

GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections  
North Haverhill, NH 03774  
October 26, 2021

PRESENT: Commissioners Piper, Lauer and Ahern, CA Dorsett and Administrative Assistant Norcross.

OTHERS PRESENT: Heather Porter – SNS, County Attorney Hornick, Finance Director Libby, Supt. Elliott, Lucille Buteau

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

Commissioner Piper stated that Sheriff Stiegler was unable to attend today's meeting but has forwarded the Commissioners an email with some housekeeping issues he wanted to make them aware of. She read the following from Sheriff Stiegler.

1. Sheriff Stiegler stated in his email that at their monthly N.H. Sheriff's Association meeting that Rockingham County indicated that they also had a legislative meeting within its court building. Fortunately, they had been given notice to put court security in place for the event, as it was also open to the public. He learned from Rockingham County that they were able to bill out for that meeting. He stated that he does not want to be compensated for this call in and sorting out the confusion, however he is willing to represent his hours spent at the Courthouse after hours when he was requested to come back in to enable the county to recover monies for services rendered. He believes the County could also bill for the disruption of custodial services and calling maintenance to have the air exchange system turned on then off again for the public meeting in Court Room 1 on that evening.

CA Dorsett determined that billing and notification to the Legislature seemed appropriate and better coordination with the county in the future would be appreciated. He stated that FD Libby could possibly come up with figures. Commissioner Piper stated that it is a small thing but the County can assert itself with the legislature to enable better coordination.

**MOTION:** Commissioner Ahern moved to bill the legislature for the services that had to be provided by the Sheriff's Department and Maintenance Department, a fee for the use of the facility, as well as any other appropriate fees. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Lauer noted that her concern is that the County is charging the State of New Hampshire for a courtroom that is theirs. Commissioner Ahern and Commissioner Piper agreed. Commissioner Ahern withdrew his vote and motion.

**MOTION:** Commissioner Ahern moved to bill the State of New Hampshire for the County employee's time. Commissioner Lauer seconded the motion and all were in favor.

2) Sheriff Stiegler noted concerns that he was not clear on what the Commissioners are looking for from his office in regards to the wage study as he was told that the Register of Deeds has produced a job description for her position. He stated in his email that his thought process is that the Grafton County Delegation should be the ones to determine the Elected Officials salaries as the statute seems straightforward on how this is done.

Commissioner Lauer stated that the County has hired a company to complete a wage study and if they need information from the Elected Officials then they will ask for it. She noted that it is not up to the Commissioners to determine what information the company performing the wage study will need. Commissioner Piper stated that she did not agree with the original decision that the Elected Officials would be included in this study. She stated that she is in agreement with the Sheriff, that it is a matter of statute. Commissioner Ahern noted that his understanding was they would provide the information and then the Delegation will make their decision. The Commissioners are not looking for anything from the Elected Officials. Commissioner Lauer stated that she agrees with Commissioner Ahern, they will not do anything and if the company needs information, they will request it from the appropriate location.

3) Commissioner Piper reported that Sheriff Stiegler stated in his email that he had the following three (3) updates regarding staffing:

- a. He currently has one deputy in the N.H. Police academy and set to graduate at the end of December 2021. Once this is done, she will enter into a field-training program for 12-16 weeks before being assigned a Sheriff's vehicle and enabled to conduct solo duties.
- b. His Lieutenant sustained an injury and will be out of work for a few more weeks.
- c. One of his primary part time/special deputy's is taking a month off while a couple other full time deputies want to use earn time as they are close to or maxed out.

Sheriff Stiegler stated that all of these factors create an extremely challenging atmosphere to navigate their daily responsibilities through but he assures the Commissioners they will continue to get the work done.

4) Commissioner Piper reported that the last item on Sheriff Stiegler's email was a copy of a letter he sent out to over a half dozen part time/special deputies concerning their operational needs and their lack of commitment or inattention to the department.

#### **IT – Heather Porter, SNS**

H. Porter reported that it has been a quiet month. They have been working on day-to-day tasks.

Commissioner Lauer asked, if after reviewing the help desk tickets, if SNS has noticed any one (1) particular issue coming up that they could help address. H. Porter stated that there have been a variety of users that need help but there has not been one particular reoccurring issue. She

reported that there have been no major outages, nor any downtime with any department in terms of IT related issues.

H. Porter answered further questions from the Commissioners.

**Agenda Issues:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the October 19<sup>th</sup> meeting. Commissioner Piper had a few edits.

**MOTION:** Commissioner Lauer moved to approve the minutes from October 19<sup>th</sup> as amended. Commissioner Ahern seconded the motion and all were in favor.

2. C.A. Dorsett said that the Plymouth Water & Sewer District is requesting that the Commissioners consider sponsoring a CDBG application for the Plymouth Village Water and Sewer District to replace water and sewer lines on Russell St. in Plymouth. Director Don Jutton hoped to be available for the meeting but was not able to be there at this time. The Town of Plymouth was recently awarded an EDA grant to replace the failed storm water system in the downtown area of the community and Russell St. (approximately 2000 linear feet) is one of the major streets in the project area and is considered a low/mod neighborhood of the community. The age and condition of the water and sewer utilities on Russell St. are such that failure, especially water breaks, are likely to occur within a short time of the Town completing its project. The District hopes to secure funding to replace the very old water and sewer lines in conjunction with the storm water project so that all infrastructure construction can be completed as a single project and the extra cost, disruption, and inconvenience of delayed replacement can be avoided. The Town has committed a portion of its ARPA funding to support the District's effort; however, they are not able to be the sponsor of the CDBG since there is a critically important economic development area (Railroad Sq.) in the heart of the storm water replacement area that warrants submission of an application by the Town. The key factor in both efforts is the concurrence of construction timing, which will be critical for overall success.

CA Dorsett stated that after reviewing the request and project funding plans and contingencies, the County currently has a number of projects they are trying to move forward on, including the NTIA grant application for the broadband project. If the grant does not go through, the Broadband Committee's plan is to apply for the same CDBG grant. He noted that the municipal wells, septic and Microgrid feasibility studies would all look for CDBG funds if they were to move forward as well. He explained that CDBG funds all come out of the same pool of money, which has a limit on how much can be applied for each year. If the County sponsors this CDBG, application and then conducts a feasibility study that is finished early spring, the CDBG calendar does not reset until July 1<sup>st</sup>. If these projects were ready to go, the County would have to delay the application. Commissioner Lauer stated that the Plymouth Water & Sewer District is requesting the county to sponsor this grant but the county is limited in the amount of CDBG funding that they can apply for and have projects already lined up for these funds. The Commissioners discussed it and agreed to not sponsor this grant application due to the other projects that the County may be working on.

3. CA Dorsett stated that the County had a 41-year employee retire from the Nursing Home and it is the practice that when an employee over 30 years retires, a \$10 per year bonus is given. This employee would be receiving a \$410 bonus.

**MOTION:** Commissioner Lauer moved to approve the retirement bonus of \$410. Commissioner Ahern seconded the motion and all were in favor.

**County Attorney Hornick arrived and requested to go into nonpublic session.**

**MOTION:** \* 10:15 AM Commissioner Ahern 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 according to RSA 91-A: 3, II (a) Commissioner Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

\* 10:45 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 Lauer seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

Atty. Hornick reported that their Victim Witness Assistant has resigned and it has caused them to look at the needs of that department. She has taken some of the work that the assistant did and given it to other support staff. She explained that her request is, instead of hiring an assistant; she would like to hire a third Victim Witness Coordinator because the caseload is very high, and the numbers of victims and witnesses they are working with continues to rise. The victim cases are very intense and challenging. Her staff are not providing the counseling or support; they are directing victims and witnesses to it. Atty. Hornick explained that this is out of budget but with losing an attorney and replacing the position with a lower paid attorney, having the period of time where the Victim Witness Assistant is not working and a lapse in time from another attorney, she will have the funds available to cover the difference in salaries. Atty. Hornick answered questions from the Commissioners regarding her request.

Commissioner Lauer stated that she respects Atty. Hornick’s knowledge and expertise of her office. Commissioner Ahern expressed concerns about the growth of the Attorney’s Office and its caseload and the legal system as a whole. He stated that he does not feel that adding another Victim Witness Coordinator is going to help with those issues.

**MOTION:** Commissioner Lauer moved to approve the hiring of a Victim Witness Coordinator in lieu of a Victim Witness Assistant. Commissioner Ahern seconded the motion for discussion purposes.

Discussion: Commissioner Piper stated that she shares in Commissioner Ahern's concerns regarding the growth of the department and the resulting increased use of government/ taxpayer funds, but she also respects Atty. Hornick's expertise as their department head and making decisions for her department and therefore she will support the motion.

Commissioner Piper called the roll. Commissioner Lauer "yes", Commissioner Ahern "no", Commissioner Piper "yes". With the vote being two (2) in favor and one (1) in opposition the motion passes.

**Finance Director Libby arrived and gave the following report:**

1. Review September Financial Reports

*Monthly Department Variance Report:*

- Nursing Home Revenue – FD Libby stated that the Nursing Home is looking good right now but she does not expect that to continue with the pause in admissions.

*Prorated Report*

- FD Libby reported that the County is on target with revenue and under expended by almost \$2 million. The unassigned fund balance is at \$8.9 million.

*Over Expended Report*

- FD Libby noted that there are a couple of over expended accounts but nothing of concern at this point.

2. FY2022 Tax Apportionment and Invoices – FD Libby submitted the report to the Commissioners for their review.

3. Payroll Coordinator – Cynthia Morrissey – started 9/22/21 quit – 10/14/21.

4. HealthTrust Return of Surplus - \$418,538.75 – 11/17/21 – FD Libby stated that the returns to employees would go out once the County has received the funds. She noted that the calculations of amounts being returned to employees is currently being done.

5. Roving Advocate Grant

- a. Current ended 9/30/21 – FY'22 Revenue \$32,874.38.
- b. New Application – not funded, program has ended - \$202,639.62. Revenue/Expense will not be transacted during FY'22.

6. Farm Stand Receipts

- a. Farm Stand remains open daily – closing on October 31<sup>st</sup> 2021
- b. Plenty of Potatoes remain – will be sold from the farm
- c. Revenue Budget - \$25,000 ~ Receipts directly from the farm stand through 10/24/21- \$24,531.05. Total revenue currently \$25,301.94 (includes eggs sold before the farm stand opened)

**Supt. Elliott and Lucille Buteau – Substance Use Disorder Program Director, arrived and gave the following report: (\*see attached)**

Supt. Elliott stated that he has a request for an inmate transfer from Coos County. He reported that the Coos County DoC is unable to keep him safe at their facility and have requested to transfer the inmate to Grafton County.

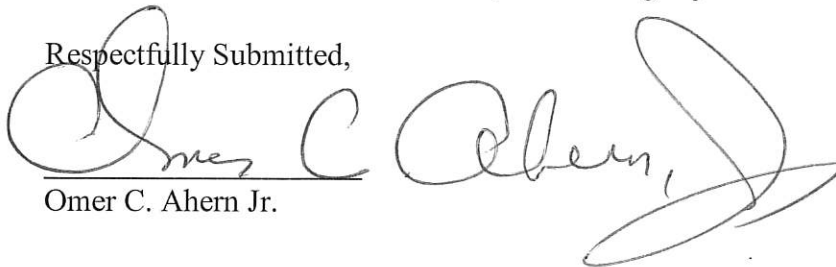
**MOTION:** Commissioner Lauer moved to accept the inmate transfer from Coos County. Commissioner Ahern seconded the motion and all were in favor.

L. Buteau then gave the Commissioners the Program’s Report and answered various questions.

Superintendent Elliott took the Commissioners on a tour of the facility so that they could conduct their inspection of the Department of Corrections per RSA 30-B:12.

12:15 PM With no further business, the meeting adjourned.

Respectfully Submitted,

A large, stylized handwritten signature in black ink, appearing to read "Omer C. Ahern, Jr.", is written over a horizontal line. The signature is cursive and somewhat abstract.

Omer C. Ahern Jr.



October 26, 2021

Commissioners Report

1. Population:              In House: 47              F Unit: 23  
   E Unit: 7  
   D Unit: 3  
   C Unit: 10  
   Intake: 4

Out of Facility: 28

Total population: 75

Intakes since 7/1/21: 281              Male: 189              Female: 92

2. Community Corrections Report:

- a) Electronic Monitoring: 8
- b) Daily Work Release: 0
- c) Pre-Trial Services: 27- 2 on GPS monitoring

#### **d) Operation Impact:**

9/20 -Presentation of Acts of Kindness to Ashland Elem. & Worked the line 4p-8p & On call  
9/21- EM and FIRRM checks with Sgt. Clark & On call  
9/22- EM and FIRRM checks with Sgt. Clark & On call  
9/23- Presentation of Acts of Kindness to Ashland Elem. & Meeting with Woodsville Elem to schedule classes & On call  
9/24- Worked the line 8a-noon  
9/27- EM and FIRRM checks with Sgt. Clark & Brought our Inmate Hinton & On call  
9/28- EM and FIRRM checks with Sgt. Clark & Court for Inmate Nadeau & Worked the line 4p-8p  
9/29- Paperwork and Emails & Worked the line 8p- midnight  
9/30- Presentation of ADWI x 2 to Littleton High School with Inmate Poole  
10/1- Presentation of ADWI x 2 to River Bend Career and Tech Center  
10/4- Presentation of Learn about Character to Ashland Elem. & EM and FIRRM checks with Sgt. Clark & On call & Worked the line 4p-8p  
10/5- Presentation of Learn about Character to Ashland Elem. & On call  
10/6- EM and FIRRM checks with Sgt. Clark & On call  
10/7- Presentation of Learn about Character to Ashland Elem.  
10/12- Presentation of Bullying to Llsbon Regional School  
10/13- Paperwork and schedule classes & Worked the line 4p-8p  
10/14- Courtesy ride to Littleton  
10/15- Worked the line 8a- noon & On call  
10/18- EM and FIRRM checks with Officer Beatrice & Worked the line 4p-8p & On call  
10/19- Out at barn for Pumpkin day with Woodsville Elem students & On call  
10/20- EM and FIRRM checks with Sgt. Clark & brought 2 females out on EM & On call  
10/21- Presentation of Natural High to BMU & Presentation of Acts of Kindness to Landaff Blue school & Worked the line 3p-8p  
10/22- Presentation of Natural High to BMU

#### **e) Community Work Detail:**

Sergeant Griffin has been harvesting produce out in the fields and stocking the farm stand. He has also been covering shifts in the jail.

**f) Transports:** For the month of September staff conducted 17 transports.

- 0 transport to a treatment facility.
- 0 medical transports for inmate medical needs/doctor's appointments.
- 17 courtesy rides home for inmates being released that could not find a ride for themselves.



## **FIRRM Program**

3 current participants

Level 1 – 2

Level 2 – 1

Level 3 - 0

## **Programs Department Report:**

For the month of September, the Programs Department provided various services to 23 different inmates for approximately 400 hours. These services include SUD groups, individual counseling and HISET. The majority of these hours came from the following services broken down below.

Individual Counseling: 24 total hours

Female – 5 hours

Male – 19 hours

SUD Treatment Groups: 367 total hours

Female – 184 hours

Male – 183 hours

**Medical /Mental Health Report:** For the month of September there were five psychiatric clinic days with a total of 40 patient encounters.

## **General**

Administrative transfer pursuant to RSA 30-B:21

Lucille Buteau- programs report to Commissioners

Jail Tour/Lunch

Are there any Commissioner concerns?

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