

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
November 17, 2020

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

OTHERS PRESENT: Sheriff Stiegler, HR Director Clough, Maintenance Supt. Oakes,

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

Commissioner Piper participated electronically according to RSA 91-A: 2 with the reason being she was unable to attend the meeting in person due to medical reasons. Electronic participation was at her request. It was noted that all votes must be taken by a roll call.

Sheriff Stiegler arrived and gave the following report (*see attached)

Sheriff Stiegler stated that the Sheriff's Department did not receive the VAWA grant due to the memos not being on Department of Justice letterhead. He stated that it is unfortunate as a lot of time went into putting the application together.

Commissioner Lauer asked if everyone had a chance to read the minutes from the November 10th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the November 10th meeting. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

Supt. Oakes arrived and gave the following report:

COMPLEX

Building Automation System Project Update

- Air handler VFD and disconnect work 100% complete in Administration Building and 90% complete in Nursing Home. Air handler HRU 1 is the only one left
- BACNET and thermostat wiring ordered and in shipment to us.
- Alliance was in the process installing upgrades to existing software on an IT server and installing new software on another IT server for the global controls being replaced in the Courthouse, Nursing Home and Administration Building
- Alliance engineers are still working on the design of wiring schemes, programming plans and drafting materials lists

Elevators – Stanley Elevator completed quarterly inspections on all elevators and they did not note any discrepancies.

Underground Storage Tank (UST) Testing – Lakes Region Environmental (LRE) completed annual inspection/testing of our four UST systems and passed three of them. The inspector was new and the ratings he arrived at seemed disjointed for what he wrote up. Most write-ups are being addressed by in-house staff.

1. Nursing Home

- a. Copper lines entering building's foundation are low melting point (recommend termination enclosure/firebox). *Manning has been down this past month so we haven't gotten to this yet.*

2. Courthouse

- a. Fuel pipe in contact with cement in one location. Remove cement around pipe and fire caulk. *Manning has been down this past month so we haven't gotten to this yet.*
- b. Underground piping that enters building needs pipe termination enclosure/firebox. *Manning has been down this past month so we haven't gotten to this yet.*
- c. Spill bucket fail...*Lakes Region Environmental completed this work*

3. DOC

- a. Recommend painting exterior fuel piping and generator base tank due to corrosion...*completed*

Generator AST & UST Fuel Quality

- We have been 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 have been removing water and sludge from the bottoms of all our UST's. We will be adding fresh fuel, fuel stabilizers and biocides to these tanks once the old fuel levels are down far enough.
- We have also been removing water and sludge from the generator AST's. This work is not complete yet. My plan is to purchase our own fuel polishing equipment and do that work in house. Additionally, we will be treating fuel with biocide and fuel stabilizers.

COURTHOUSE

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

Architectural & Engineering Study – Thus far five (5) A&E firms have conducted a site visit and all have expressed interest in submitting a proposal.

The PROJECT TIMELINE:

October 26 – November 27, 2020
November 30, 2020

Project advertising & site visits
Bids due no later than 3 PM EST

December 1, 2020
December 8, 2020
December 15, 2020
April 1, 2021

Bids opened for review
Projected bid selection
Projected Project start
Final report due no later than date

Sheriff Department

1. Sheriff Stiegler ordered new cubicle work stations for his front office staff. Collectively, his staff and mine emptied the office in preparation for it and my custodial staff cleaned the carpets. Yesterday W.B. Mason staff set up the new cubicle work stations.
2. Disassembled the cage area that was the Sheriff's evidence area and helped his staff setup a new evidence area in the next room over.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Office Moves – Spent 2-days relocating PT back to their main office and exercise room and moved several of Craig's office staff to different offices that better suit their needs

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 10/15 quarterly site visit

Sewer Backup – Sewer drain pipes serving the kitchen corridor area kept backing up through the floor drains. Some staff are flushing sanitary items that should never be flushed. I asked Craig to discuss this with his staff. Due to reoccurrences over a 2-week span we investigated further and found two cast iron angled transition pieces were fairly scaled from rust, which caused waste to catch in these areas and eventually lead to plugged pipes. We replaced both sections.

Laundry – Working with the Troy McKean and his vendor on the procurement of two new 120-lb. dryers. The one the vendor speced out will not work due to gas-code space restrictions. I've informed Craig Labore & Troy they need to go back to the drawing board and find equipment that fits the existing space conditions.

Granite Breakroom – Removed stained old carpet and installed a new vinyl composite tile floor with new cove base moldings. This room has historically been cool most winters so we added an extra 6-feet of fin tube to create a larger heat mass.

ADMINISTRATIVE BUILDING

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

HVAC - Boiler 2 kept shutting down on flame failure. Initially we changed the fuel filter, cleaned the photo sensor, and changed the fuel nozzles. None of these actions worked. Further trouble shooting lead to finding a bad fuel solenoid on the low-fire side of the pump. We moved the high fire solenoid to the low side but the problem persisted. After another day of troubleshooting one of the guys noticed the flame holder was bent, which very unusual. After fixing that the problem went away.

Fire Alarm – Contractors JCI and ISD replaced the fire panel yesterday and tested 10% of inputs and 100% of outputs. All tested well. On Wednesday Alarmco will be on site to do a 100% test of the inputs.

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Showers – A dozen showers throughout experienced bubbling of their epoxy coated walls. To address this problem my staff met with a Tenemec product representative and determined water in the wall is causing the issue. They determined the water is coming from the shower panels that are not well sealed against the epoxy painted walls. They discussed procedures we have to follow to properly correct this problem and the products needed for this work. The Tenemec rep. said it will be a long drawn out process and said we may want to consider using contractors for this work. I would like to try repairing one using in-house staff just to see how well it goes. With that said, I will be ordering just enough product to complete one shower to see how it goes using in-house staff.

Refrigeration – Found Kitchen RH walk-in cooler at 52 degrees Fahrenheit. Found after market defrost clock mounted in evaporator stuck on. Unit has factory clock so this didn't make sense. Disabled aftermarket one and adjusted factory one. Fixed small refrigerant leak at packing nut. Tightened nut. Adjusted low pressure switch from 0 psi to 20 psi.

Safety / Security

- Employee entrance door closer failed...having hard time finding replacement parts. Cannibalized parts from IT closet door that infrequently gets opened. *Installed new closer in IT door location.*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Farm shop – Propane-fire space heater exhaust flue heavily corroded...*Installed new flue pipe*

FARM

Nothing to report

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

HR Director Clough arrived to review the Employee Handbook updates and requested approval from the Commissioners. She stated that this has been discussed with both the Department Heads and Employee Council. She noted that many changes are clarifying language or adjusting format. She reviewed the various changes with the Commissioners and answered questions.

MOTION: Commissioner Morris moved to approve the recommended changes in the Employee Handbook as presented by HR Director Clough with the exception of the addition of the \$10 per year bonus for retirees over thirty (30) years of service. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes”, Commissioner Morris “yes”, Commissioner Lauer “no”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

MOTION: * 10:23 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted pursuant to RSA 91-A: 3, II (a) 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.

* 10:59 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 “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes

Travel Guidance – HR Director Clough stated that the State has updated their travel guidance policy. As of November 12, 2020, you now have the option of shortening a travel related quarantine by getting a test on day seven (7) of quarantine to test for active SARS-CoV-2 infection. This test must be a molecular test and antigen tests are not accepted for this purpose. She asked the Commissioners if they would like to update the County’s travel guidance as well as they have been following the state’s guidance. The Commissioners agreed for HR Director Clough to update the travel policy.

Commissioner Lauer stated that they all received an email from the Register of Deeds requesting to be a member of the next interview committee for the County Administrator position. Commissioner Lauer stated that her feeling at the time was that they have eight (8) appointed department heads. They report directly to the County Administrator and their input is important during the hiring process. She stated that the Elected Officials do not directly report to the County Administrator. The Commissioners agreed. HR Director Clough stated that in the past when they hire department heads there are different ways they have gone about it. They do not have a specific hiring committee. The Commissioners agreed to turn down the Register of Deeds request as they feel that only the appointed department heads who report to the County Administrator should be on the committee.

The Commissioners signed check registers: 23-24; 1093-1096; 1098-1099

CA Libby stated that William Doucette Auto was the high bidder for both the 2003 Chevrolet G Van and the 2011 Ford Expedition from the DoC when bids were opened on October 27th. She stated that they were unable to get a transport company to pick up the vehicles and called their office to let us know they have to turn down their bid and asked that the award be given to the next highest bidder. CA Libby stated that there were only (3) bids received and second highest bid was Water Radicioni who bid \$1,256.00 on the 2003 Chevrolet and \$956.00 on the 2011 Ford. CA Libby stated that she recommended that the Commissioners rescind the original bid to William Doucette Auto and accept Walter Radicioni’s bids.

MOTION: Commissioner Morris moved to rescind the original bid to William Doucette Auto. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes”, Commissioner Morris “yes”, Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

MOTION: Commissioner Morris moved to accept Walter Radicioni’s bids of \$1,256.00 for the 2003 Chevrolet and \$956.00 for the 2011 Ford. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes”, Commissioner

Morris “yes”, Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

CA Libby submitted a MS-1 Form for Livermore for all three (3) Commissioners to sign.

Certificate of Vote, BDAS Grant –CA Libby stated that the current grant expired on September 30th. A new RFP was sent out but then it was pulled and the current contracts for the grants are now being extended for everyone. She explained that the County is in the process of renewing it and needs to provide the Certificate of Authority. The Commissioners need to approve the Certificate of Authority allowing her to authorize necessary documents for the grant.

MOTION: Commissioner Morris moved the following resolution: **RESOLVED:** That, Julie L Libby, County Administrator is duly authorized on behalf of Grafton County to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes”, Commissioner Morris “yes”, Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Long Term Care Stabilization Payment Re-Activated – CA Libby stated that the Governor reinstated this yesterday. Nursing Home staff will now be receiving the \$300 per week/\$150 per week bonuses again. The program is identical to what it was before. It was effective immediately and will run through December 30th. CA Libby states that the County will have to pay the employer portion of related taxes as previously this was reimbursed by GOFERR funds and that funding has lapsed.

Broadband Legal Services – CA Libby stated that she received an email from Shawn Tanguay stating that the Broadband Committee had reached out requesting him to provide legal services in certain areas of the committee. He has not charged Grafton County for his services up to this point, until he was asked to provide legal services for the committee and he has asked how the County wanted to go about this. CA Libby stated that she told S. Tanguay that she would need to discuss this with the Commissioners. She asked him if he had a rough cost estimate. S. Tanguay stated that what he has seen work well is setting a cap and then reevaluating once that cap is reached. Commissioner Piper stated that she would like to see the County facilitate this and asked if their taxpayers want to pay for this committee. The Commissioners discussed the issue further and agreed that they want to know what kind of legal advice the committee is looking for. CA Libby stated that she will reach out to Nik Coates who is the Chairman of the committee.

CA Libby stated that the State of New Hampshire has accepted the \$250 per month fee going forward for the upcoming DMV lease renewal and have sent the paperwork to start this process. CA Libby stated that they need a Certificate of Authority as well authorizing her to execute any

documents necessary for the lease.

MOTION: Commissioner Morris moved the following resolution: **RESOLVED:** That, Julie L Libby, County Administrator is duly authorized on behalf of Grafton County to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes”, Commissioner Morris “yes”, Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Social Service Agency RFP – CA Libby stated that it is time to get the RFPs sent out for FY 2022 funding. The Commissioners need to discuss what the process will be. Commissioner Morris stated that she does not feel they need to revisit agencies they know very well again. She suggest they use the same RFP and time frame as last year. From that point on it is up to the new Board of Commissioners. Commissioner Piper stated that she thinks they should continue to narrow their focus on funding. Commissioner Lauer stated that she agrees that they use the same form. They used it for a year; it worked well and made it clear where the County’s areas of focus will be for funding. Commissioner Morris stated that she will review the RFP and cover letter this week which will allow CA Libby to get it sent out by the end of this week.

Commissioner Lauer noted the email that they all received from Register Monahan about the Swearing In and Oath of Office for the Elected Officials. CA Libby stated that it will be on January 6th. She stated that it will probably be different this year due to COVID. Commissioner Lauer stated that she did not think about the impact of COVID 19 on their Swearing-In Ceremony so she was grateful to have the email from Register Monahan to remind them to think about it. CA Libby stated that she will reach out to Dave Carlson to discuss this with him and make a plan.

October Financial Reports

Monthly Variance Report:

CA Libby stated that there is a lot of red on the report right now. The Farm is doing well from a revenue standpoint. The sale of livestock line has exceeded what they had budgeted due to their work on reducing the number of heifers in their herd. The Register of Deeds is doing very well. They are already over halfway collected for their revenue goal for the year in the first four (4) months. The Sheriff’s Department is slow right now so that revenue will be something to watch as they move forward. CA Libby noted that the DoC BDAS revenues have not been billed for October due to them entering into a new agreement. They will be able to backdate to October 1st once the new agreement is set. She stated that they have collected taxes from four (4) towns, which has helped from a cash flow standpoint.

Expense – CA Libby stated that there were three (3) payrolls in the month of October which will skew the numbers for smaller departments but that will sort its way out throughout the year. They continue to do well on the expense side.

Nursing Home – CA Libby stated that they are showing they are below revenue by \$32,000. They have received \$205,750 in Cares Act money that has helped offset the lack of revenue. She stated that NHA Labore said the census had dropped to 104, which is alarming to her. The census as of this morning is 103 and they budgeted 120. She took what they budgeted based on the payor sources they budgeted for. They should be receiving \$27,556.60 per day in patient revenue and they are receiving \$22,911.82, which equates to a loss of approximately \$139,343 per month for each month that the census remains that low. If they are unable to admit more residents, they are going to start to take a hard hit in the Nursing Home revenue. Commissioner Morris stated she thinks they need to have a conversation with NHA Labore about thinking outside the box on how to get residents in. They have done a great job so far but the census is dropping and they need to try to address it. CA Libby stated that right now the numbers do not look bad because they have not caught up to where the census is at. They have put an application in for Phase 3 of the Provider Relief payments from the federal government but those are based off impacts in the first two (2) quarters of 2020 vs 2019 and they did not see the impacts then that they are seeing now. Commissioner Lauer asked if they should suggest CA Libby talk to NHA Labore to put him on notice to think of ways to increase the census and give him a heads up the Commissioners would like to discuss it with him. Commissioner Piper and Commissioner Morris agreed.

Over Expenditure Report – CA Libby stated that they are showing many accounts over expended but she noted that many of them have been or will be reimbursed with GOFFER funds

Commissioner Lauer reminded everyone of the Executive Committee on Monday at 9am.

11:48 AM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris
Clerk



Jeffrey F. Stiegler
Sheriff

Grafton County Sheriff's Department

3785 Dartmouth College Highway • Box 6
North Haverhill, NH 03774-4936
www.graftoncountysheriff.net

"In Service to Our County and State"



DISPATCH EMERGENCIES
603-787-6911

ADMINISTRATIVE AND CIVIL
TEL 603-787-2111
FAX 603-787-2005

October 2020

- Prisoner Transports: **45**
- CSO movements from the jail to Court: **00**
- Involuntary Emergency Admissions (IEA): **9**
- Arrest: **31**
 - Arrest on a warrant, superior or civil, instate wanted, and on sight arrest
(people who we send to court)
- Civil: **116**....Total Services
 - 63**.....Abode
 - 45**In Hand
 - 7**.....Could not locate
 - 1**.....Registry
- Motor Vehicle Stops.....**25**
- Total # of Active Warrants..... **344** Criminal
 - 17** Civil
 - Total = 361**
- Total Miles Driven: 22263

**Grafton County Sheriff's Department
Investigative Services Division Activity**



October 2020

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Unit had the following activity for the month of October 2020.

2 Child Exploitation Cases Referred Out Of State To Other Jurisdictions
- To Include AFSA and Child Sexual Abuse Images

1 Assault at HOC

1 Criminal Mischief – HOC

1 Criminal Threatening - HOC

3 Acts Prohibited / Delivery of Articles Prohibited

1 Subject Indicted for AFSA / FSA in Belknap County (Conflict Case from 2015)

1 Subject Indicted Possession of CSAI Belknap County

5 Cyber Tips

4 Search Warrants

2 Federal HSI Subpoenas

8 Technical Assists

Move the Evidence Room

ICAC Temporary Position Created

1 Investigator FBI LEEDA – Internal Affairs Investigations (1 week)

4 Pre-employment poly

Stat Tracker in Computer Forensic Unit Crashed – working on resolving this issue.....

United States Senate

WASHINGTON, DC 20510

October 26, 2020

Detective Wayne Fortier
Grafton County Sheriff's Department
3785 Dartmouth College Hwy
North Haverhill, NH 03774

Dear Detective Fortier,

On behalf of the NH Congressional Delegation, I would like to congratulate you on being selected for a 2019/2020 New Hampshire Congressional Law Enforcement Award in the category of Career Service.

Your nomination for this award was forwarded by Grafton County Sheriff Jeff Stiegler to a committee comprised of current and retired law enforcement personnel who represent a cross-section of the New Hampshire law enforcement community. After review, your nomination was unanimously approved for receipt of this award.

Throughout your career in law enforcement, your service to the citizens of New Hampshire has been an exceptional example of dedication, professionalism, sacrifice and valor.

The ceremony for these awards is held annually in the month of October at NH Police Standards and Training. However, due to the COVID-19 pandemic, the decision has been made to postpone the ceremony and recognize this year's honorees at the 2021 ceremony. You will be notified prior to the date for the details of the ceremony.

Thank you for your service to the communities you have served and the people of the great State of New Hampshire. If you have any questions, please don't hesitate to contact Chris Scott in my office at 603-647-7500 or chris_scott@shaheen.senate.gov.

Sincerely,



Jeanne Shaheen
United States Senator

Cc: Sheriff Jeff Stiegler

United States Senate

WASHINGTON, DC 20510

October 26, 2020

Detective Justin Charette Combs
Grafton County Police Department
3785 Dartmouth College Highway
North Haverhill, NH 03774

Dear Detective Combs,

On behalf of the NH Congressional Delegation, I would like congratulate you on being selected for a 2019/2020 New Hampshire Congressional Law Enforcement Award in the category of Dedication and Professionalism.

Your nomination for this award was forwarded by Grafton County Sheriff Jeff Stiegler to a committee comprised of current and retired law enforcement personnel who represent a cross-section of the New Hampshire law enforcement community. After review, your nomination was unanimously approved for receipt of this award.

You are to be commended for your dedication and tireless work to develop a state-of-the-art digital forensic lab for the Grafton County Sheriff's Department. Your vision in shaping the forensic lab has enhanced the capacity of the department for years to come. The care and thought that you put into this effort is truly praiseworthy. Your dedication and professionalism is a shining example for members of law enforcement across the Granite State and the country.

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Thank you for your service to your community and the people of the great State of New Hampshire. If you have any questions, please don't hesitate to contact Chris Scott in my office at 603-647-7500 or chris_scott@shaheen.senate.gov.

Sincerely,



Jeanne Shaheen
United States Senator

Cc: Sheriff Jeff Stiegler

United States Senate

WASHINGTON, DC 20510

October 26, 2020

Lieutenant Frederic James III
Grafton County Police Department
3785 Dartmouth College Highway
North Haverhill, NH 03774

Dear Lieutenant James,

On behalf of the NH Congressional Delegation, I would like congratulate you on being selected for a 2019/2020 New Hampshire Congressional Law Enforcement Award in the category of Dedication and Professionalism.

Your nomination for this award was forwarded by Grafton County Sheriff Jeff Stiegler to a committee comprised of current and retired law enforcement personnel who represent a cross-section of the New Hampshire law enforcement community. After review, your nomination was unanimously approved for receipt of this award.

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Sincerely,



Jeanne Shaheen
United States Senator

Cc: Sheriff Jeff Stiegler