: Blaktop cut out numerous sections of bad asphalt and paved all of them
- Main project area: Blaktop has completed 90% of the project and is projected to complete the remainder on Tuesday, August 20th.
- Line striping: NICOM is scheduled to stripe the entire project area Thursday morning.

Kitchen Hoods & Ducts – New contractor completed 6-month inspection and cleaning of the DOC and nursing home hood systems...no defects

COURTHOUSE

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

HVAC

- Air handler AC1 DX cooling stages 1, 3 and 5 will not cycle back on when needed after shut down from last cooling cycle. Need to go to roof to reset relays to get it to run again. North Country Mechanical (NCM) troubleshooting.
- AC1 Supply fan calling on but unit did not start...repaired loose wire on Distech controller

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC – Condensing unit ACCU3 that supports 69 Building cooling had broken pressure switch. NCM bypassed as temporary measure until a new switch can be installed...replaced switch.

Sprinkler System – Dry system air leak at 2” connection above purchasing...Hampshire Fire scheduled to replace bad section

Elevator – Main elevator jolts and makes noise on launch and landing. Stanley Elevator tech adjusted hydraulic up start and stop and also down start and stop for smoother run

Kitchen

- Food warmer from Granite has bad blower motor...replaced motor
- Meadow & Employee Dining room steam table power indicator lights inoperative...replaced indicators

Common bathrooms

- Meadow Penner tub temperature display cracked...replaced temperature display
- Granite shower chair broken...replaced seat

Security – Lockset to mechanical room behind conference room has worn out lockset...backordered

PT Porch - Fascia and shadow board was rotted in some areas. Needed replacement. Soffit needs securing in some spots below. Area needs scrapping, priming and paint. Completed all but painting

Front Entrance – Columns are split and base trim separating. Whole entrance area needs power washing and painting too. Completed everything.

Make Up Air Unit - Propane fire burner has a couple cracks. Should replace those sections before colder months...in process of trying to get replacement parts

ADMINISTRATIVE BUILDING

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

Plumbing – Pipe to upstairs bathroom sink leaking at elbow...replaced bad elbow and installed isolation valves while in process

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Plumbing - Inmate broke faucet spout in C105 Dayroom...replaced spout

Mechanical Rooms – Fabricated and installed new stairs and railings in mechanical rooms C201 and F206 so they have a much gentler rise

Kitchen

- Dishwasher pump channel elbow smashed...replaced elbow.
- Two wells not heating in hot cart...repaired broken wires

HVAC

- Heat pump HP-B8 would not cool...replaced contactor
- Heat pump WHP-F1 Freon leak on circuit A. Evacuated refrigerant. Brazed broken line and brazed in filter drier. Pressurized system with nitrogen to test for leaks. Serviced system with refrigerant.
- Refrigerant exhaust fan REF-C1 motor overheats and shuts off...removed mud wasp nest from motor. Test good.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Dairy Barn

- Double pane window in birthing stall area broke...removed broken glass. Will replace before winter
- Middle section West elevation needs painting. Prep was done last fall. Started job and pump sprayer compressor failed. Painted are...trim still needs doing.
- Trim on South section on North elevation needs painting. Prep was done last fall.
- Exterior of Milk parlor and office needed pressure washing and painting...completed
- Pipeline pump leaking at seal plate...replaced plate and seal
- Sawdust area safety chains and eyelets missing by SW high drive, so there is no fall protection...installed all new ones

BIOMASS PLANT

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

Boiler - Shuts down on switch over from utility to generator. Possibly bad UPS batteries or phase voltage time delay relay needs adjusting. Ordered new batteries for UPS

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC - Furnace economizer doesn't work...NCM replaced.

Flooring – Conference room and corridor carpets are heavily soiled...Mayo's flooring scheduled to rip up carpets and lay down new VCT flooring and cove base molding in late August

VEHICLES & EQUIPMENT

2004 Dodge 2500 – Bid opening

OTHER

Outbuilding Disassembly – Keeper Barns will be starting demo of outbuilding on Friday.

Commissioner Lauer asked if everyone had a chance to read the minutes from the August 13th meeting. Commissioner Lauer and Commissioner Piper had a couple of grammatical edits.

MOTION: Commissioner Piper moved to approve the minutes from the August 13th meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers 5&6;10021017-1023.

CA Libby stated that the Ribbon Cutting Ceremony for Boulder Point Permanent Housing for Homeless Veterans in Northern New Hampshire will be on September 6th.

CA Libby stated that the Bar Association is requesting that their deadline to be out of the Lawyers' Lounge be extended until September 30th. Kristin Ross, President of the Grafton County Bar Association, emailed her, stating that she is currently in contact with the Circuit Court to use their space and they are more than likely unable to get everything done before their August 31st deadline and is requesting that they extend their deadline another month. Commissioner Lauer stated that they are making good progress and she would be in favor of extending the deadline. Commissioner Piper and Commissioner Morris agreed.

MOTION: Commissioner Piper moved to extend the deadline to September 30th. Commissioner Morris seconded the motion and all were in favor.

County Attorney Hornick arrived to update the Commissioners on a couple of items.

Atty. Hornick stated that she was at a meeting in Concord with Judge King and he brought up to her the space issue and was talking about the fact that Pam from Circuit Court had reached out to him. He wasn't sure of the details of it as he is not familiar with the building. He knew that there was an issue with the Bar Association and he said that this is why they do not put County Attorney's Offices in County buildings anymore because they do not want the public defenders to claim that they do not have the space they need. Atty. Hornick stated that she had told Judge King about Supt. Oakes' concerns and feelings on what would be the best way to shift space because of work that has already been done. Judge King had stated that he needs to see this space before he can make a decision. She stated that if they can get these people involved things may run more smoothly and Supt. Oakes' suggestion might be considered more. Atty. Hornick stated that they are setting up a virtual tour of the courthouse for Judge King and others who are unable

to all make it up at the same time. She will be having the virtual tour Thursday or Friday. CA Libby stated that from a cost savings standpoint they will have to put a lot less money into moving people into an already completed space versus renovating the Lawyers' Lounge into office space. She stated that there will be changes that need to be handled with the current lease with the Circuit Court. She will need to find out what the square footage difference will be and adjust the lease accordingly. Atty. Hornick stated that she will keep everyone updated as she has more information. She will be contacting Kristin Ross and Pam K to update them on the virtual tour as well.

Atty. Hornick stated that several towns in Grafton County paid a certain amount of money to the Central Grafton County Prosecutors Association in exchange for prosecution services. She stated that as she's looked at this over time she has noticed that the towns are paying a lot of money. It allowed the police chiefs to have control over their misdemeanor cases. She stated that Central Grafton County Prosecutors Association's prosecutor gave notice in June that he would be done in July. The Chiefs in that association tried to find a prosecutor on their own but were unable to. Atty. Hornick stated that she has talked to them and said that if they were to need help with their prosecution, she would need to be told in advance so she can have time to plan for it. She stated that there has been a gap between the county and the police chiefs and she is trying to bridge that gap. Atty. Hornick stated that the police chief's goal is control and having to dissolve this Prosecution Association. She has told them that she does not need to have control over Circuit Court level cases. If they are looking for the County to provide them with a full-time prosecutor, they will need Commissioner approval along with looking at the financial side of it and making sure they are covering all costs associated with this position. She stated that she will be meeting with several police chiefs tomorrow to further discuss their options and decide if financially they can make this happen. She will then come to the Commissioners with a proposal. There are two (2) attorneys that she could ask to step in temporarily to see if this is something that makes sense to continue. She stated that she will also keep the Commissioners informed as she finds out more.

Atty. Hornick stated that they are in need of more support help. She stated that over time former County Attorney Saffo did a good job of getting the attorneys the office needed but now they need the support staff to assist those Attorneys. She stated that she will be looking into that in the next budget cycle.

Atty. Hornick stated that Annie Kuster's office reached out to her to see if she can participate in a sexual violence round table. She stated that she attended this yesterday at the Voices Against Violence Office.

Register of Deeds Monahan arrived to discuss a few items with the Commissioners.

RD Monahan stated that that their CD matures today and she has not heard from Treasurer Hill. She discussed the CD with CA Libby and CA Libby stated that she will look into it. RD Monahan also noted that a number of years ago she had asked former Human Services Administrator Bishop what they are insured for should they have a disaster occur. She stated that this was the year they had a performance audit done as well and they were told that the data base

was not an asset of the county because they never purchased it, but it is invaluable to replace. She stated that she has kept her eye on their surcharge as this is a backup insurance policy should something happen. RD Monahan has hesitated in writing her complete disaster recovery plan because this is a large missing link. She stated that this is more information for the Commissioners to be aware of.

RD Monahan also noted that before the Commissioners go into their nonpublic session, she wanted to state that she feels in the 9.5 years she has been here there is an over reliance on the nonpublic session. She stated that the Municipal Association is doing a training on when it is and is not appropriate to go into nonpublic session. She stated that this is just a reminder for everyone of when transparency in government is needed.

MOTION: * 9:57 AM Commissioner Piper moved to enter into 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 Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:30 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes

Attorney Bonsignore arrived to meet with the Commissioners.

10:38 AM Commissioner Morris moved to temporarily adjourn this meeting for the purpose of consulting legal counsel. Commissioner Piper seconded the motion, and all were in favor. Commissioner Lauer stated that they will now adjourn this public meeting for the purpose of consulting with legal counsel. The public must leave the meeting room and the door will be closed.

11:17 AM Commissioner Lauer reconvened the meeting.

MOTION: Commissioner Piper moved to authorize County Administrator Libby to enter into any necessary legal action for the next week. Commissioner Morris seconded the motion, and all were in favor.

Commissioner Issues:

Commissioner Piper gave a report on the NHAC meeting she attended two (2) weeks ago. She noted an update from the DuPont Group on the Solar Energy Project. It was stated that the counties could come together to determine how to use energy efficiently by possible sharing energy. The NHAC could research how to use energy most efficiently and if one (1) county were to have a solar installation they could provide that energy to another county. It was suggested that they work with a company called Clean Energy New Hampshire and they will collect the information from counties and put out a request for information and pool the information together. Commissioner Lauer stated that it is a great idea but Grafton County is unable to participate as of right now because of the net metering issue with Woodsville Water & Light.

Commissioner Piper noted that people from Cheshire County wrote a letter called "Local Taxpayers Can't Bare Brunt of State Costs". The letter outlines items such as the meals and room tax, business profits tax, highway block grants, and ways in which the state was supposed to share revenue and work with municipal and county government. She read the letter to the Commissioners and gave them a copy of it.

Commissioner Morris attended a Mental Health event at Dartmouth last week. She stated that it was a worthwhile event.

The Commissioners discussed the tasks they have been given for the opioid lawsuit and what it is they need to complete.

The Commissioners discussed the department head evaluations and set a date of September 10th to have them completed by.

Commissioner Lauer reminded the Commissioners that there is a Social Services Subcommittee meeting tomorrow at 9:00am and also a Commissioner Council meeting Friday at 10:00am.

11:37 AM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk