

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

July 18, 2023

PRESENT: Commissioners Piper, Ahern and McLeod, and County Administrator Libby.

OTHERS: Nursing Home Administrator Craig Labore, Anne Duncan Cooley, Grafton Regional Development, Lisetta Silvestri, Plymouth Area Renewable Energy, Sheriff Jeff Stiegler, Captain Eric James, Sgt. Justin Charette-Combs, Lt. Kinsman, Portsmouth Police Department, and HR Director Clough.

Commissioner Piper called the meeting to order at 9:09 AM began with the Pledge of Allegiance.

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

**Nursing Home Administrator Labore arrived**

NHA Labore presented the Commissioners with a request to waive the competitive bidding process on two (2) Cascade End-Opening Spa tub units. This purchase was approved as part of the nursing home's FY '24 capital budget. These two tubs will replace our Apollo bathing tubs on the Meadow and Granite neighborhoods. As discussed during the nursing home's budget presentations, these Apollo tubs are no longer serviceable and we would like to replace them with the Penner Cascade End-Opening Spa Tub. We currently have two of these same tubs on our Maple and Profile neighborhoods and the Grafton County Maintenance Superintendent believes these Penner tub units are far superior to the Apollo tub line.

We have a quote submitted by Penner Patient Care, Inc. for the purchase of two (2) Cascade End-Opening Spa tub units for \$40,819. We are requesting that you waive the competitive bidding process and accept the quote from Penner Patient Care, Inc. This will help the nursing home to take advantage of discounted pricing for the second tub unit, which equals an approximate fifty (50) percent savings on the price of the seconding bathing unit.

**MOTION:** Commissioner McLeod moved to accept the Nursing Home Administrator's request to waive the competitive bidding process and accept the quote submitted by Penner Patient Care, Inc. for the purchase of two (2) Cascade End-Opening Spa tub units, for a total purchase price of \$40,819.00. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern "yes", Commissioner McLeod "yes" Commissioner Piper "yes" Commissioner Piper stated that a majority of the board voted "yes". All in favor the motion passes.

## **Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the July 11<sup>th</sup> meeting. Commissioner Piper had a few edits.

**MOTION:** Commissioner McLeod moved to approve the minutes from the July 11<sup>th</sup> meeting as amended. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes”. All in favor the motion passes.

2. The Commissioners signed check registers: FY 23 1186-1188; FY 24 1004-1006; 1008; 2023-07.14.2023.

## **Anne Duncan Cooley – Quarterly Update**

Ms. Duncan Cooley reviewed the past year with the Commissioners as their fiscal year ended June 30<sup>th</sup>. A. Duncan Cooley stated that lending was off the charts in FY ‘23. It was almost double previous years. It was mostly micro loans, which indicates that they are reaching start-ups. They have done 15 loans evenly distributed throughout the County. It has primary been gap funding to a wide variety of businesses. The funding was almost \$1M. She noted the FY ‘24 is also starting out very busy.

Ms. Duncan Cooley stated that GRDC is taking over Technical Assistance that was previously provided by NCIC.

Ms. Duncan Cooley also stated that Business Programming was very busy as well. There is a lot of interest in the communities. She stated that they are now able to get back out and are able to talk to people face-to-face, which is helping.

Ms. Duncan Cooley stated that they are seeing an increased interest in co-worker space at the Plymouth Business Incubator. It is a flexible office arrangement.

Ms. Duncan Cooley noted that FY ’24 is full stream already with increased demand and new clients.

Ms. Duncan Cooley answered questions from the Commissioners. Commissioner McLeod asked if Ms. Duncan Cooley could follow up with small businesses and nonprofits in the county that didn’t receive the ARPA funding that was requested through the County’s program to see if she could offer them assistance. CA Libby will forward the lists to Ms. Duncan Cooley.

## **Lisetta Silvestri, Plymouth Area Renewable Energy Initiative**

Ms. Silvestri reached out to County Administrator Libby to inquire if the County could be an applicant for an Energy Efficiency and Conservation Block Grant Competitive funding opportunity in the amount of \$2,000,000. This grant application would be on behalf of the towns

of Plymouth, Holderness, Ashland, Center Harbor and Sandwich. Each of the communities have a number of solar and or energy projects that are on hold awaiting funding.

Ms. Silvestri explained that this is Infrastructure Act money being targeted to Priority states and NH is a Priority state. They are looking for projects that combine multiple municipalities into one application, a team approach. PAREI would manage and administer the grant, Grafton County would be the applicant. Ms. Silvestri stated that the municipalities involved are excited to partner but none of them want to be the applicant due to their size and capacity to pass through a grant of this size, thus this is why they are requesting the County be the applicant.

Commissioner Ahern stated that he is concerned with buying solar panels that are not manufactured in the United States. CA Libby stated that there is a provision in the Infrastructure Act that requires that items funded be made in America.

Commissioner Ahern discussed Slightly Used Nuclear Energy with Ms. Silvestri. He explained that if the Governor would sign the Consent to Accept, NH could receive up to \$42B to fund this.

Ms. Silvestri explained this grant has no match requirements. Commissioner McLeod mentioned that Ms. Silvestri should reach out to Bethlehem if there is any room in the grant for additional projects.

**MOTION:** Commissioner McLeod moved to have the County apply for the Energy Efficiency and Conservation Block Grant Competitive funding opportunity in the amount of \$2,000,000. Commissioner Ahern seconded the motion. Commissioner Piper stated that she is really happy the County can do this. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes”. All in favor the motion passes.

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

Sheriff Stiegler pointed out to the Commissioners that their activity has increased quite a bit since April and that has increased their mileage.

Sheriff Stiegler stated that he was aware that the Commissioners would be discussing Encumbrances soon and he would like to advocate for his request to encumber \$3,000 for out-of-state extraditions due to the increase costs involved.

Sheriff Stiegler had Captain Eric James, Sgt. Justin Charette-Combs from the Sheriff's Office with him as well as Lt. Kinsman from the Portsmouth Police Department, who is the Commander for the NH Internet Crimes Against Children Task Force. Sheriff Stiegler stated that Captain James will be retiring from full-time service on July 31<sup>st</sup>. He will be staying on in a part time position. Captain James has worked on ICAC cases for years and he has worked with the Task Force in order to secure a part-time ICAC position in Grafton County. He and Sgt. Combs currently do this work primarily on over-time hours, which the County is reimbursed for through

ICAC. Sheriff Stiegler stated that he wanted his appreciation for the work that Captain James and Sgt Combs do noted for the record.

Lt Kinsman stated that ICAC's mission is to provide support to NH agencies to do these types of investigations. He stated that there has been a 243% increase in these crimes since 2018 and that having seasoned professionals to do this work is crucial. He stated that Captain James is one of those people. He stated that Captain James is able to coach and train other agencies that don't have the resources. He stated that these are technology based crimes and that technology is constantly changing. The work that Captain James has done has a dramatic impact. Lt. Kinsman explained that this is a 100% funded position through ICAC that will allow Captain James to continue to have impact and to be a resource in the North Country. He also stated that Captain James and Sgt Combs are pro-active to try and prevent these crimes and spend time doing educational presentations. He stated they are fantastic at this. Lt Kinsman stated that this position is a win/win for the Task Force and the Grafton County communities.

Commissioner Ahern thanked Captain James for his service. He stated that this is an important program and again thanked both Sgt. Combs and Captain James for their outstanding service.

Commissioner Piper and McLeod also expressed their support.

**MOTION:** Commissioner McLeod moved to accept the funding from the State of NH to support the Memorandum of Understanding between the Grafton County Sheriff's Office and the NH Internet Crimes Against Children Task Force. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern "yes", Commissioner McLeod "yes" Commissioner Piper "yes" Commissioner Piper stated that a majority of the board voted "yes". All in favor the motion passes.

3. Evaluations – The Commissioners discussed that it was time to do evaluations for the County Administrator, Department of Corrections Superintendent and the Human Resource Director. Commissioner Piper explained the process for Commissioner McLeod and then requested that the Board be prepared to complete Supt. Elliott's evaluation next week.

Commissioner Piper stated that she would be traveling to the NACO Conference this weekend and due to her late return on Monday night, she requested that the Commissioners change their meeting date. The Commissioners agreed to meet on Wednesday, July 26<sup>th</sup> at 1:00 PM instead of Tuesday.

4. Commissioner Piper signed a CDBG Drawdown request for BEDC in the amount of \$23,828.84.
5. CA Libby shared the attached Tax Impact Spreadsheet for FY '24 with the Commissioners for their review.
6. The Commissioners discussed the replacement application for Non Profit Grant funding for the Plymouth Area Recovery Connection. PARC will no longer be doing business;

however, the services they provide will be continued by Archways. Archways has provided an application for funding in place of PARC. The Commissioners reviewed the application and agreed that they should transfer the funding allocated for PARC to Archways.

**MOTION:** Commissioner McLeod moved to transfer the ARPA Nonprofit funding approved for the Plymouth Area Recovery Connection to Archways. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes”. All in favor the motion passes.

HR Director arrived and requested to go into nonpublic session.

**MOTION:** \* 10:48 AM Commissioner McLeod moved to enter into non-public session for the purposes of the hiring of any person as a public employee according to RSA 91-A: 3, II (b). Commissioner Ahern seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

\*11:25 AM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner Ahern 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 McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

**MOTION:** \* 11:28 AM Commissioner McLeod moved to enter into non-public session for the purposes of Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A: 3, II (l). Commissioner Ahern seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

\*12:47 PM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner Ahern 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 McLeod seconded the motion.

Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

12:49 PM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Martha S. McLeod', written over a horizontal line.

Martha S. McLeod, Clerk



<b>MUNICIPALITY</b>	2022 Equalized	2021 Equalized	Difference in	Percentage	FY '24	FY '23	Difference	Change
	Value	Value	Valuation	Proportion to County Tax	Tax	Tax		
ALEXANDRIA	369,943,352	299,526,883	70,416,469	1.4644%	\$ 388,311	\$ 387,590.00	\$ 721	0.19%
ASHLAND	459,603,182	387,010,889	72,592,293	1.8194%	\$ 482,422	\$ 500,795.00	\$ (18,373)	-3.67%
BATH	211,442,797	168,535,971	42,906,825	0.8370%	\$ 221,941	\$ 218,087.00	\$ 3,854	1.77%
BENTON	45,980,001	34,722,800	11,257,201	0.1820%	\$ 48,263	\$ 44,932.00	\$ 3,331	7.41%
BETHLEHEM	534,227,142	409,335,797	124,891,345	2.1148%	\$ 560,751	\$ 529,684.00	\$ 31,067	5.87%
BRIDGEWATER	647,807,770	636,591,869	11,215,901	2.5644%	\$ 679,971	\$ 823,755.00	\$ (143,784)	-17.45%
BRISTOL	954,821,700	788,413,094	166,408,606	3.7797%	\$ 1,002,228	\$ 1,020,212.00	\$ (17,984)	-1.76%
CAMPTON	816,663,684	683,490,641	133,173,043	3.2328%	\$ 857,211	\$ 884,442.00	\$ (27,231)	-3.08%
CANAAN	605,104,389	476,096,446	129,007,943	2.3953%	\$ 635,148	\$ 616,072.00	\$ 19,076	3.10%
DORCHESTER	68,596,654	61,383,018	7,213,636	0.2715%	\$ 72,002	\$ 79,430.00	\$ (7,428)	-9.35%
EASTON	126,781,630	106,308,229	20,473,401	0.5019%	\$ 133,076	\$ 137,564.00	\$ (4,488)	-3.26%
ELLSWORTH	29,575,921	21,625,182	7,950,739	0.1171%	\$ 31,044	\$ 27,983.00	\$ 3,061	10.94%
ENFIELD	972,114,584	824,053,224	148,061,360	3.8482%	\$ 1,020,380	\$ 1,066,331.00	\$ (45,951)	-4.31%
FRANCONIA	567,912,069	434,700,229	133,211,840	2.2481%	\$ 596,109	\$ 562,505.00	\$ 33,604	5.97%
GRAFTON	221,075,373	173,328,394	47,746,978	0.8751%	\$ 232,052	\$ 224,288.00	\$ 7,764	3.46%
GROTON	229,170,312	207,437,078	21,733,234	0.9072%	\$ 240,549	\$ 268,425.00	\$ (27,876)	-10.39%
HANOVER	3,618,874,000	2,870,474,277	748,399,722	14.3256%	\$ 3,798,551	\$ 3,714,414.00	\$ 84,137	2.27%
HAVERHILL	618,901,562	463,292,553	155,609,009	2.4500%	\$ 649,630	\$ 599,504.00	\$ 50,126	8.36%
HEBRON	447,070,403	415,788,143	31,282,260	1.7698%	\$ 469,267	\$ 538,033.00	\$ (68,766)	-12.78%
HOLDERNESS	1,328,865,779	1,081,105,979	247,759,800	5.2604%	\$ 1,394,844	\$ 1,398,959.00	\$ (4,115)	-0.29%
LANDAFF	83,471,838	61,428,980	22,042,858	0.3304%	\$ 87,616	\$ 79,490.00	\$ 8,126	10.22%
LEBANON	3,331,429,382	2,886,260,516	445,168,866	13.1877%	\$ 3,496,834	\$ 3,734,841.00	\$ (238,007)	-6.37%
LINCOLN	1,876,665,499	1,288,529,539	588,135,960	7.4289%	\$ 1,969,842	\$ 1,667,366.00	\$ 302,476	18.14%
LISBON	167,790,359	187,932,903	-20,142,545	0.6642%	\$ 176,121	\$ 243,187.00	\$ (67,066)	-27.58%
LITTLETON	1,443,679,148	1,161,407,411	282,271,736	5.7149%	\$ 1,515,358	\$ 1,502,869.00	\$ 12,489	0.83%
LIVERMORE	136,600	136,600	0	0.0005%	\$ 143	\$ 177.00	\$ (34)	-18.99%
LYMAN	107,486,729	98,104,171	9,382,558	0.4255%	\$ 112,823	\$ 126,948.00	\$ (14,125)	-11.13%
LYME	512,197,408	462,523,294	49,674,114	2.0276%	\$ 537,628	\$ 598,509.00	\$ (60,881)	-10.17%
MONROE	723,269,944	582,237,056	141,032,888	2.8631%	\$ 759,180	\$ 753,419.00	\$ 5,761	0.76%
ORANGE	40,676,484	37,517,226	3,159,258	0.1610%	\$ 42,696	\$ 48,548.00	\$ (5,852)	-12.05%
ORFORD	241,119,253	181,186,382	59,932,871	0.9545%	\$ 253,091	\$ 234,457.00	\$ 18,634	7.95%
PIERMONT	146,511,314	126,458,668	20,052,646	0.5800%	\$ 153,786	\$ 163,638.00	\$ (9,852)	-6.02%
PLYMOUTH	831,408,057	635,104,573	196,303,484	3.2912%	\$ 872,687	\$ 821,830.00	\$ 50,857	6.19%
RUMNEY	347,602,622	328,420,109	19,182,513	1.3760%	\$ 364,861	\$ 424,978.00	\$ (60,117)	-14.15%
SUGAR HILL	295,792,109	274,427,854	21,364,256	1.1709%	\$ 310,478	\$ 355,112.00	\$ (44,634)	-12.57%
THORNTON	765,886,289	558,294,810	207,591,479	3.0318%	\$ 803,912	\$ 722,438.00	\$ 81,474	11.28%
WARREN	155,326,063	121,294,619	34,031,444	0.6149%	\$ 163,038	\$ 156,956.00	\$ 6,082	3.87%
WATERVILLE VALLEY	591,573,012	439,353,648	152,219,364	2.3418%	\$ 620,945	\$ 568,527.00	\$ 52,418	9.22%
WENTWORTH	190,958,514	131,080,124	59,878,389	0.7559%	\$ 200,440	\$ 169,619.00	\$ 30,821	18.17%
WOODSTOCK	534,126,047	398,866,218	135,259,829	2.1144%	\$ 560,645	\$ 516,136.00	\$ 44,509	8.62%
TOTALS:	25,261,638,972	20,503,785,399	4,757,853,573	100%	\$ 26,515,876	\$ 26,532,050	\$ (16,174)	-0.06%



# Grafton County Sheriff's Department Operations Division

Monthly Report

June 2023

## Statistics

### -Transport:

- Court Transports: 15 Prisoner Transports: 57
- CSO movements from jail to court: 25
- Juvenile Transports: 4
- Involuntary Emergency Admissions (IEA): 9

### -Arrest:

-Arrest on warrant, Superior or Civil Warrant, Instate Warrant, EBW, GCSO cases and on view arrest(complaint generated by this agency)

Total Arrest: 25

### -Civil:

(GSI inforserv cannot differentiate types of civil service, In Hand, Abode or Non Est)

Total Monthly Civil Service: 200

### -Warrants:

-Total # of Active Warrants: Criminal= 390  
Civil = 27  
Total 417

### -Motor Vehicle Activity

-Motor Vehicle Stops: 33

### -Fleet Mileage

- Total Miles Driven: 27,124



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



**June 2023**

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Units had the following activity for the month of June 2023. The Criminal Division continues to learn and often struggle with the new records management system (CSI).

Possession of Child Sexual Abuse Images (3)

Bail Jumping (1)

Drug Investigations (3)

Fugitive From Justice (2)

Assist Other Agencies (7)

Investigative Search Warrants (4)

Investigative Subpoenas (1)

Indictments - Aggravated Felonious Sexual Assault (x29),  
Witness Tampering

Child Advocacy Center (CAC) Interviews attended (1)

Peer Review for Child Advocacy Center (1)

Evidence or Property obtained to include electronics or storage medium for review, examination, delivered or taken into the Computer Forensic Unit (CFU).

Communication Devices (Cell Phone): (8)

Electronic Equipment: (5)

Training:

Mental Health Training (1)