

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
December 20, 2022

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

OTHERS PRESENT: Sheriff Stiegler, Supt. Oakes, Commissioner Elect McLeod

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

**Sheriff Stiegler arrived and gave the following report:**

CSI Update – Sheriff Stiegler updated the Commissioners on the CSI software. He stated that they had a meeting in Bethlehem with the CSI national representative. He was unable to attend the meeting but Director Andross attended. They continue to struggle with this software but he does not feel that they need to change anything at this time as they are still going through a learning curve. He is hoping they will get to the point where everyone is happy with the software but it will take time to work through the issues. They are looking to develop a training manual and he has asked Director Andross to develop a plan B if need be. He answered further questions from the Commissioners.

Part Time Deputy Pay – Sheriff Stiegler answered questions from the Commissioners regarding his previous request to place his part time deputies all on the wage scale at a Grade 13 Step 10. CA Libby stated that she discussed this request with Sheriff Stiegler and agreed to put the Deputies on the wage chart at a Grade 13 Step 6. They would then be eligible for their annual step increases at their next anniversary date.

**MOTION:** Commissioner Lauer moved to put the part time deputies on the wage chart at Grade 13 Step 6 effective January 15<sup>th</sup>. Commissioner Ahern seconded the motion and all were in favor.

**Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the December 13<sup>th</sup> meeting. Commissioner Piper had a grammatical edit.

**MOTION:** Commissioner Lauer moved to approve the minutes as amended. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers 1077-1084; 2022-12.09.2022

**Supt. Oakes arrived and gave the following report:**

Bonus – Supt. Oakes stated that a precedent has been set and he is requesting the same bonus be given to his staff. He is requesting \$1,500 for each staff member who was here for the full year and \$750 for the two (2) staff members who were here for half the year, totaling \$15,000. He stated that he has \$27,500 in his salary budget line that will go unspent due to vacancies. Commissioner Lauer stated that this is the same rationale as the previous bonus that was given to another department, which was due to being short staffed and the extra workload on the rest of the employees. Commissioner Piper stated that she supports this. Commissioner Lauer stated that she understands everyone is working hard but she is also thinking of 400 employees. Commissioner Piper stated that the DoC is receiving stipends and they gave bonuses to the Attorney’s Office. Supt. Oakes answered questions from the Commissioners.

**MOTION:** Commissioner Lauer moved to approve the request for bonuses for the Maintenance Staff. Commissioner Ahern seconded the motion for discussion purposes.

Discussion: CA Libby stated that four (4) tenured employees in the Attorney’s Office were given this same dollar amount for being short staffed and the DoC employees have a \$300 a week stipend for full time employees. Commissioner Piper stated that Supt. Oakes has gone to bat for his staff before and has not received compensation. She feels that they need to be consistent and does not see a reason to not be consistent and award this to the Maintenance employees. Commissioner Ahern stated that this would set expectations going forward and affect the next budget. Commissioner Piper stated that she does not believe there will be future impacts on the budget because of this discussion. CA Libby agreed noting that this is a one-time bonus that is coming from money within the budget and therefore will not affect the next budget.

The Commissioners voted on the motion and all were in favor.

**HR Director Clough arrived and requested to go into nonpublic session.**

**MOTION:** \*11:07 AM Commissioner Ahern moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) 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.

Commissioner Piper declared the meeting back in public session.

**MOTION:** \*11:23 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.

**Treasurer Hill arrived with investment recommendations.**

Treasurer Hill reported that investment letters were sent to all banks that have a branch located within Grafton County. These letters were sent out on December 12, 2022 with bids due back by the close of business on Friday, December 16, 2022. She stated that they received proposals from nine (9) banks (\*see attached spreadsheet). Treasurer Hill proposed the following investment plan for 2023:

1. Woodsville Guaranty Savings Bank – Insured Cash Sweep – 4.80% - All funds remaining in the County’s possession after the investments below are made. This would be approximately \$23,600,000. Our current rate with WGSB is .65%.
2. Mascoma Savings Bank – 26 Week CDARS – 4.00% - \$1,000,000
3. Bank of NH – Insured Cash Sweep - 4.00% - \$1,000,000
4. Claremont Savings Bank – 26 Week CDARS - 4.25% - \$1,000,000
5. NH Public Deposit Investment Pool – 4.09% - \$1,000,000
6. TD Bank – 6 Month CD – 4.00% - \$1,000,000
7. Northway Bank – Money Market – 4.00% - \$1,000,000

**MOTION:** Commissioner Lauer moved to accept the investment recommendations from the Treasurer. Commissioner Ahern seconded the motion and all were in favor.

**County Attorney Hornick arrived to discuss an out of state travel request.**

Atty. Hornick stated that she is requesting that Alison Evans, Grafton County Attorney Office Administrator, be approved to travel out of state to St. Louis, MO for the annual PBK conference between the dates of 4/03/23 – 04/06/23 . PBK is their case management provider and Alison has worked with them from the time it was brought into their office between 2016 and 2017. Along with Deputy County Attorney Heater, Alison has made PBK a much more useful resource for their needs and has assisted prosecutors’ offices across the state in their implementation of the program as well as providing tips on how to make it more user friendly and more efficient for all users. Atty. Hornick stated that because she has worked so closely she would benefit from this conference. The cost is roughly \$1,770.00 and there is a possibility that PBK might cover some of the costs.

**MOTION:** \*11:34 AM Commissioner Ahern moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) 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.

Commissioner Piper declared the meeting back in public session.

**MOTION:** \*11:42 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.

Atty. Hornick answered questions from the Commissioners.

**MOTION:** Commissioner Lauer moved to approve the out of state travel request for the County Attorney’s Office Employee. Commissioner Ahern seconded the motion and all were in favor.

**Agenda Items:**

1. Summary of the NACO Prescription Drug Program – CA Libby stated that she received an annual summary and there has been a \$938,282.00 savings over the course of the program.
2. 12/23/22 Office Closure Request – CA Libby stated that the Extension Office has requested to close their office on Friday 12/23/22 and she is requesting to close this office at noon on that same date.

**MOTION:** Commissioner Lauer moved to close the UNH Extension Office on December 23<sup>rd</sup> and to close the administrative offices at noon on the 23<sup>rd</sup>. Commissioner Ahern seconded the motion and all were in favor.

3. HB 1221 NHRS Employer Contribution Payment – CA Libby stated that the county received \$73,845.84.

4. CA Libby stated that the Town of Haverhill Recreation Department has requested to use the Courthouse Parking lot for their car show on May 27<sup>th</sup> 2023.

**MOTION:** Commissioner Lauer moved to approve the request from the Town of Haverhill. Commissioner Ahern seconded the motion and all were in favor.

5. State Owned Land Transfer to Warren, NH – CA Libby stated that she received notification; making the county aware that state owned land in Warren would be transferred to the Town of Warren. She gave Commissioner Ahern the information to review if he were to have any questions.

6. November Financial Reports:

CA Libby stated that they are five (5) months through the fiscal year and her biggest concern is the nursing home revenue, which is currently \$700,000 under where they should be. Their average census is 84 and they budgeted for 100. CA Libby stated that she would be interested to see if the proshare payment will be impacted by the low census. She reported that the first bed tax payment was a little higher than what they had calculated. She noted no concerns on the expense side.

CA Libby reported that there are some accounts over expended but it is nothing of concern.

**Commissioner Issues:**

1. Commissioner Ahern stated that Alternative Sentencing Director Mitchell made a very impressive presentation to the Plymouth Rotary Club last week.
2. Commissioner Lauer stated that she attended the first night of Hanukkah in Bethlehem. She is also attending the Town of Bath Zoning Board meeting tonight regarding the cell tower.
3. Commissioner Piper stated that this is the last meeting with Commissioner Lauer and it has been a pleasure working with her. Commissioner Lauer stated that this has been the best experience of her life. She has never worked with a better bunch of people and she has received so much out of this experience.

12:03 PM with no further business, the meeting adjourned.

Respectfully Submitted,

  
Omer C. Ahern Jr., Clerk



# Grafton County Sheriff's Department Operations Division

Monthly Statistics

November 2022

**-Transport:**

- Court Transports: 16 Prisoner Transports: 38
- CSO movements from jail to court: 14
- Juvenile Transports: 0
- Involuntary Emergency Admissions (IEA): 7

**-Arrest:**

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

Total Arrest: 20

**-Civil:**

(CSI inforsevr cannot differentiate types of civil service, In Hand, Abode or Non Est)

Total Monthly Civil Service: 156

**-Warrants:**

-Total # of Active Warrants:	Criminal= 395
	<u>Civil =22</u>
	Total <u>417</u>

**-Motor Vehicle Activity**

-Motor Vehicle Stops: 17

**-Fleet Mileage**

- Total Miles Driven: 20,970

# Grafton County Sheriff's Department Investigative Services Division Activity



## November 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 November 2022. The Criminal Division continues to learn and often struggle with the new records management system (CSI).

Narcotic Offenses 4

Possession of Child Sexual Abuse Images: 1

Assist Other Agencies 9

Technical Assists 8

ICAC Cyber Tips Received – Possession, Distribution, Manufacture of CSAI 1

ICAC Search Warrant Operation 1

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

Other Computer	1
Communication Devices (Cell Phone):	13
Laptop Computer:	1
Electronic Equipment:	1
Drugs:	5

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 15 – December 19, 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.

## ARPA Projects Status

1. Admin & Nursing Home Flooring Round 2 – Nursing Home flooring begins today and Admin. Building Flooring starts tomorrow. Offices getting carpeting will done in mid-January.
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. *Dug test pits in several locations throughout county property to test percolation. Provided Horizons with much more data. Report was due to us by 12/15 but we have yet to receive it.*
3. Test Well –Tristate Drilling & Boring started drilling our test well on Tuesday, Oct 18<sup>th</sup> 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. *Horizons is working on the DES wetlands permitting approval process. Awaiting funding approval to do 2<sup>nd</sup> test well.*
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. *Awaiting funding approval to have Alliance do labor my department was going to do.*

**Underground Storage Tank Sump** – At the courthouse and Administration Buildings our fuel tank sump surrounds were set too low in ground and during heavy rains water always flowed into them, setting off the sump alarms. In the winter water in the sump would freeze, and we would have to unthaw it by dumping boiling water onto the ice to melt it. To correct this problem, we removed the old sump surrounds and installed new, much taller sumps with nice stainless-steel covers.

## COURTHOUSE

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

## 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.



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

**November 15 – December 19, 2022**

**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. *Melink technician scheduled to troubleshoot and repair in January.*

**Stairwell Door** – Door closer by finance office failed...*replaced door closer*

**Laundry** – New washer scheduled for delivery and installation in February.

## **Kitchen**

1. Fry-o-later was down for a bad high limit switch and bad burner tube...*replaced both items.*
2. Employee dining room steam table had failed infinite switch...*replaced switch*
3. Meadow kitchenette fridge gasket torn...*replaced gasket*
4. Upper steamer stopped working...*replaced contactor*

**Sprinkler System** – Found three sections of dry pipe leaking (two in 1969 attic and one in 03 basement). *Hampshire Fire Protection replaced all three sections.*

**Boiler 1** – Low water cutout switch failed...*ordered and awaiting part.*

**CMS Life Safety Survey** – During this period CMS conducted its annual life safety survey of the nursing home. My department did really well – Required records and inspection of the building were found error free.

**Fabric Hoop Structures** – Constructed two large hoop structures for the nursing home transport van and Activities Bus to give them shelter from the elements. One is in the visitor parking lot out back and the other is in between the Administration Building and Nursing Home rear entrance.

## **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.

## **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

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

**November 15 – December 19, 2022**

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-C1 thermal expansion valve failed on Circuit B. *Ordered parts and material to fix. Awaiting their delivery.*
3. Air handler ERU-A1 had bad exhaust fan bearing...*replaced bearing*
4. Air handler ERU-D1 has a cracked supply fan motor mount...*Welded mount*
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. Alliance Building Automation's technician adjusted variable frequency drive to correct issue.

**Fire Alarm** – Completed fire alarm testing and found one some damper that was not closing all the way when its associated duct smoke detector was activated. Properly indexed actuator on shaft and tightened. Tested good after taking this measure. All other devices tested well.

## **Generators & Automatic Transfer Switches (ATS)**

1. Right battery charger failed...Powers Generator replaced charger
2. Generator due 3-year load bank test...completed test and everything checked fine

**Electronic Security UPS** – Batteries failed back on 10/24/22 and it was relayed to SNS that day. On 11/7/22 I asked SNS what is the status of the battery order and discovered they hadn't ordered any yet. On 11/16/22 I received notice from SNS that they were finally able to place the order. Since then I've followed up 3-4 more times on this order and SNS keeps telling me their vendor tells them it is coming but they have yet to receive it. I've seen some of their correspondences between them and their vendor and can verify what they are saying is true. I've asked SNS to consider other battery sources and Ed Wargo said, "None that I was able to find, no. There were some listed on Amazon for 3 times the price. You could be buying a box of used ones. You never know when you buy batteries from a 3<sup>rd</sup> party." So, to date we are still without batteries, which could be a major issue if the generator fails to start or an ATS fails to work.

**Melink (Auto-hood system)** – Stuck in 100% fan speed all the time. Should ramp down to 50% when there is no presence of cooking. *Melink technician scheduled to troubleshoot and repair in January.*

**Laundry** – Lint collector failed to work...*disassembled and cleaned solenoid valve.*

**Domestic Hot Water** – Pump 13, which is the recirculation loop pump, failed...*replaced pump assembly.*

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 15 – December 19, 2022

**Cell C12** – DOC supervision requested we remove the upper bunk from this cell to make this cell a suicide prevention cell. Had to cut bunk from the wall and repair wall once bunk was removed.

**Sally Port Doors A144A and B** – Both were intermittently not closing or showing locked. Replaced relays in doors.

## MAINT/FARM BUILDING

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

**Compressor** – Motor failed. *Installed new motor.*

## FARM

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

**Milk Room Sink** – Hot water shutoff stripped out and constantly flowing hot water...replaced shutoff valves.

## 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.

**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. Received repair quote of \$34,000. Requested a replacement lift through ARPA process.*

## 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 three applicants and all turned it down because it is an evening shift job, even though the job is posted as an evening shift position.

# **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

**November 15 – December 19, 2022**

## **FMLA's**

1. Our master plumber was just restored to full duty yesterday after being on FMLA since Jun 23<sup>rd</sup>
2. 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.