

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
July 21, 2020

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

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

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

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

Sheriff Stiegler stated that the three (3) F-150 trucks that they had found and the Commissioners approved the purchase for were sold on July 7th. He explained that they have since found one (1) F-150 pickup but are in need of two (2) more. He explained that there are two (2) Chevy Tahoe's available that would suit their needs. The Commissioners approved \$109,931.85 for the purchase of three (3) F-150 trucks and he is asking to amend it to \$110,698.85, an increase of \$760, for the purchase of one (1) F-150 and two (2) Chevy Tahoe's. He stated that if they were to order two (2) more trucks right now they are looking at July or August of next year before they would receive them. All the electronics and equipment are compatible with the Tahoe. This is still under budget for FY21 as they are going with 2020 hold over vehicles and not new 2021 models.

MOTION: Commissioner Morris moved to approve the purchase of one (1) F-150 and two (2) Chevy Tahoe's as requested by Sheriff Stiegler. Commissioner Piper seconded the motion and all were in favor.

Sheriff Stiegler stated that also in his budget was new office furniture and a filing system for their Criminal and Administrative Assistants. He stated that he would like permission to waive the bid and go with WB Mason as they are the ones who he received the quote from, they came out and measured the space and are still holding up their quote. Commissioner Piper stated that she is unsure of waiving the bid at this point but would rather support WB Mason than a larger box chain. The Commissioners further discussed the request. CA Libby noted that the vast majority of all office supplies for the complex are ordered through W.B Mason.

MOTION: Commissioner Morris moved to waive the bid process based on already receiving the quote and past experience with the company. Commissioner Piper seconded the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

COMPLEX

Building Automation System Project – I ordered the VFD's and bypasses needed to implement the electrical portion of this project relative to the air handlers in the nursing home and Administration Building. In the interim, the department's master electrician completed a lot of the preliminary work leading up to the installation of these devices. I intend to put the rest of the project out to bid in a few weeks so we can have it completed before we get back into the heating season.

Unpaved Road Repairs – Trucked in and spread several loads of crushed rock to repair sections of road to the water tank, farm fields and repair the transition from Route 10 to farm stand area. Restored crowns in roads to mitigate storm runoff damage and fixed drainage around farm stand to properly route rain water to drains and ditches that had previously puddled in spots around the stand.

Storm Damage – Sustained wide-spread storm runoff damage throughout the complex in lawn areas as well as unpaved road areas. I posted pictures on the S-drive: Maintenance Folder; Storm Damage subfolder. The recent unpaved road repairs mitigated the damage to some degree but was not a cure all. Repairs to the affected areas must be made quickly to prevent prolific damage should another storm of this nature roll through anytime soon. Last week I met with two local contractors and requested quotes for the repairs. Those quotes were due to me no later than Monday 7/20, but I have not received quotes from either yet. In the interim we should submit a claim to Primex so they have it on the books and then submit the quotes once we receive them.

COURTHOUSE

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

HVAC - Need to leave AC1 air handler/DX cooling system running 24/7 to keep Sheriff's forensic computer lab cool enough to prevent computer lock up or shut down. Running this large zone is extremely inefficient. To that end, the June 2020 billing shows a 23,484 kWh increase over the last 12-year average (43,116 kWh) for the month of June. This equates to a 54.5% increase. Based on current kWh cost of \$0.1667 this comes to a \$3,914.78 monthly increase. I project we will continue to experience these unanticipated increases for the months of July, August and September. To mitigate the cost, using encumbered funding, I ordered and just received a ductless-split AC system that will be dedicated to cooling the forensic lab so that we can resume shutting down AC1 in the unoccupied hours. The new dedicated AC system is in the process of being installed I project our labor savings will be approximately \$800 - \$1,000 by using our in-house master electrician and commercial HVAC system technician.

Electrical – Discovered burst EMT conduit to exterior outlet on roof. Determined exterior outlet hadn't been installed correctly and had allowed water into circuit, whereas the conduit was blown out by ice expansion. Replaced outlet and conduit.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sprinkler System – Hampshire Fire Protection technicians replaced three sections of dry system pipe in the 03 building that were compromised due to rot.

HVAC/Refrigeration

- Kitchen Wing AC System Unit not running. Found breaker tripped. Both compressors were just newly installed a week before. Requested warranty replacements and installed and serviced them once they were received.
- Unit ventilator UV-2 – Profile dining room doesn't ever reach cooling set point. Discovered defrost thermostat was wrong one for this unit. Replaced it with a commercial one that allows lower setting.
- Walk-in cooler - right condensing unit left side fan not working...Installed new fan motor.

Lighting – Activities yard bollard lights not working. Found wires heavily corroded & shorted due to entry of water into underground conduit. Ran new wires and sealed conduit with silicone.

Laundry – Dryer 3 working intermittently...repaired loose connection at temperature sensor.

Septic – Experienced a small septic backup in the 03 Building boiler room. Discovered severe grease buildup in exterior grease trap that was starting to plug line even though the system had just been pumped by Boudreault Septic in Mid-November. Had Schofield Septic pump trap and power flush line until it flowed well. Scoped section of line to verify it was clean.

ADMINISTRATIVE BUILDING

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

HVAC

- Chiller unit, which provides AC to all office areas throughout the building, failed. Ordered replacement parts and was able to repair one of two circuits, so the unit will provide limited cooling. Received part for 2nd circuit and installed it. Unit 100% fully functional now.
- Deeds Vault AC – Room ran hot...replaced burned contactor in condensing unit.
- Air handler HR 1 – Shutdown on freeze-stat safety...found fan squirrel cage freely spinning on shaft due to keyway back out. Corrected problem and reset system.

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Clean Agent Suppression Systems – Interstate Fire Protection completed our 6-month inspection and test of three systems at the DOC. All worked as they should. Replaced battery backups on two systems.

HVAC / Refrigeration

- Heat pump WHP-C1 – Motor saver failed...replaced motor saver
- Air handler AHU-B1 – Heat exchanger wheel belt worn...replaced belt

Lighting – Numerous ballast burned out in Area F stairwell. Converted all fixtures to LED. * Converted hundreds of interior lights within all the campus buildings, but especially the DOC. Between FY19 and FY20 this initiative has largely been responsible for 201,000 KWh power reduction that has resulted in a \$35,000 cost savings in FY20, complex-wide (see attached spreadsheet).

Kitchen – Dishwasher ventilation ductwork above suspended ceiling rotting out and leaking water onto ceiling tiles and dishwasher below. Duct requires replacement. This will be a major job due to its size, numerous water lines running under the duct and the need to remove a large section of ceiling grid. As an interim measure we installed a duct drain and sealed up the numerous rust holes with silicone. I will have a local fabrication shop come in to measure up a replacement section and fabricate it from stainless steel to prevent reoccurrence.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Farm Stand Rehab/expansion project – Completed refurbishment of the farm stand to eliminate a rotted floor that posed a substantial safety hazard to staff, inmates and patrons. Expanded the stand by 12' to provide extra space for new food products and additional refrigeration units. Rewired it to facilitate isolation of circuits, increased capacity to serve additional refrigeration units and installed energy efficient LED lighting. Sheathed interior walls with plywood and fabricated all new vegetable display stands/tables. Installed a stainless steel 3-bay vegetable washing sink and a separate stainless steel hand washing station at the rear of stand to accommodate food-safe requirements. Added crushed gravel to low areas and regraded to improve storm water runoff and eliminate puddling.

Dairy Barn

- Plate & Frame Water Chiller Reclamation System Expansion - At the request of the Farm Manager we are in the process of extending the system to all the calf stalls. Essentially, the system gathers water from the barns plate & frame chiller system and routes it to cow

watering bowls instead of allowing it to run down the drain. In the 3-months it has been operable in the main barn, we've achieved a 12% reduction in water & sewer costs over a 3-month period, which equate to a \$2,300 annual cost savings.

- **Bulk Tank** – Agitator bearings wear caused overheating of motor and thermal shutdown. Replaced bearings.

Piggery Windows - We tore out all the rotted frames from the piggery windows and are in the process of fabricating new custom fit replacements with hardware cloth screens and Plexiglas storm panes. I anticipate this project will be complete within the next 2-weeks.

BIOMASS PLANT

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

Boiler - Under fire blower damper actuator (under 3rd level of grates) slow to respond...Replaced actuator.

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Propane Service - Underground gas line had small leak due to corrosion of uncoated copper line...replaced line.

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks on various vehicles and equipment

OTHER

Material Shortage – Over the last month we have been seeing a material shortage, which is starting to adversely affect our production. For example, none of the lumber vendors in the area have 5/4 pressure treated lumber, a product we need to finish the pig barn windows. Some said they expect to have orders filled by late August or early September. We are seeing the same thing with electrical supplies too.

Annual Air Filter Order – I solicited the following three vendors for our annual air filter order:

1. Airex
2. Grainger
3. Air Filter Sales

The first two responded back and said they would provide quotes no later than Monday, July 20th. Air Filter Sales ignored my email solicitation. As of this morning only Airex has provided

quotes (see attachments). In the 16-years I've been superintendent, 95% of the time Airex has been the lowest cost vendor. Supt Oakes asked that the Commissioners accept Airex's bids and get the orders placed. The non-standard filters have about a 4-week lead-time. Standard size filters are readily available. If both orders are awarded to Airex there will be no delivery charge, provided they both get delivered at the same time. We have enough filters on hand to carry us through August but not beyond, so time is of the essence.

MOTION: Commissioner Piper moved to accept the bids from Airex. Commissioner Morris seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the July 14th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the July 14th meeting. Commissioner Morris seconded the motion and all were in favor.

CA Libby submitted the final list of FY20 Appropriation Transfers totaling \$ 1,298,125.00. CA Libby noted that \$867,000 of that was for contract nursing and bed tax was another almost \$200,000 so those two (2) items made up the majority of the transfers. Nothing was alarming or out of the normal aside of the contract nursing.

MOTION: Commissioner Piper moved to approve the appropriation transfers as presented. Commissioner Morris seconded the motion and all were in favor.

HR Director Clough arrived to discuss the travel policy in regards to concerns expressed by two (2) employees having to use earned time for their quarantine for trips that were planned before the notice came out. HR Director Clough stated that with the County's policies the way they are written now, the extended sick leave is for extended illnesses and you have to meet certain guidelines to be able to use that time. Commissioner Morris stated that this is an uncertain time and they are requiring employees to quarantine. HR Director Clough stated that she would advise them to proceed with caution as there are many employees here with 640 hours in their extended sick leave banks. She asked why would an employee put off a vacation they have planned in August if they can use forty (40) hours for vacation and then take an extra fourteen (14) days out of a 640 hour extended sick leave bank. CA Libby stated it seems like the Commissioners would like this to be on a case by case basis. There are 450 employees and she feels this would be difficult to administer and may create more problems among staff. HR Director Clough stated that she reached out to the other nine (9) counties and asked for their travel policies and she received responses four (4) of them. The four (4) she heard from all require staff to use their earned time for quarantine when they chose to go on vacation. Commissioner Piper stated that she thinks they can do better by their employees and carefully craft a policy on a case by case approval basis. CA Libby stated that the state has issued new travel guidance and waived the quarantine if you travel to one of the five (5) New England states which should help with a lot of employees and their vacation plans. HR Director Clough stated that in the case of one (1) of these employees, it is a different situation as the policy was sent out two (2) days before this employee was to travel and they were unable to change their plans. She stated that with the second employee they had a month's notice of the policy before they were leaving on their trip.

Commissioner Lauer stated that she is reluctant to change the policy but would consider doing something for the one (1) individual who had two (2) days' notice but not for the employee who had a month's notice of the policy before her trip. Commissioner Piper stated that the one employee's husband works for Glencliff and has to also quarantine but it is being paid for. She stated that Glencliff is their competitor and they need to keep that in mind when they are paying for their employee's quarantine time. HR Director Clough stated that with the employee who traveled a month after the notice went out, you would think they would have come to ask these questions ahead of time. The policy states that the employee needs to give the supervisor three (3) weeks' notice before travel and feels this should have been discussed then. Commissioner Piper stated that she thinks that in regards to the instance of the employee flying to Las Vegas two (2) days after the memo, they should make an exception for that employee as they did not give them enough notice to change their plans. The Commissioners, CA Libby and HR Director Clough discussed it and agreed that they will pay her administrative leave, and credit back her earned time. They further discussed the issue and were all in agreement that they will make that one (1) exception and leave the policy as is. HR Director Clough stated that employees do not qualify for the COVID pay unless they have symptoms. She also noted that it is unknown if the one employee's trip involved some form of public transportation. HR Director Clough stated that she will follow up with the employee directly who just traveled to see how she traveled and if she traveled by car only, no public transportation, then she wouldn't have been subject to quarantine.

MOTION: Commissioner Piper moved to update the travel policy as recommended by the State of New Hampshire. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that she is requesting that the Commissioners waive bidding process for the purchase of the Kronos Software that was approved in the FY21 budget. She stated that a lot of research was done ahead of time to select this software. The annual fees are \$59,916. There is a \$10,788 equipment purchase and a one-time fee of \$11,525 for training of staff and implementation.

MOTION: Commissioner Morris moved to waive the bid process on the Kronos Software. Commissioner Piper seconded the motion and all were in favor.

CA Libby submitted the CDBG Contract for Business TA 2020 for Commissioners Lauer to sign and initial.

Commissioner Piper stated that Grant Administrator Pat Garvin had sent her a report that answered questions she had from the last public hearing. The issue that she asked about was the pay offered by the jobs created through CDBG grants; she had asked if they pay significantly above the minimum wage; noting that the county is a conduit to these funds and they should be mindful of the pay being offered since the goal of the grants are to strengthen the economy through assisting low and moderate income individuals. She also wanted to know how many full time and part time jobs there were. She stated that there is one (1) minimum wage job and she would like to know what the circumstances are surrounding this job. She will draft an email to Pat Garvin outlining her questions and then will bring her response in to discuss with the

Commissioners.

DHHS County CAP – CA Libby stated that on Friday they received the CAP for FY21 and it is \$100,000 more than what was budgeted for. The Cap is based on a three (3) year average. CA Libby stated that she took the past three (3) fiscal years and averaged it out with the credit and then looked at the trend of Grafton's percentage which had decreased over each of the last three (3) years. With this trend CA Libby decided to use FY '20 percentages and the percentage ended up increasing this year causing the FY '21 budget to be under-budgeted. She stated that they have \$108,000 left in the FY20 budget because they had over-budgeted for the CAP. She stated that she would like to encumber the \$99,194 that they are short this year and carry it forward. This will eliminate that shortage in that line item.

MOTION: Commissioner Morris moved to encumber \$99,194 as requested by CA Libby. Commissioner Piper seconded the motion and all were in favor.

NHAC Strategic Planning Committee – Commissioner Piper stated that there are two (2) committees where terms have expired. For the Strategic Planning Committee, she had suggested Commissioner Morris be nominated as she had expressed her interest. She thinks she would be a good person to have on the committee. Commissioner Lauer had stated that she thought CA Libby should stay on the Committee as they didn't know what the election would bring. In the last discussion Commissioner Morris said she would think about it as she would like to be more involved if she gets reelected. Commissioner Piper stated that she is still recommending Commissioner Morris. Commissioner Morris stated that there is nothing preventing her from going to the meetings but still having CA Libby as the representative. They further discussed the issue and agreed that CA Libby will stay on the committee and Commissioner Morris will attend the meetings as she is able too. If Commissioner Morris is re-elected they can change the nominee if they would like to.

Commissioner Issues:

Commissioner Piper participated in a Zoom meeting for the NACO Board of Directors Meeting. They voted on amendments to the by-laws. She stated that yesterday she also attended the Annual Business meeting via Zoom and they voted on new officers.

Commissioner Morris stated that she has been reaching out to the Department Heads about making sure the information she is giving out in her campaign is correct.

Commissioner Lauer stated that she talked to the Caledonian about the Dispatch fees reduction. She stated that there is a candidate for the state house campaigning to stop the drastic county taxes and she spoke to that in the newspapers and on Facebook. She noted that she is also on the Bath Village School reopening committee.

10:45 AM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk



Grafton County Sheriff's Department

3785 Dartmouth College Highway • Box 6

North Haverhill, NH 03774-4936

www.graftoncountysheriff.net

Jeffrey F. Stiegler
Sheriff

"In Service to Our County and State"



DISPATCH EMERGENCIES
603-787-6911

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

JUNE 2020

- Prisoner Transports: **37**
- CSO movements from the jail to Court: **00**
- Involuntary Emergency Admissions (IEA): **14**
- Arrest: **17**
Arrest on a warrant, superior or civil, instate wanted, and on sight arrest
(people who we send to court)
- Civil: **86**....Total Services
 - 26**.....Abode
 - 50**In Hand
 - 5.....Could not locate
 - 2**.....Registry
- Motor Vehicle Stops.....**34**
- Total # of Active Warrants..... **334** Criminal
 - 18** Civil
 - Total = 352**
- Total Miles Driven: **23,148**

Grafton County Sheriff's Department Investigative Services Division Activity



June 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 June 2020.

2 Cyber Tips

1 ICAC Search Warrant and Operation

1 Fraudulent Filing of Legal Documents Investigation

1 Delivery of Article Prohibited Case HOC

8 Search Warrants

4 Polygraph exams with one confession of past tense child exploitation

1 Bail Jumping HOC

GRAFTON COUNTY SHERIFF'S DEPARTMENT
COMPUTER FORENSIC UNIT



Technical Support to other Agencies		10
Forensic Exams	Number of Hard Drives	15
	Number of Mobile Device	25
	Number of CDs/DVDs	1
	Number of Other (Thumb drives, SD cards)	20
	Number of Gigabytes Examined	3882
Previews	Number of Items Previewed	11
GrayKey Unlocks	Number of iPhone Unlocks Completed with GrayKey	6
ISP/JTAG	Number of Devices Examined Using JTAG or ISP Methods	0

Monthly Report – June 2020

Forensic Examination Cases

There were a total of 16 Examination Requests, and 61 devices, brought to the Computer Forensic Unit from the following agencies:

Hartford Police Department (VT): 2 Requests

US Drug Enforcement Agency: 1 Request

NH Drug Task Force: 3 Requests

MET – NH State Police: 3 Requests

Littleton Police Department: 2 Requests

Lincoln Police Department: 1 Requests

Plymouth Police Department: 1 Requests

GCSO / ICAC: 2 Requests