

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
September 15, 2020

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

OTHERS PRESENT: Maintenance Supt. Oakes, Sheriff Stiegler, Interim Farm Manager Nelson, John Porter, Heather Bryant, County Attorney Hornick

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

Supt. Oakes arrived and gave the following report:

COMPLEX

Building Automation System Project – The department's electrician is approximately 75 % complete mounting VFD's in enclosures and mounting by-passes. His work for the project is anticipated to be completed by October 1st. In the interim, I have two controls companies that have responded to my RFP/Q for the controls portion of this project. I met with Alliance Building Automation yesterday, and I will be meeting with Trane today.

Fire Alarm Testing – On Monday Alarmco started our annual inspection and test of all fire alarm systems throughout the complex. They are scheduled to be here all week. My staff will augment them as needed.

Catch Basins – Bellmore Basin Cleaners did the biennial cleaning (44) catch basin sumps throughout the complex

Boilers & Pressure Vessels – St. Paul Traveler's performed the biennial inspection of all our boilers and pressure vessels so we can renew our certificates of operation through NH Dept. of Safety

Kitchen Hood Ductwork – Our hood cleaning/inspection contractor completed the biannual inspection and cleaning of the hood systems at the DOC and nursing home.

Ozone Generation Systems – Daniels Equipment Co. completed the annual inspection and overhaul of the DOC and nursing home laundry ozone systems

COURTHOUSE

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

HVAC – All 6 compressors stages went into ALARM on the condensing unit supporting air handler AC-1 (Southern ½ of building). Discovered a bad resister on stage 1 relay that caused a domino effect with the others. Relocated relay to 6th stage as interim solution and ordered parts to permanently correct problem. Parts arrived yesterday afternoon...awaiting install.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Bathroom Floors – The sheet vinyl flooring in 10 bathrooms, most being on Meadow, had shrunk around the edges and posed an entrapment of bacteria. My staff removed and reinstalled toilets and Mayo's Flooring replaced the sheet vinyl floors with non-shrinking heterogeneous vinyl flooring.

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

Kitchen

- Food warming cart blower motor failed. Replaced with new motor
- Upper steamer kept shutting down and water overflowing drain...replaced bad contactor, water level sensor and solenoid valve
- Hood exhaust blower belts and sheaves worn...replaced both

Laundry – Washer door glass shattered...replaced pane

Domestic Hot Water – Pump bearings going...Replaced with new pump

HVAC/Refrigeration

- Walk-in cooler temperature alarm activating periodically. Checked with independent temp gauge and found okay. Received new temperature probe for alarm system...awaiting installation.
- Kitchen wing AC system stopped working. Cleaned duct sail switch contacts and changed air handler filters

Exterior Steps - Leading edge of several exterior steps to 69 basement are cracked and separating. Removed cracked/fragmenting sections and constructed forms to pour in new concrete. Poured new steps.

ADMINISTRATIVE BUILDING

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

HVAC

Automatic Transfer Switch (ATS) - During scheduled test EQ ATS would not transfer back to utility power when generator power was faulty (55hz / 187 volts). ATS was mechanically stuck in generator power position. Tried to manually transfer back but bypass and isolation handles would not budge. ASCO repaired ATS and tested it a couple times. Tested well

Server Room – Determined IT Department's routers are not tied into Life Safety (LS) ATS circuit. Ran conduits from LS panel to server room; installed four new quad receptacles and ran new wires to quads.

Windows – Numerous windows throughout lost the gas between the inner and outer panes, causing them to fog up. Replaced many of them with new panes of glass.

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC / Refrigeration

- Heat pump WHP-D1 – circuit A failure of elbow at compressor...recovered refrigerant and ordered parts to repair refrigerant circuit. In process of making repair
- Reheat valves C5, C6 and C8 – Are all creeping open when uncommanded and causing spaces (Special Handling Unit) to overheat. Resolved issues by either changing reheat valve actuators and or reprogramming controls.

Safety / Security

- Area C door not locking or signaling closed...replaced door relays
- Area G exit light didn't work...replaced transformer

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Farm Stand – New vegetable racks getting moldy from ice melting in racks. Drilled holes in new racks to relieve water; removed mold; when dry, painted with food-grade paint to prevent reoccurrence.

Dairy Barn

- Backflow Device had 2nd check valve fail test on dairy barn backflow device. Replaced 2nd check valve assembly and reassembled...tested well
- Windows in various sections of the barn are broken and calf area they are non-existent. Replaced numerous broken panes with new panes. Also fabricated new windows for calf area.

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

Boom & Mast Lifts – United Rentals completed the annual ANSI inspections on both lifts and both passed inspection without any issue

Ford F350 Dump Truck – Both upper and lower ball joints wore out...Oliverian Auto replaced them along with the driver side hub and bearing.

New Plow – dropped Ford F350 off at PTO's Repair for trade in of old V-plow and mounting up of new V-plow

OTHER

Patch Paving Solicitation – Three paving contractors completed a site visit to review our paving project and go over the scope of work. We need to review bids today and select one. My budget for this project is \$11,278.

Two (2) bids were received as follows

BDM Sweeper Service Arlington Paving Company - \$9,000

Blaktop - \$11,691.00

Supt. Oakes stated that he would like to check references and asked that the Commissioners accept Arlington Paving Company's bid contingent upon reference checks.

MOTION: Commissioner Morris moved to accept Arlington Paving Company's bid of \$9,000 contingent upon reference checks. Commissioner Piper seconded the motion and all were in favor.

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

Sheriff Stiegler stated that he has a possible out of state travel to Maine for the Arrest – Related

and In-Custody Death Investigation Specialist training October 13th – 15th in Biddeford Maine. He stated that he has not booked anything yet and will continue to monitor the Covid-19 cases in that area before he registers anyone for the course. The cost is \$495 for the registration and two (2) nights of hotel stay. He stated that funds for this are available in his training budget. Commissioner Piper asked if this unanticipated travel would create any shortfall of funds needed for travel and training already planned.

MOTION: Commissioner Piper moved to approve the out of state travel request. Commissioner Morris seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the September 1st Commissioner meeting and the September 1st Broadband Committee meeting.

MOTION: Commissioner Piper moved to approve the minutes from the September 1st meeting. Commissioner Morris seconded the motion and all were in favor.

MOTION: Commissioner Piper moved to approve the minutes from the September 1st Broadband Committee meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers 11; 1043-1053.

CA Libby submitted the DoC Superior Court Report for the Commissioners to review.

CA Libby handed out the following Register of Deeds report as she was unable to attend the meeting.

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
September 15, 2020**

August Revenue

County Revenue 8/2009 \$ 79,149.71	State Revenue 8/2009 \$ 662,260.80
County Revenue 8/2010 \$ 82,306.17	State Revenue 8/2010 \$ 561,433.52
County Revenue 8//2011 \$ 92,307.85	State Revenue 8/2011 \$ 665,294.08
County Revenue 8/2012 \$ 91,223.74	State Revenue 8/2012 \$ 599,279.08
County Revenue 8/2013 \$100,189.73	State Revenue 8/2013 \$ 732,258.24
County Revenue 8/2014 \$107,943.41	State Revenue 8/2014 \$1,103,613.12
County Revenue 8/2015 \$115,814.72	State Revenue 8/2015 \$1,105,181.76
County Revenue 8/2016 \$104,746.42	State Revenue 8/2016 \$ 839,186.88
County Revenue 8/2017 \$106,846.60	State Revenue 8/2017 \$ 959,372.48
County Revenue 8/2018 \$106,336.30	State Revenue 8/2018 \$ 882,151.68
County Revenue 8/2019 \$ 99,610.48	State Revenue 8/2019 \$1,082,855.84
County Revenue 8/2020 \$124,017.19	State Revenue 8/2020 \$1,459,723.03

Foreclosures

learns more.

CA Libby stated that the Executive Committee will be meeting Monday the 21st 9am. The meeting will be in person in the UNH Extension Conference Room and via Zoom.

CA Libby stated that she and Steve Whitman are trying to coordinate a date to meet with all of the Department heads.

GOFERR – CA Libby stated that the 3rd request for reimbursement is due today and is all set to go. This reimbursement is round \$57,000. She noted that they have a little under \$200,000 to left to spend.

Interim Farm Manager Nelson arrived and gave the following report:

1. There are currently 77 cows milking 74.5 pounds per cow. We are shipping around 11,500 of milk every other day. The milk pay price in August was \$20.47 for Grafton County Farm.
2. On September 21st 2020 the new Farm Assistant, Joseph Supp will begin work. The farm staff is happy to welcome him to the Grafton County Farm.
3. The third hay cutting is complete with help from Glenn Libby. Yields were variable. Hay fields with alfalfa yielded very well, however hay fields without alfalfa were quite poor yielding. The drought conditions have negatively impacted hay yields this growing season. He noted that they will have enough hay but they will not have any extra to sell. The 2nd and 3rd cut were lacking moisture due to the drought.
4. We have purchased a Lockwood Potato harvester, model 4500, from Sunday River Farm in Rumford, Maine. I am working on arranging trucking of the harvester and hoping to see arrival by the end of the week. We began digging potatoes yesterday with the potato digger that was purchased last year. Him Oakes has been willing to let the farm use the small John Deere tractor from Maintenance which fits nicely between the potato rows to pull the digger.
5. Howard and Preston Hatch will begin cutting the 8 acres of early maturity field corn this week. The plan is to cover crop this field as its part of an ongoing field trial conducted by Pam Gilbert.

John Porter & Heather Bryant arrived to discuss the Farm with the Commissioners, CA Libby and Interim Manager Nelson. They discussed what currently is working and what they feel can improve on as well as the direction they want the dairy farm to go in. H. Bryant stated that she can get in contact with Ag Mediation through the USDA who specializes in working with farms to come up with a plan and make priorities. She stated that she is unsure if they can work with the County as they are a publicly funded farm but she will get in contact with them. She stated that they also have services out of UNH Extension that the Farm has access to use as well. The Commissioners thanked them for coming and stated that this was a good start and is a discussion that will need to continue.

County Attorney Hornick arrived to give an update on the County Attorney's Office.

She stated that the Pilot Jury Trial in Cheshire County occurred over the course of several days. David Carlson has made it clear they cannot have more than ten (10) people in the courthouse at the same time and that includes the lobby as well. They have not been in grand jury for six (6) months. She stated that they scheduled the state-wide Grand Jury panel and Grafton County participated in it and it did not go well. They only got through 1/5th of what they would normally get through for cases. She agreed to do it courtroom to courtroom and logistically everything failed. They are having a debrief meeting with the Administrative Office of the Courts tomorrow. By next month they will have gone through a second round and she hopes to have better news.

Atty. Hornick stated that she received the first call by a resident who wants to know about the legalization of upholding mask mandates. She stated that she will be in contact with them to discuss it.

Atty. Hornick noted that case numbers are starting to increase slightly, and her support staff is in the office on staggered schedules.

CA Libby stated that yesterday afternoon she sent the Commissioners the latest travel guidance policy from HR Director Clough. There is now an exception for essential travel. She stated that HR Director Clough is getting clarification on the food and beverage wording and care for others because it is very vague.

Commissioner Lauer requested to go into nonpublic.

MOTION: * 11:07 AM Commissioner Piper moved to enter into non-public session for the purposes of the hiring of any person as a public employee pursuant to RSA 91-A: 3, II (b). 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.

11:13 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.

MOTION: Commissioner Piper moved to appoint Julie Libby to the Finance Director position based on her qualifications and experience, effective January 1, 2021 or upon hire of a new County Administrator whichever is later. Commissioner Morris seconded the motion and all were in favor.

MOTION: Commissioner Piper moved that based on years of service and performance as the County Administrator and Finance Director that the policy for health insurance at

retirement will be waived and that Grafton County will provide coverage to Julie Libby per the policy at age 55 with 35 years of service instead of age 60 with 30 years of service. Commissioner Morris seconded the motion. Commissioner Lauer stated there is past precedence for this as well. Commissioner Piper also pointed out that it is the same amount of time in combination as the policy. All were in favor.

CA Libby stated that the next step is going to be posting the County Administrator position. She stated that this will be posted internally next Monday to give her time to tell everyone that needs to know before the job is posted.

CA Libby stated that they are finishing closing out August today. As of the end of August they were almost \$3.9 million ahead in cash than they were at this point time last year. She stated that they made the 3rd to last Nursing Home bond payment yesterday and they still have \$4.7 million in cash. She feels comfortable that they can make it through the end of October before having to borrow. She stated that depending on how tax payments come in they may not have to borrow this year. The overall fund balance is \$10 million and undesignated fund balance of \$6 million which is 12% of the budget and where they wanted to be.

Commissioner Piper stated that at the last NHAC conference they noticed that Hillsborough County had ordered windbreakers to celebrate their 250th anniversary. It was a nice gesture for county employees and probably a morale booster. She wondered if, because they will not be having the employee recognition dinner this year due to COVID, could they use those funds towards getting something nice for the employees. This would honor them for the wonderful work and hard work they've done during this very stressful year of COVID. CA Libby stated that she will research some ideas for the Commissioners.

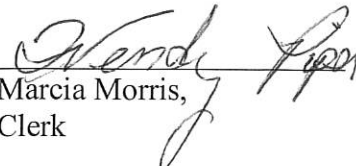
Commissioner Issues:

Commissioner Piper stated that at the NHAC Officer's meeting it was discussed that the NH Municipal Association conducted a survey of 200+ municipalities to see where they were in terms of towns' anticipation of being able to pay taxes. She stated that residential taxes don't seem to be an issue due to the fact that they are escrowed but they are worried about commercial taxes. She stated that at the Executive Committee meeting they discussed that it would be no cost to put on the zoom conference and still anticipating they will net \$30,000.

Commissioner Lauer stated that yesterday she participated in the dues meeting. She handed out a spreadsheet of the nine (9) scenarios of dues payments to the Commissioners and CA Libby. She stated that there was a motion to approve scenario seven (7) as the method for dues payments. This will be presented to the full Commissioners' Council at their next meeting for approval.

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

Respectfully Submitted,


Marcia Morris,
Clerk



Jeffrey F. Stiegler
Sheriff

Grafton County Sheriff's Department

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"In Service to Our County and State"



DISPATCH EMERGENCIES
603-787-6911

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

August 2020

- Prisoner Transports: 53
- CSO movements from the jail to Court: 00
- Involuntary Emergency Admissions (IEA): 7
- Arrest: 44
 - 26 - Arrest on a warrant, superior or civil, instate wanted, and on sight arrest
(people who we send to court)
 - 18 - on the U.S.F.S. Detail
- Civil: 133....Total Services
 - 78.....Abode
 - 46In Hand
 - 7.....Could not locate
 - 1.....Registry
 - 1.....Canceled
- Motor Vehicle Stops.....30
- Total # of Active Warrants..... 343 Criminal
 - 21 Civil
 - Total = 364
- Total Miles Driven: 19576

Grafton County Sheriff's Department Investigative Services Division Activity



August 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 August 2020.

5 Cyber Tips

1 CAC Interview from Cybertip – Human Trafficking

1 ICAC Emergency Operation (Groveton) - 3 Days

Certain Use of Computers Prohibited

Stalking

Solicitation

2 Emergency Subpoenas

1 Case referral to Alabama ICAC

Alabama ICAC executed SW resulting in positive ID of suspect exploiting / soliciting children

6 Search Warrants

3 Arrests for Possession of CSAI

3 Search Warrant Operations (ICAC)

2 Possession of CSAI

1 Felon in Possession of Firearms (resulting from ICAC op)

Seizure of 25 firearms for continued investigation

1 juvenile victim identified (hands on offense)

2 juveniles identified (exploited or solicited on line)

1 Conflict Case Child Exploitation / Solicitation

1 False Imprisonment Investigation

1 Criminal Polygraph – determine hands on sexual offense query.

1 Pre-employment Polygraph

6 Technical Assists



COPY

July, 2020

Dear Lieutenant Frederic James,

The International Association of Computer Investigative Specialists (IACIS) is a non-profit corporation composed entirely of volunteer computer forensic professionals from more than 60 international countries. Representing law enforcement, academia and virtually every area of private industry, IACIS members remain dedicated to fostering and perpetuating educational excellence in the field of forensic computer science.

IACIS provides a wide array of membership, training, and certification services and is recognized by the international digital forensics community as the premier organization of choice for computer forensics training. Formed in 1990, IACIS has a well-established history spanning more than 25 years as a leader in digital forensics. This distinguished history includes the creation and provision of a comprehensive, fully accredited certification process that is the first of its kind and highly coveted among digital forensics professionals.

In keeping with this tradition of excellence, I am honored to notify you that Justin S. Charette Combs of your agency successfully completed the certification process on 01-04-2020 and has been awarded the IACIS Certified Forensic Computer Examiner certificate (CFCE).

The CFCE program is a comprehensive process consisting of complex practical exercises and written assessments whereby candidates must demonstrate technical knowledge and practical proficiency in a multitude of scientific areas. These areas include crime scene search and seizure, forensic imaging and duplication of media, understanding Windows file systems, identification and extraction of Internet history and email artifacts, and the preparation of legal correspondence, to name a few. Completion of the CFCE is an arduous endeavor attained only through diligence and hard work. The courts generally recognize the CFCE certification as foundational in establishing the examiner as an expert in the field of digital forensics. I wish to congratulate Justin S. Charette Combs and advise you of this milestone in their career.

Today, digital evidence is present in virtually every type of crime perpetrated against persons and property. As a result of this increase in computer-based crimes, the scope of investigations involving digital evidence is increasing exponentially. I want to assure you that IACIS is committed to assist you and your department's needs through our wide array of professional, state-of-the-art services. I thank you for your partnership with IACIS and pledge our continued commitment to providing your agency with all that IACIS has to offer.

Sincerely,

A handwritten signature in cursive script, reading "M. Gene Shantz".

M. Gene Shantz, President
IACIS Board of Directors

GRAFTON COUNTY SHERIFF'S DEPARTMENT
COMPUTER FORENSIC UNIT



Technical Support to other Agencies		15
Forensic Exams	Number of Hard Drives	19
	Number of Cell Phones	17
	Number of CDs/DVDs	0
	Number of Other (Thumb drives, SD cards)	10
	Number of Gigabytes Examined	4, 828
Previews	Number of Items Previewed	15
GrayKey Unlocks	Number of iPhone Unlocks Completed with GrayKey	6
ISP/JTAG	Number of Devices Examined Using JTAG or ISP Methods	1

Monthly Report – August 2020

Forensic Examination Cases

There were a total of 12 Examination Requests and 46 devices brought to the Computer Forensic Unit in the month of July, from the following agencies:

Grafton County Sheriff's Department / NH ICAC: 3 Request's

NH State Police, Mobile Enforcement Team (MET): 3 Request's

Hartford (VT) Police Department: 3 Request's

NH Probation Parole: 1 Request

Littleton Police Department: 1 Request

Haverhill Police Department: 1 Request

Grafton County Sheriff's Department: 1 Request

Bethlehem Police Department / NH ICAC: 1 Request