

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
November 15, 2022

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

OTHERS PRESENT: Maintenance Supt. Oakes, Sheriff Stiegler, County Attorney Hornick,
DoC Supt. Elliott, Interim Farm Manager Libby

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

Supt. Oakes arrived and gave the following report: (* see attached)

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

Memo for Requested Action – Sheriff Stiegler submitted a request to place all current part time
deputies who are certified full time NH Law Enforcement Officers, at an equitable merit step on
the newly adopted Grafton County Pay Scale. He discussed his request with the Commissioners
and stated that he is requesting that the active part time deputies should be placed at a Grade 13,
Step 10 (\$29.79 per hour) to assure attrition is kept to a minimum going forward. He noted that
this would also help them with recruiting future part time deputies. Sheriff Stiegler answered
questions from the Commissioners. The Commissioners further discussed the request and agreed
that because they are seeing this request for the first time today, they would like more time to
review it and have Sheriff Stiegler return at a later meeting for further discussion.

Agenda Items

1. Commissioner Piper asked if everyone had a chance to read the minutes from the November
1st Commissioner meeting and the November 1st Farm Committee meeting.

MOTION: Commissioner Lauer moved to approve the minutes from the November 1st
Commissioner meeting. Commissioner Ahern seconded the motion and all were in favor.

MOTION: Commissioner Lauer moved to approve the minutes from the November 1st
Farm Committee meeting. Commissioner Ahern seconded the motion and all were in
favor.

County Attorney Hornick

1. Atty. Hornick stated that she had previously discussed the issue of staffing shortages in her
office. She explained that she was able to hire a couple of new attorneys. One of the attorneys
was hired fresh out of law school in June and he is doing very well. She stated that another
attorney had just graduated from law school and had not passed the bar when she hired him, but
he has since passed the bar. She explained that the last four (4) attorneys she has hired had no

criminal law experience, which has been a push for her other staff to help train. She had previously requested an out of cycle step increase for the four (4) experienced attorneys and they had left it at CA Libby potentially looking into a bonus rather than an out of cycle step increase. CA Libby stated that they had talked about having money left in the Assistant County Attorney line and giving a one (1)-time bonus to those individuals. Atty. Hornick stated that she thinks a one-time bonus would let those four (4) know that the Commissioners understand what they are doing. She does have the available funds in their Assistant County Attorney line. CA Libby stated that she would discuss this further with Atty. Hornick who could then return to the Commissioners with the costs.

2. Atty. Hornick reported that she attended the North Country First Responder Foundation Dinner. She was able to attend because former County Atty. Saffo started an award with Genie Bruno for investigators in law enforcement, and this year the recipient was State Trooper Jay Stevens.

3. Atty. Hornick stated that Asst. County Attorney Tara Heater and Office Administrator Evans have expanded their PBK system, so it is more than a case management system. She explained that the work they have done has assisted other County Attorney's Offices across the state. Atty. Hornick reported that there is an annual event April 4-6 of next year put on by Karpel in St. Louis, and Office Administrator Evans has requested to go. Atty. Hornick stated that she would like the Commissioners to consider this request given all the work that Office Administrator Evans has put into it and she would return with the costs associated with the trip.

Supt. Elliott arrived

Supt. Elliott stated that they have reached a point at the DoC where, out of the 38 shifts needed to cover the schedule, they are 50% short. He explained that this triggers their progression plan, which limits services outside of the facility. This brings in staff members from the farm, pulls Community Corrections back into the facility as well as their Operation Impact Officer. He stated that it is "all hands on deck" inside the facility because they have reached a critical staffing level. He has lost a number of staff due to their reports of stress and anxiety. He has pulled every stop he has; this is the last defense. Supt. Elliot stated that he would like to implement a stipend of \$300 a week for everyone who works over 36 hours a week. He explained that this would motivate those working over 36 hours and help to deter the callouts. He stated that he has this money in his salary lines and would not need to submit an ARPA request. He would like to do this for six (6) months. Supt. Elliott answered questions from the commissioners.

MOTION: Commissioner Lauer moved to approve the recommendation for the stipend at the Department of Corrections effective November 27th. Commissioner Ahern seconded the motion and all were in favor.

Interim Farm Manager Libby

G. Libby stated that there are only two (2) current applications on file for the Farm Assistant position. Both applicants are former inmates, and both have felonies on their record but he thinks

they would be suitable. He feels like he would like the Commissioners' consensus on that because as the interim manager, he does not want to set somebody up to fail down the road. Commissioner Ahern requested to go into nonpublic session.

MOTION: *10:37 AM Commissioner Ahern 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 Piper 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.

Commissioner Piper declared the meeting back in public session.

MOTION: *11:12 AM Commissioner Lauer 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 Ahern 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.

MOTION: Commissioner Lauer moved to appoint Ben White as Interim Farm Manager effective January 1st 2023. Commissioner Ahern seconded the motion and all were in favor.

Agenda Items:

1. Bid Waiver Request - CA Libby stated that she is requesting that the Commissioners waive the competitive bidding process and award the new furniture purchase to WB Mason. The updated quote that they have is for \$9,180.35. This is for a 20' table and 24 new chairs. WB Mason will deliver furniture, set it up and remove all debris associated. If another vendor is selected, the furniture will be shipped to the County? and will require Maintenance to assemble and discard all debris. She explained that WB Mason would also provide any follow up service as well. The county is a long-time, well-established customer with WB and receives fantastic customer service and very good pricing from them. CA Libby noted that they did some research and were able to get a price for the same table from another vendor, National Business Furniture and the table alone was \$5,599. The table from WB Mason is \$3,469.31. The table quoted from WB Mason includes an electrical port, which will allow us to plug in things without cords running to the floor. Sam also checked with Office Depot, Staples and Uline, and they do not offer a 20' table option.

MOTION: Commissioner Ahern moved to waive bidding process and purchase the conference room furniture from WB Mason in the amount of 9,180.35, Commissioner Lauer seconded the motion. All were in favor.

2. CA Libby reminded the Commissioners that the Executive Committee is meeting Monday the 21st at 8:00am.

3. CA Libby stated that November 29th is a 5th Tuesday and asked if the Commissioners planned on having a meeting that day. Commissioner Piper asked if they could cancel the meeting on the 22nd and meet on the 29th instead as she has a scheduling conflict on the 22nd. The Commissioners agreed to cancel the meeting on the 22nd.

Commissioner Issues:

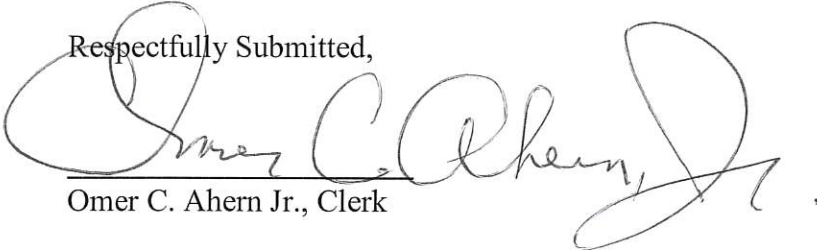
4. Commissioner Lauer stated that she has made contact with Commissioner Elect McLeod and hopes to meet with her this next week to bring her up to speed. She invited her to a meeting as well.

5. Commissioner Ahern asked if the towns and municipalities are going to be given the opportunity to request ARPA funding. CA Libby stated that she has asked the department heads to come up with their 2-year plans for ARPA funds. She will then put together needs and wants for the departments. This will give the Commissioners an idea of how much the departments will be requesting and that will then give them an idea of how much is left to see if they want to open it up to outside agencies. Commissioner Ahern stated that a Wentworth Selectman approached him asking what the framework would be in requesting ARPA funds from the county.

6. CA Libby stated that social service applications should be going out in the next two (2) weeks and she will send the application to the Commissioners for their review.

11:31AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Omer C. Ahern Jr.", written over a horizontal line.

Omer C. Ahern Jr., Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 18 – November 14, 2022

COMPLEX

Building Automation System (BAS) Project (99% complete) Alliance Building Automation (ABA) Has to complete our final punch list and provide training. Once complete I will release their 10% retainage.

Fuel Polishing – Over the last few months we've polished all the fuel in our generator base tanks and all building Underground Storage Tanks (UST), with the exception of the Admin. Building. *We've polished roughly 6,000-gallons and have another 6,000-gallons to go.*

ARPA Projects Status

1. Admin & Nursing Home Flooring Round 2 – I ordered all flooring material through Mayo's Flooring and the work is scheduled for late December.
2. Septic System Feasibility Study – As you know, Woodsville Fire District disapproved of the county disconnecting from its sewer treatment plant per RSA 147-8. I paid Horizons Engineering for their time expended on the project to-date. We are now in the holding pattern awaiting a legislative solution to this problem. *To strengthen our position legislatively you agreed to resume the study. I notified Horizons Engineering and they assured me they would complete the study by late December.*
3. Test Well –Tristate Drilling & Boring started drilling our test well on Tuesday, Oct 18th and completed it within a week. *The new 1,000-foot deep well produces approximately 35-gallons a minute. In our last meeting you agreed to seek approval from the Delegation Executive Committee for additional funding to drill a second test well. I'm awaiting Horizons Engineering's proposal for this work, which should include the additional cost related to NH DES permitting of wetlands.*
4. BACnet Full Integration – This project has been on hold due to staffing issues in my department. I am meeting with Alliance on Friday, 10/21 to discuss options going forward. *This meeting fell through and is now scheduled for 11/17.*

Winter Prep – The department completed all its winter prep (mounted plows, sander, put out ice-melt, staked utilities, etc.) and is ready for snow anytime.

COURTHOUSE

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

HVAC – The 60-ton AC system that supports the Southern ½ of the building had its #2 compressor fail in one of its two circuits. I have a new compressor on hand along with the associated materials and gases to repair it. *Since our last meeting Lee Pennock discovered the cause of failure was likely due to low refrigerant based on finding leak at distributor connection at the evaporator. Due to extremely low manning we have not been able to repair the evaporator or replace the compressor, a 2-3-day job for two people. Put job off until spring.*

Forensic Computer Lab - Ductless split condensate drain pipe keeps splitting and leaking in hallway...replaced drain pipe.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 18 – November 14, 2022

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Lighting – Converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.

Plumbing - A 2003 Building domestic hot water line distribution pipe at the hot water storage tank has minor leak...still awaiting repair.

Melink (Auto-hood system) – Stuck in 100% fan speed all the time following hood ductwork cleaning. Should ramp down to 50% when there is no presence of cooking. Awaiting troubleshooting.

Laundry - Dryer booster fan bearings were failing and causing rumble...replaced bearings.

ADMINISTRATIVE BUILDING

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

Lighting – Converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.

Boiler – Pressure relief valve on boiler 2 would not stop leaking...replaced valve seat seal.

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC

1. Heat pump WHP-F2 main controller circuit board bad...operating unit in manual mode via slave controller as interim measure until we can get a replacement part. The circuit boards in our heat pumps are obsolete and hard to find. Multistack found one and wanted to charge us \$2,260 for the part, installation and programming. However, they could not provide a warranty. They do have newer versions of this circuit board, but for it to work they must replace the circuit board in the slave controller too so the two controllers are compatible. The material, installation and programming for the two newer versions will cost \$4,900, but at least they will come with a 1-year warranty. I had them order the two newer version controllers, which are slated for delivery sometime in the Feb/Mar timeframe. Checked on part back order... vendor has not received it from the manufacturer and has no delivery date. *A contractor replaced these boards on 10/21. The new controllers are configured differently than the old ones, thus requires Alliance Building Automation to change their building automation system wiring to match it. Running in hand mode until this work is complete.*
2. Heat pump WHP-G1, circuit B shut down on low pressure...troubleshoot to bad slave controller. Will use one from WHP-F1 when contractor upgrades the controllers on that unit. Operating off circuit A as interim measure. *A contractor replaced these boards on 10/21.*

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 18 – November 14, 2022

3. Heat pump HP-B17 is woefully inadequate to heat and cool the locker room spaces. Lee Pennock calculated the size of a new replacement and the proposal I have for this work is \$5,169, which requires your approval to purchase. We have a Trane system; hence the replacement heat pump is a properly sized, compatible Trane unit. *New heat pump is ordered...Just delivered but it is too cold out now to change it out. We will limp through the winter and install the new one in the spring.*
4. Air handler ERU-D1 has a cracked supply fan motor mount...awaiting welding.
5. Air handler ERU-C1 exhaust fan will not run in AUTO mode following power outage...tried various things to restore AUTO operation but nothing worked. Running fan in bypass mode. Awaiting Alliance Building Automation's assistance to troubleshoot and fix.
6. Reheat valves C1 and C7 failed...replaced both.

UPS – Eaton Electronics replaced batteries in UPS *and completed the 5-year PM work in early November.*

Generators & Automatic Transfer Switches (ATS)

1. Water pump leaking and main ATS is missing a spring. Powers replaced the water pump seal and did a full service of the generator coolant system on November 10. I'm still awaiting their quote for the ATS spring.
2. Left battery charger failed...Powers Generator replaced charger

Melink (Auto-hood system) – Stuck in 100% fan speed all the time. Should ramp down to 50% when there is no presence of cooking. Ordered optic emitter and receivers.

Propane vaporizer - System thermocouple failed...replaced thermocouple.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Compressor – Motor & pump assembly burned out...cannibalizing one from system that was moved to courthouse from the DOC shop. We only need the tank at the courthouse, thus freeing up the motor & pump assembly for the maint./farm building. Awaiting change out.

FARM

Preventative Maintenance (PM) – Performed various PM tasks throughout

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 18 – November 14, 2022

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout. Took plant off line and performed 6-month boiler and multi-cyclone cleaning. Travelers Insurance rep inspected the water side of the boiler and it passed their inspection.

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.

Lifts – United Rentals will be on site today to complete the annual ANSI inspection on the department's two lifts. *The 60-foot boom lift failed inspection. United trailered it to their shop in Hooksett for further and inspection repair quote. Awaiting quote.*

STAFFING

The department continues to be understaffed, which adversely affects moral, has severely delayed large jobs and special projects and has deeply backed up our preventative maintenance program.

Vacant Positions

1. Master Electrician – Vacant since March. Trying to fill position with Skilled Maintenance Assistant. Offered position to two applicants and both turned it down because it is an evening shift job, even though the job is posted as an evening shift position.
2. Maintenance Assistant – This position was vacant for a month and was recently filled by an internal candidate. Yesterday he gave his notice, so the position was posted again yesterday. *I've since hired someone to fill this position and thus far it seems like it will work out well.*

FMLA's

1. I was on FMLA for six weeks and have been back on the job 2-weeks.
2. My assistant superintendent has been on FMLA since the end of August and just returned to work yesterday.
3. Our master plumber was on FMLA from Jun 23rd – Aug 5th but is now back to work on limited duty.
4. One custodian is on FMLA and is estimated to return Nov 28th.
5. One employee is on intermittent FMLA until Apr 17, 2023

Other Absences

1. One employee is scheduled for federal jury duty every Thursday for the next year.



Grafton County Sheriff's Department Operations Division

Monthly Statistics

October 2022

- Court Transports: 13 Prisoner Transports: 45
- CSO movements from jail to court: 16
- Juvenile Transports: 1
- Involuntary Emergency Admissions (IEA): 5

-Arrest:

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

Total Arrest: 26

-Civil (CSI infor serv cannot differentiate types of civil service, In Hand, Abode or Non Est)

Total Monthly Civil Service: 193

-Total # of Active Warrants:

Criminal=	376
Civil	<u>=18</u>
Total	394

-Motor Vehicle Stops: 14

- Total Miles Driven: 23,813

Grafton County Sheriff's Department Investigative Services Division Activity



October 2022

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Units had the following activity for the month of October 2022. The Criminal Division continues to learn and often struggle with the new records management system (CSI).

Narcotic Offenses 4

Assault on Police Officer 1

Resisting Arrest or Detention 1

Possession of Child Sexual Abuse Images: 5

**Assist Other Agencies 25

ICAC Cyber Tips Received – Possession, Distribution, Manufacture of CSAI 2

1 ICAC Search Warrant Operation

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

Audio / Video:	4
USB:	6
Communication Devices (Cell Phone):	28
Laptop Computer:	1
Electronic Equipment:	1
Drugs:	8

2 Detectives - Training DCYF MDT approach to Investigations – (2 Days)

1 Deputy – Training Command Line Principles

3 Detectives Continued and Requested Training CSI – The system and understanding of it remains deficient for the needs of investigations.

**Assist other agencies range from CFU examinations of electronic devices, wanted persons investigations, providing templates and guidance on paperwork / warrants, responding to calls for suicidal subjects, responding to large gatherings in college communities, etc.
