

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
March 17<sup>th</sup>, 2020

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

OTHERS PRESENT: HR Director Clough, Supt. Jim Oakes, Sheriff Stiegler, County Attorney Hornick,

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

HR Director Clough arrived to discuss using a recruiting agency for the Director of Nursing position. She stated that she has contacted recruiting agencies for the Director of Nursing position and would like to enter into an agreement. The agreement is no risk to the County. It is only if the County hires someone that they would have the contingency fee which is based off a percentage of the employee's yearly salary. HR Director Clough stated that she is basing a wage of Step 7 or 8 for the DON which would have a contingency fee of \$18,000-\$20,000. One of the companies they are working with is out of Portsmouth, NH. She stated that she has looked at New Hampshire based companies. They are talking with larger companies but this particular company just recruited an Assistant DON and Skilled Nursing Manager for Rockingham County Nursing Home in Rye. They are a reputable company with references and they have an 88% first year retention rate. The Commissioners discussed it and stated that they feel comfortable entering into this agreement.

**MOTION:** Commissioner Piper moved to use a recruiting agency for the Director of Nursing position. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that she wanted to let the Commissioners know that HR Director Clough has done a lot of communicating with the employees and department heads to provide information and protocols regarding the Coronavirus. HR Director Clough stated that there will be situations that they will need to work out on a case by case situation. It's important to keep calm and steady for the employees. She stated that they need to guide them and be flexible with work schedules.

Sheriff Stiegler arrived and gave the following report: \* see attached

He stated that they will be running a skeleton crew for now and limiting the amount of staff they have in the department. He stated that they owe it to the community to be out there, it's a calming presence to see them out in the community.

Commissioner Lauer asked if everyone had a chance to read the minutes from the March 5<sup>th</sup> Budget Meeting and the March 10<sup>th</sup> Commissioner Meeting.

**MOTION:** Commissioner Piper moved to approve the minutes from the March 5<sup>th</sup> Budget meeting. Commissioner Morris seconded the motion and all were in favor.

**MOTION:** Commissioner Piper moved to approve the minutes from the March 10<sup>th</sup> Budget meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check register 36.

Supt. Oakes arrived and gave the following report:

#### **COMPLEX**

**Fire Alarm Systems** – An Alarmco tech completed our annual secondary inspections and found a few systems requiring new batteries. Two out of three systems had them replaced. One is still awaiting batteries ordered from an on-line vendor.

**Elevators** – A Stanley Elevator tech completed the annual fire safety recall test of all our elevators and all worked properly

**Above Ground Storage Tanks (AST)** – Installed vent whistle and 5-gallon spill bucket on AST 3 and emergency shutdown switch on AST 5 per NH DES requirement. Ordered new tank decals. Awaiting to install on warmer day.

#### **COURTHOUSE**

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

**Sheriff Dept.** - Sheriff requested we install an entry door to the inner hallway to cut down on noise between offices. Pulled used oak door from stock. Cut window opening and installed Plexiglas. Framed window opening, routed out hinge locations, filled in mortised lockset opening and installed SS push plates and kick plates. Applied polyurethane to door and hung in place.

#### **NURSING HOME**

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

**Security** – Discovered Wander Guard system was not physically locking main & employee entrances in off hours. Only alarmed if doors were forced open. Discovered this from video of forced entry event that occurred a couple weeks ago. I have since had contractors on site to rewire the doors so they lock when the Wander Guard system directs. Under current COVID-19 Virus conditions, these doors are now locked 24/7.



**Aiphone System** – Currently experiencing intermittent issues were remote door unlock button isn't working. I ordered a replacement system but have not received it yet. We will install it immediately once received.

**Sprinkler System** – New leak in dry system ion attic over purchasing. Temporarily patched to stop leak. Hampshire Fire Protection will replace corroded pipe in April when they come to do quarterly inspections.

#### **Dietary**

- Walk-in freezer not keeping temp as it should. Replaced low pressure switch. Also needs defrost time delay. Installed frost time delay
- Walk-in cooler temperature trending high...adjusted low pressure switches. Also found Left compressor refrigerant low. Ordered refrigerant and filter dryer.
- Maple kitchenette Someone damaged ½ door lockset beyond repair by reefing on the inside handle to the point where the handles sags and the guts of the lock are ruined so that the door can't be locked from either side. Installed new lockset
- Dishwasher hot water booster keeps tripping off on high temperature. Replaced thermostat.
- Fire curtain separating kitchen from employee dining room had several worn out door guide plates. Riveted in new ones and tested door drop function.

#### **HVAC**

- 10 ton ACCU (kitchen wing AC) compressor 1 tripping breaker. Troubleshoot to bad compressor and crankcase heater. Ordered and received material. Awaiting install.
- Domestic hot water pump 5 experienced shaft seal failure and leaked all over floor. Installed rebuilt pump housing.

**Beds** – Experienced more bed issues...implemented a variety of repairs.

#### **ADMINISTRATIVE BUILDING**

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

**Plumbing** – Sewage line blocked that serves Deeds breakroom & bathroom and bathroom above. Could not clear obstacle in pipe under slab. Called Schofield Septic. They were able to clear line with high pressure specialized equipment. Did camera inspection of line afterwards and determined line condition is quite rough and should be either replaced or relined sometime in the future.

**HVAC** – Heat Recovery Unit 2 freeze stat tripped and heat valve not open in this condition. Also found exhaust dampers not opening fully, thus fan enable switch not being activated to turn on exhaust fan. Replaced exhaust fan damper actuator.

**Security** – Had several door position indicators not match actual door position. In most cases adjusted or replaced door position switches.

#### Dept. of Corrections

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

#### **Kitchen/Laundry**

- Dishwasher had two wash elements burn out, which caused contactor to burn up. Replaced contactors and elements
- H109 Walk-in cooler evaporator fan seized...replaced fan motor
- H117 Walk-in cooler door seal failed...replaced bottom seal
- Dishwasher vacuum breakers leaking. Tried cleaning and rebuilding...no good. Replaced vacuum breakers.
- Steam kettle fill hose nozzles leaking...installed rebuild kits in both.

**Lighting** – Converted numerous light fixtures to LED bulbs throughout

#### MAINT/FARM BUILDING

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

#### FARM

#### DAIRY BARN

- Water bowl line kinked RH side south end of cow barn. Cut out bad section and installed new.
- Working on water reclamation project to reuse plate & frame water chiller water for watering cows...approximately 25% complete

#### BIOMASS PLANT

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

#### ALTERNATIVE SENTENCING BUILDING

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

#### VEHICLES & EQUIPMENT

**Kubota RTV** – New hydro fluid leak. Found split steel line. Brazed line and reserviced.

**OTHER**

**Staffing** – Custodian gave his notice (last day is 3/24). No internal applicants. Went external.\

County Attorney Hornick arrived to give an update to the Commissioners on what they have been doing in the Attorney's Office.

Atty. Hornick stated that they are lucky that it was already set up for their attorneys and Office Administrator to work remotely. They are working to make it so the Legal Assistants can work remotely as possible. They will one (1) Victim Witness staff member, a Legal Assistant, herself and one (1) attorney scheduled to be in the office. They are working with a skeleton crew for now. The courts have ordered no in person proceedings until the first week in April unless it's someone who is incarcerated. She stated that they are taking it one day at a time. They are good through this week with staffing and will see how the coming weeks go. She noted that she has delayed advertising to replace her Circuit Court Prosecutor.

Atty. Hornick reviewed the amounts of various caseloads they are seeing so far this year with the Commissioners.

Atty. Hornick stated that she had a woman referred to her who had a family member involved in the criminal justice system. This individual felt let down by the system and felt she couldn't get the appropriate outcome. Atty. Hornick stated that she has been in touch with her contacts and it has been determined that this woman has done everything she can and for now it is a waiting game.

Atty. Hornick stated the Public Defender asked for a meeting with the judges because Judge Bornstein threatened to sanction them due to them often filing things late. She is working with everyone to get discovery to their office quicker and the public defenders will work to get their filings in on time. Judge Bornstein ended up not sanctioning them.

CA Libby discussed a bid waiver request from Director of Communications Andross for the Commissioners a request to waive the competitive bidding process for the purchase and installation of the core upgrade and related equipment for their Dispatch radio console systems. This upgrade was planned for FY20 and will afford them the opportunity to realign their console systems with the new State core and re-establish interoperable communications links. Motorola has quoted this upgrade at \$58,979.42 and this funding was included in the FY20 Dispatch Capital Reserve expenditures. Work will be done primarily by Motorola system engineers with some local hardware work done by their maintenance vendor, Ossipee Mountain Electronics. In the request Director Andross noted that both of these vendors have provided quality service to all of their communications equipment for some time.

**MOTION:** Commissioner Piper moved to waive the bid process and accept Motorola's quote of \$58,979.42. Commissioner Morris seconded the motion and all were in favor.



CA Libby yesterday she had a 2-hour department head meeting yesterday. They determined as a group that if anyone has traveled internationally they cannot return for 14 days and will receive administrated paid leave. Effective tomorrow if anyone decides to travel internationally the county will not pay. It will be out of their earned time or unpaid if they don't have earned time. If employees travel outside NH or VT they will need to contact HR before returning. CA Libby stated that over the weekend CMS came out with new guidelines. Every nursing home employee is screened before coming into work. The Nursing Home is locked down and the DoC is actively screening inmates who come in. They are figuring out how to deal with an inmate who possibly could come in with the virus and they are having no-contact visitations. She noted that there are a number of employees who are having issues with child care now that schools are closed. They talked a lot about child care in the dept. head meeting as well and whether there is any way to set up things on site for child care especially for 24/7 operations. She stated that they are thinking about it but logistically it will be difficult. CA Libby stated that any actively sick employees are being told not to come to work. They decided as a group that the call out policies be relaxed and child care issues won't be considered call outs. There has also been discussion to allow easier access to their extended sick leave banks. They have asked all departments to be flexible with schedules and move schedules around if possible to accommodate employees who may be able to work one shift but not another. CA Libby stated that she has asked all departments for minimal staffing levels, nonessential functions being suspended and to work remotely if possible.

CA Libby and the Commissioners discussed their meetings. She stated that 91-A allows them to not have a physical quorum due to an emergency. They have discussed having virtual meetings so they are not physically here. The Commissioners discussed it and feel that right now they can continue having their meetings as normal. They can have their laptops updated with software in case they need to take that step to virtual.

CA Libby stated that Carroll and Strafford Counties has closed their public buildings including the Register of Deeds. RD Monahan has been discussing this. Carroll and Strafford staff will be working, recording things that come in by mail, the public can do e-filings as well. CA Libby stated that she will continue to monitor this with department heads and if it gets to the point she feels unsafe they will make this recommendation.

CA Libby also noted that during yesterday's Department Head meeting, she said she wants all business travel stopped. Several department heads said they have people that have trainings scheduled but she is stating that she only wants absolute essential travel. She's hoping with the Governor's orders yesterday that these trainings will be cancelled.

CA Libby stated that she appreciates the support from the Commissioners. She wouldn't do anything drastic without talking to them but she appreciates the flexibility.

#### Commissioner Issues:

Commissioner Piper attended the Commissioners' Council Meeting with the NHAC. She stated that there were two (2) issues discussed. The first being that Rockingham County is not agreeing to pay their dues because of the formula that is being used. They want dues to be paid evenly among the ten (10) counties. Commissioner Piper stated that if the officers agree to this

Rockingham County will send the check; if not then they will then ask for a meeting with the President. She stated that the officers decided that this is not acceptable and therefore are expecting Rockingham County to request a meeting with the President. The second issue was a discussion of whether the NHAC would adopt the letter from Cheshire County regarding cost shifting as an official position. The quorum of Commissioners that were present did not agree to adopt it as an official position.

10:33 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'M. Morris', written over a horizontal line.

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

### February 2020

- Prisoner Transports: 56
- CSO movements from the jail to Court: 65
- Involuntary Emergency Admissions (IEA): 18
- Arrest: 38  
Arrest on a warrant, superior or civil, instate wanted, and on sight arrest  
(people who we send to court)
- Civil: 145....Total Services  
73.....Abode  
55.....In Hand  
16.....Could not locate  
1.....Canceled
- Motor Vehicle Stops.....15
- Total # of Active Warrants.....372 Criminal  
27 Civil  
Total = 399
- Total Miles Driven: 24582



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



**February 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 February 2020.

- 1 Subject Indicted: Manufacture, Possession, and Distribution of Child Sexual Abuse Images
- 1 Subject Indicted Delivery of Articles Prohibited
- 5 Grand Jury Subpoenas
- 1 Delivery of Articles Prohibited HOC
- 1 Threat towards staff HOC
- 1 Assault HOC
- 1 Bail Jumping - failure to serve sentence HOC
- 3 Cyber Tip received
- 2 Knock and Talks for Cyber Tips
- 1 ICAC Attempt to Execute SW / OP
- 1 Sexual Assault at HOC
- 1 Search Warrant executed at HOC
- 2 ICAC Regional Contact Meetings Attended
- 1 Investigator 1 day Computer Forensic Training

**GRAFTON COUNTY SHERIFF'S DEPARTMENT**  
**COMPUTER FORENSIC UNIT**



Technical Support to other Agencies		15
Forensic Exams	Number of Hard Drives	5
	Number of Cell Phones	14
	Number of CDs/DVDs	0
	Number of Other (Thumb drives, SD cards)	1
	Number of Gigabytes Examined	4024
Previews	Number of Items Previewed	3
GrayKey Unlocks	Number of iPhone Unlocks Completed with GrayKey	6
ISP/JTAG	Number of Devices Examined Using JTAG or ISP Methods	1

Monthly Report – February 2020

### Forensic Examination Cases

There were a total of 8 Examination Requests brought to the Computer Forensic Unit in the month of February, from the following agencies:

Berlin Police Department: 2 Requests

Probation / Parole: 1 Request

Littleton Police Department: 1 Request

Sugar Hill Police Department: 1 Request

Campton Police Department: 1 Request

Bethlehem Police Department: 1 Request

Ashland Police Department: 1 Request