

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
November 16th 2021

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

OTHERS PRESENT: Sheriff Stiegler, Maintenance Supt. Oakes, Finance Director Libby, David Van Houten

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

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

Sheriff Stiegler reported that one (1) of their new F-150's should be here the 2nd week in December.

Commissioner Lauer stated that at the October 26th meeting the Commissioners made a motion to charge the state for the employees' time as a result of the Legislative meeting that was held in the Courthouse. The Commissioners discussed it further and stated that they need to calculate their time.

Sheriff Stiegler reported that he attended the New Hampshire Congressional Awards which was sponsored by Senator Shaheen and Senator Hassan. He stated that Detective Fortier was given the Career Service Award, Lt. James and Detective Sgt. Combs were presented with the Dedication and Professionalism awards. Lt. James was also awarded the Detective Sgt. Robert Bruno award at the North Country Awards night.

MOTION: * 9:15 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.

* 9:43 AM Commissioner Piper declared the meeting back in public session.

MOTION: 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.

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

Nursing Home Dryer – Supt. Oakes reported that he has ordered the new replacement dryer and it has a 3-4 month lead-time. He explained that he is requesting that the Commissioners retroactively approve this purchase or cancel the order to follow RSA 28:8. He stated that the machine is backordered and will not be delivered until January. He would prefer to receive retro approval due to the long lead-time. Yankee is the New England Vendor that sells Milnor machines, which is the only machine that will fit the Nursing Home’s existing dryer location as well as match the other two Milnor machines and therefore it must be sole sourced.

MOTION: Commissioner Lauer moved to sole source the Milnor dryer purchase for the Nursing Home and purchase from Yankee for \$16,245.00. Commissioner Ahern seconded the motion and all were in favor.

Fuel Polishing System – Supt. Oakes reported that he has encumbered the money for this purchase from the last fiscal year. He received the following three (3) quotes:

AXI - \$18,536.66

Diesel Craft - \$17,906.00

Perfect Filtration - \$18,780.00

Supt. Oakes stated that he is requesting that the Commissioners award the bid to Diesel Craft for \$17,906.00.

MOTION: Commissioner Lauer moved to accept Diesel Craft’s quote of \$17,906.00. Commissioner Ahern seconded the motion and all were in favor.

David Van Houten was present for the meeting and asked to discuss ARPA funding with the Commissioners. He explained that he is a clean energy advocate in Bethlehem and they are in the middle of two (2) solar projects. He stated that he would like to see the Commissioners consider giving incentives for clean energy to towns and schools, such as having a grant not to exceed \$50,000 or \$100,000. He further explained that Bethlehem is trying to be as efficient as possible and use clean energy. They are working to be 100% solar in all of their municipal buildings and they are \$50,000 short to complete this project. There are many benefits to clean energy and he hopes the Commissioners put it on their radar. He further discussed the projects taking place in Bethlehem and answered questions and addressed concerns from the Commissioners.

CA Dorsett stated that what D. Van Houten is asking for is possibly creating a grant process for municipalities to apply for County ARPA funds. He stated that this could be a future discussion if there was a certain amount of money the Commissioners would like to set aside to have as grant money for municipalities.

The Commissioners agreed that they need to discuss community ARPA funding further and also take this individual project into consideration. Commissioner Lauer stated that she thinks they may need to start talking about an application to send out to municipalities to be able to prioritize projects and see where they are money wise.

Agenda Items:

1. Commissioner Ahern stated that he had some comments and concerns regarding the Plymouth Prosecutorial Association contract that County Attorney Hornick is asking them to sign. He reviewed those comments and concerns with the Commissioners. The Commissioners agreed to have County Attorney Hornick return to discuss the contract with them.

2. Commissioner Piper asked if everyone had a chance to read the minutes from the October 26th and November 8th meetings. Commissioner Lauer stated that she had a few grammatical edits.

MOTION: Commissioner Lauer moved to approve the October 26th and November 8th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

MOTION: * 11:25 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.

* 11:27 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.

3. IT Cyber Security Infrastructure RFPs – CA Dorsett explained that the first RFP process for this project did not meet the sealed bid requirements and therefore they had to restart the process. He noted that the project will be implemented in three (3) phases and will likely be completed in 12-18 months, with the most security critical items being addressed first.

The Commissioners opened bids for the IT Cyber Security Infrastructure Project. One (1) bid was received as follows:

Secured Network Services Inc. - \$630,117.93

MOTION: Commissioner Lauer moved to reject the bids from the bid process that was released on September 27th 2021. Commissioner Ahern seconded the motion and all were in favor.

MOTION: Commissioner Lauer moved to accept SNS's bid of \$630,117.93. Commissioner Ahern seconded the motion and all were in favor.

CA Dorsett submitted the following drawdown requests for Commissioner Piper to sign.

WREN - \$41,532.00

MicroEnterprise – \$3,168.40

Certificate of Authority – Juvenile Diversion Program

MOTION: Commissioner Lauer moved to authorize Julie Libby on behalf of Grafton County to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revision or modifications thereto which may in her judgement be desirable or necessary to affect the purpose of this vote. Commissioner Ahern seconded the motion and all were in favor.

Certificate of Authority – Violence Against Women's Act

MOTION: Commissioner Lauer moved to accept the funds and enter into a grant agreement with the New Hampshire Department of Justice for the Violence Against Women Act and further authorize the County Attorney to execute any documents which may be necessary for this contract. Commissioner Ahern seconded the motion and all were in favor.

Commissioner Issues:

Commissioner Lauer stated that she was contacted by Hebron library in regards to ARPA funds.

CA Dorsett stated that he asked FD Libby to come and discuss the possibility of creating municipal sub grants with ARPA funds. FD Libby stated that there is a possibility of sub granting money to non-entitlement communities but she thinks the County will then become eligible on reporting everything the municipality spends their money on which could create a lot of work for the finance department. She stated that she would need to verify that but she is sure that is a requirement. She explained that her other initial thought also is they are only six (6) months in to having these funds and the County does not fully know what they want to spend the money on. She feels they should have a master plan on what the County wants to use the money for before they start sub granting it to outside municipalities. Commissioner Piper stated that, additionally, some ARPA funding has gone to feasibility studies for county projects, and they don't yet know the results of the studies. If a project is feasible, that will require additional

ARPA funding for county use. The Commissioners further discussed it and agreed that they feel it is premature to offer ARPA funds out to municipalities at this time.

FD Libby stated that the Social Services Applications are typically sent out the end of November and are due around Christmas. She was looking to make sure the Commissioners wanted to keep the same schedule as they have used in the past. The Commissioners discussed it and agreed to leave things the same and not allow email copies of applications.

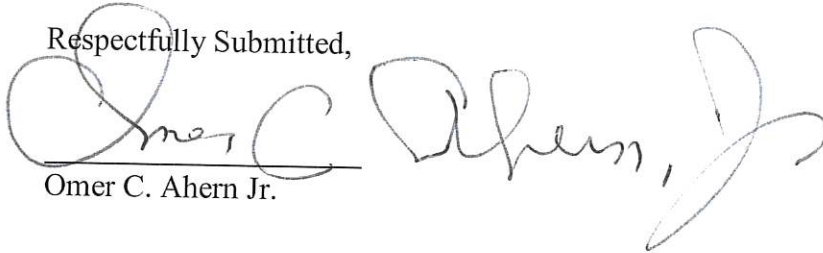
Commissioner Ahern stated that he has invited AS Director DePalo to speak to the Plymouth Rotary Club about the Alternative Sentencing programs.

CA Dorsett reported that he met with the Plymouth Alumni and toured the Plymouth Enterprise Center.

Commissioner Piper stated that there will be an emergency Executive Committee meeting on Friday to determine the venue for the 2022 NHAC annual conference.

12:18 PM With no further business, the meeting adjourned.

Respectfully Submitted,

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

Omer C. Ahern Jr.

GRAFTON COUNTY SHERIFF'S DEPARTMENT

OCTOBER 2021

- Prisoner Transports: 19
- CSO movement from jail to Court: 20
- Involuntary Emergency Admission (IEA): 9
- Arrests: 30
 - Arrest on a warrant, superior or civil, instate wanted, and on sight arrest
- Civil: 152 Total
 - 82 Abode
 - 59 In hand
 - 10 Non est
 - 1 Cancelled
- Motor Vehicle Stops: 10
- Total # Active Warrants: 399 Total
 - 376 Criminal
 - 23 Civil
- Total Miles Driven: 21,090

Grafton County Sheriff's Department Investigative Services Division Activity



October 2021

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Unit had the following activity for the month of October 2021.

- 3 Bail Jumping Failure to Appear to Serve sentence at HOC
- 2 ICAC Cyber Tips / Referrals Received
- 1 Staking Investigation
- 1 Drug Investigation
- 3 Investigative Search Warrants
- 1 Investigator Assist Local Police Department with multiple felony cases
- 7 Department Assists / Technical Assists – Review and assist in drafting SW's and technical guidance
- 5 Investigations or Assists with electronics or storage medium delivered or taken into the Computer Forensic Unit (CFU).
 - Cell Phones: 7
 - Laptop: 1
 - IPad: 1
 - iPod: 3
- 1 Investigator Trained in Unexplained Child Death Investigations
- 3 Investigators trained in newly established procedures for Search and Arrest Warrants (Portal)
- 1 Investigator Sworn in as a Task Force Officer (TFO) for the United States Secret Service New England Cyber Crime Unit
- 2 Investigators Congressional Award for Dedication and Professionalism
- 1 Investigator Congressional Award for Lifetime Achievement
- 1 Investigator Robert E. Bruno Award for Investigation of Crimes Against Children and Families

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Oct 19 – Nov 15, 2021

COMPLEX

Building Automation System (BAS) Project

Since we last met, I finished my review of Alliance's work they said was complete. I discovered some of the work hadn't been done at all and portions that were started weren't right or were incomplete. I informed them of my findings and they subsequently spent 2-days addressing my list. I am in the process of scrutinizing their latest work and have validated they have accomplished some of my list but not all. At this juncture I will pay them for two out of three pay applications they've submitted. They will not return to the site until they receive that payment.

This upgrade has been difficult for several reasons but one of the main reasons relates to unusual technical challenges due to past work by other contractors and the existing BAS equipment not being replaced at the time of this project.

Past work done by previous contractors: The LON bus (network) is grossly overloaded causing devices to fade in and out of the network and is root cause for extremely slow response times to inputs and feedback. At the time the Trane BAS system was installed (roughly 18 years ago), Trane used two different programming teams, which did not follow the same protocols, thus their programming is inconsistent throughout, making it extremely challenging and time consuming to figure out and set straight.

Existing BAS equipment: The existing Trane Tracer Summit field controllers speak a LON based language and have proprietary encoded programming to hinder competitors from integrating with or taking over the Trane BAS systems. Although Alliance has been able to crack the code on many of the field controllers, there are a few devices that are challenging them due to unorthodox coding and or tighter proprietary controls.

Due to the reasons I just mentioned and growing obsolescence of the remaining Trane field controllers, we should replace the remaining Trane field controllers and get away from the proprietary LON devices. It would allow us to create new networks that are proportionally sized for the number of devices they are supposed to carry, thus eliminate the ghosting of devices, eliminate long delay times, eliminate the programming issues with the final areas that Alliance is still struggling with, etc.

Fire Alarm Testing – All buildings complete. Had to change back up batteries at +nursing home and Administration Building fire panels.

Underground Storage Tanks (UST's) – Lakes Region Environmental completed the annual inspections and tests of our four UST's used for fuel storage. Nursing Home & DOC UST systems passed without incident.

Courthouse – 1) Bad UST drop tube, 2) fuel pipes in direct contact with cement and 3) no fire-proof enclosure around plastic fuel supply lines entering building. I ordered the drop tube and will install it upon arrival. Steve Whitcomb removed the concrete from around the fuel pipes in three locations. Dennis McLamb will fabricate and install a steel fire-proof enclosure to cover the plastic supply lines.

Administration Building - bad sump sensor...replaced sensor.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Oct 19 – Nov 15, 2021

HVAC – Heat not working in employee dining room...replaced zone valve actuator.

Bathing Areas

- Apollo tub on granite leaking from two locations under its reservoir and is cause for water leaking down through wall to Meadow housekeeping closet. Replaced worn out parts and returned tub to service.
- Penner tub on Maple has a lift chair pendant controller that is working intermittently...replaced pendant controller.
- Showers on Granite and Meadow were leaking between shower wall and floor. Cleaned and caulked joints to return them to service.

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.

HVAC – Both air handlers HRU 1 and 2 experienced supply isolation damper actuators fail...replaced actuators.

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Security – Door in Area B would not register closed and locked. Repaired broken wire in hinge area.

Smoke Control System – Smoke exhaust fan SEF-C3 failed test. Replaced motor.

HVAC

- 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.
- Heat Pump HP-H10 inoperable due to inoperable high-pressure sensor. The part is extremely difficult to get access and will require removing unit from ceiling. This unit is grossly undersized (9,000 Btu) and should be 48,000 Btu size. This heat pump serves the maintenance area office, bathroom and shop. Found a Trane

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

Oct 19 – Nov 15, 2021

OTHER

Winter Preparation – All set for winter operations.

Fuel Polisher Equipment Purchase – See attachment

Fuel Polishing Systems Comparison

Initial Cost

Filtration Rate	AXI 25-gallons per minute	Diesel Craft 30-gallons per minute	Perfect Filtration 30-gallons per minute
Base Unit \$	\$ 14,272.80	\$ 12,490.00	\$ 8,495.00
Shipping	\$ 496.36	\$ 1,176.00	\$ 525.00
	\$ 14,769.16	\$ 13,666.00	\$ 9,020.00

Operating Costs

Canister Filters X 8 Year	\$ 216.75	\$ 264.00	\$ 840.00
Bag Filters X 8 Year	\$ 160.00	\$ 160.00	\$ 136.00
	\$ 376.75	\$ 424.00	\$ 976.00
10-years	\$ 3,767.50	\$ 4,240.00	\$ 9,760.00
	\$ 18,536.66	\$ 17,906.00	\$ 18,780.00

