

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

February 28, 2023

PRESENT: Commissioners Piper – Via Teams, Commissioner Ahern and McLeod, County Administrator Libby and Administrative Assistant Norcross

OTHERS: Ed Wargo – SNS, Alternative Sentencing Director Mitchell, Maintenance Supt. Oakes, Nursing Home Administrator Labore, Interim Farm Manager White, Sheriff Stiegler, HR Director Clough, Karen Bragg

Commissioner Piper called the meeting to order at 9:00AM.

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

Ed Wargo – SNS arrived and gave the following report:

E. Wargo updated the Commissioners on the switch replacement project across the campus. He explained that in each building, there is a networking closet and there are two (2) types of switches in each closet. SNS has replaced all access switches and are now working on the core switches. He reported that the new switches and the old switches do not want to communicate with each other and therefore they are going to have to plan an outage to take the whole campus down and replace all switches at the same time, noting that this will take place after hours. E. Wargo stated that Dispatch has a secondary circuit so this would not affect them and he is working with Nursing Home Administrator Labore to find out when would be the best time to do the nursing home. After the switches are all replaced, SNS will then replace the firewalls and that should not cause an outage.

Two factor Authentication – E. Wargo reported that SNS has seen an increase in attacks across most of their clients, the County being one, but the attacks have not been successful. One attack at one of their clients (not the County) did get into the first level but was not able to go further. He explained that SNS is looking into implementing Two Factor Authentication, which would give the County another layer of security. Employees would need a code from an app on their phone once a day to log in to their computers. Those employees, who do not have a cellphone to access the code, would have a token that would provide the code. He stated that the only expense associated with this implementation are the tokens for those employees who would need one. Commissioner Piper stated that rather than adding another obstacle she would be in favor of waiting and not implementing this. She stated that she understands the need but does not know if the County needs to do this right now. Commissioner McLeod stated that she would support it, noting that two-factor authentication is a regular extra security measure that is used all over. The issue the County would face is helping those employees who do not have cellphones. Commissioner McLeod stated that government is targeted for cyber security attacks and she would support this. Commissioner Ahern noted that there are departments such as the Attorney's

Office and DoC that have very sensitive information. E. Wargo stated that this would be a large project and there would be many more discussions before implementing it. He answered questions from the Commissioners and stated that he would follow up further with CA Libby.

Alternative Sentencing Director Nicole Mitchell arrived and gave the following report (* see attached report)

Commissioner Ahern asked AS Director Mitchell's thoughts on legislation regarding legalizing cannabis. AS Director Mitchell stated that there is one (1) legalized substance right now in alcohol and she sees that do more damage than cannabis. She is in two different places because she sees the damage other substances that are legal are causing. The underlying mental health piece is left out when they discuss legalizing a substance. She further discussed her thoughts with the Commissioners and Commissioner Piper thanked AS Director Mitchell for the intellectual approach that she brings to these discussions.

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

Supt. Oakes stated he has discussed the boom lift in his department with the Commissioners and he needs to replace it as they have jobs that they need to take care of. He explained that if he waits until the budget passes, that money would not be available until July and by the time, he is able to get a new lift here, most of the summer will be gone. He stated that in order to take advantage of the warmer weather and projects that require that lift he would request that the Commissioners consider funding this through ARPA.

Nursing Home Administrator Labore arrived with a grant application request

NHA Labore explained that, talking through this with CA Libby, the idea developed to submit an application for Congressionally Directed Spending, for the Nursing Home landscaping project. He stated that this started through the ARPA process, with approval to meet with an architect and design plans. There are three (3) sections of this project, which would create larger areas for gatherings and the landscape architect has created what they feel to be good plans that will accomplish what the Nursing Home is looking to do. The cost is roughly \$900,000 and NHA Labore is looking to submit a request to Senator Shaheen's office for the Congressionally Directed Spending funds. Commissioner Ahern stated that he could not see spending \$1 million on a landscaping project. NHA Labore noted that these are cost estimates and there are elements of cost inflation included. CA Libby stated that it is important to understand that this is not just landscaping, there are structures involved as well as drainage, paving, fencing. It is a very extensive plan.

NHA Labore explained that the County could ask for the full amount in the grant but funding would not be awarded until the first or second quarter of 2024. He is asking the Commissioners for permission to apply for the grant as well as asking for consideration to fund some structures in the proposal through ARPA funding. NHA Labore explained that they were looking at late summer 2023 before something like this would start and if there is an opportunity to dedicate ARPA funding for the pavilion that is included in the plan, this would allow the residents to enjoy it this summer. CA Libby noted that if the County were to indicate on the application for

the Congressionally Directed Spending, that they are invested in this project, funding and starting part of it, it might help the application process. She stated that they have realized during COVID how important the outdoor space is for residents and their families.

Commissioner McLeod stated that she thinks this is a very nice project that is needed and responds to the people most affected by the pandemic. Commissioner Ahern stated that they had previously discussed assisted living at the County. There is not enough housing for people and he believes it would be irresponsible for him to spend this kind of money on this project. He stated that would like to know more about the project and see the proposal. NHA Labore explained that he had proposed an assisted living feasibility study through ARPA and received \$25,000. He came back to the board last year asking for that request be transferred to something else because the idea of assisted living during the current staffing crisis was not doable. He stated the ARPA funding is not there with the other needs on the complex and therefore they have decided to go for this grant request. Funds from this grant would not be available for roughly a year and in the interim, if there was an opportunity to do something sooner for construction of the pavilion in front of the Nursing Home using ARPA funds he would like to put in that request. NHA Labore stated that he believes that will be in the \$50,000 range. Commissioner Piper stated that she agrees with Commissioner McLeod, this is an opportunity to enrich the lives of the residents and families; long-term care is a mandate for the County. This money is not Grafton County taxpayer money and if they do not apply for this grant funding or use ARPA funds for a pavilion, those funds do not come back to Grafton County taxpayers. She stated that this is an opportunity to benefit the residents without affecting Grafton County taxpayers.

MOTION: Commissioner McLeod moved to move forward with the application process for the Congressionally Directed Spending. Commissioner Ahern seconded the motion for discussion purposes.

Discussion: Commissioner Ahern how much is being requested in this grant application. CA Libby explained that it depends on if the county is going to commit to funding some of the project. Commissioner Piper stated that there are two (2) pots of federal money, one is ARPA and the other is congressional spending. She explained that the County could take \$100,000 from ARPA and then apply for the other federal funding, which might make their application more attractive. NHA Labore noted that the overall quote of \$882,000 is on the high end and there are certain things they can take out. He stated that he review the estimate further before they submit the request before the grant deadline on March 10th. Commissioner Ahern stated that he would agree to funding the pavilion.

Commissioner Piper called the roll. Commissioner Ahern “no”, Commissioner McLeod “yes”, Commissioner Piper “yes”. With the vote being two (2) in favor and none in opposition the motion passes.

NHA Labore stated that he is scheduled to meet with the Commissioners on March 7th and would bring the application to them for review.

Interim Farm Manager White arrived with two memos for consideration

1. Interim FM White stated that he is requesting a bid waiver for the purchase of Semex AI24, which is a software cow monitoring system that will track specific health items for the herd on a daily basis. He explained that the work this software would do would be similar to having another employee on the farm. The Commissioners reviewed the request. Commissioner Ahern stated that he appreciates all the work Interim FM White is doing but he is concerned about money. He has done research and spoke with Peter Erickson and Sarah Allen, both from the University of New Hampshire. They told Commissioner Ahern that there are other vendors for this type of software. Commissioner Ahern stated that he would like Interim FM White to talk P. Erickson and S. Allen about the other vendors that are available before going forward with this. He stated that he thinks this is a great idea but if there are other vendors out there, the County needs to look into rather than waiving the bidding process. Interim FM White stated that he was not aware of any other vendors for this software but he can look into it. He explained that he has been researching this for over a year and has gone by other local farms that use it. Commissioner Piper asked for CA Libby's thoughts. CA Libby stated that Interim FM White did research in talking to local farms who use this and is the one that he brought forward for recommendation but if the Commissioners recommend that he seek out other vendors for pricing then he can.

Commissioner Piper would support Commissioner Ahern in requesting this additional step.

2. Tractor – Interim FM White explained that their John Deere 7520 was purchased in December 2014 for \$50,050, which included a trade. The tractor has had significant work completed and dollars invested due to necessary repairs since then. In July 2022, the transmission needed to be replaced again and the quote to repair it was over \$50,000. They were told the tractor would not have more than a \$30,000 value and there was no guarantee that there would not be additional problems. The decision was made not to have the tractor repaired. The 7520 is used for running all the large equipment used for fieldwork. Interim FM White stated that he is requesting a bid waiver to purchase a 1990 John Deere 4455 from United Ag and Turf for \$37,890.00 as this tractor is needed for the upcoming spring and summer work. Commissioner Ahern stated that he believes this is a necessary purchase for the farm.

MOTION: Commissioner McLeod moved to waive the competitive bidding process and purchase the 1990 John Deere 4455 from United Ag and Turf in the amount of \$37,890.00. 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” and the motion passes

Commissioner Ahern stated that during the pandemic when the farm was having issues with labor, he made a phone call to Johnathan Alexander at NH employment security. He just now called him back last night and he would like to talk to Interim Farm Manager White about some H2A employees. He thinks it is worth talking to him about and will give Interim FM White his contact information.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the February 21st meeting. Commissioner Piper and Commissioner Ahern had a few grammatical edits.

MOTION: Commissioner Ahern moved to approve the minutes from the February 21st meeting. 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

Employee Suspension Hearing – Sheriff Stiegler, Administrative Assistant K. Bragg, HR Director Clough

MOTION: *10:54 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 McLeod 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.

Commissioner Piper declared the meeting back in public session.

Karen Bragg requested that the meeting be in open session pursuant to RSA 91-A:3,II (a)

Sheriff Stiegler stated that on February 23rd he had a conversation in his office with K. Bragg that he thought was productive in regards to concerns she had to employees on FMLA and how they notify when they are not going to be in to work. She had expressed legitimate concerns about how to get better with making sure that people were notified in a more timely fashion. He stated that he has several employees that are dealing with issues that require FMLA and it is his job to balance it.

Sheriff Stiegler went on to report that he then came in Friday morning, the 24th, he met K. Bragg at her desk and there were no issues, noting that she is a very pleasant person to work with. One of the things he was planning to do that morning once he sat at his desk, was to send an email to address short notice calling out because they needed to use a benefit. He wanted to make sure that the email he was going to send was handled correctly and those employees did not feel it was directed at any one person. He explained that he was speaking with an employee in the general area in the Sheriff’s Department. Within a few minutes, K. Bragg got up from her desk, went into a Sergeant’s office, and shut the door. He assumed there were more issues with warrants. K. Bragg was in there for under five (5) minutes and he saw that she was upset when she returned to her desk. He went to see if she was ok and he heard her say on the phone that she was not ok and that she was leaving. He asked her if she was ok to which she replied she was

not, she was leaving and it Sheriff Stiegler's fault. Sheriff Stiegler reported that she then said that she was so disappointed in the conversation she had with him the day prior. He went on to explain that he then asked her to meet with him in his office because there were other employees around and she said no. Sheriff Stiegler stated that he is a person that believes that you have to have good mannerisms in a workplace and if you want to take it to one level, he will take it up to the next and so forth. He told her, she became more amplified, that she will go in his office; he needs to know what is wrong because she is saying she is leaving the workplace without authorized leave. He stated that K. Bragg would not go into his office and that is blatant insubordination in front of other people. He then asked her to leave and said that she was suspended. He took the radio that she was holding onto because he did not want it to get broken, as she was in a very emotional state. Sheriff Stiegler stated that he did not manufacture, or make this happen, to the best of his knowledge. He stated that this is a direct violation of the insubordination rules in the County Handbook. He does not want to sound like he is aggressively prosecuting this employee; she is a very good employee, does great work and in some cases exceeds expectations but he needs this suspension to be upheld because otherwise they are not going to have good order in the workplace.

Commissioner Piper then asked K. Bragg if she would like to speak.

K. Bragg stated that she is going to start from the beginning. She has made some notes for herself. She concurred that she went into Sheriff Stiegler's office Thursday morning the 23rd, at 8:30am. She stated that she went in and shut the door and stated that she needed some of his time. She needed to vent and she wanted the Sheriff to listen to her and understand where she was coming from. She stated that she was upset about the lack of communication in the office lately. There are a couple of people coming and going, she never once used the term FMLA in their discussion. Right after she stated what she was there for in regards to the communication issues, the Sheriff took over the conversation and discussed FMLA, how it is a sticky situation and that he is not supposed to discuss with anyone. He stated that they have employees on FMLA. He went on to discuss personal things about those employees, stated things about them and their need for FMLA. She did not discuss FMLA. K. Bragg stated that as she was leaving the Sheriff's Office he asked if they were communicating better and aware of scheduling, does that suffice for the discussion they just had. K. Bragg stated yes, communication is what she is asking for. She reiterated that it is common courtesy to let her know when someone is going to be out as she does the scheduling; she stated that she does not care where anyone goes, the point is not what the Sheriff was making.

K. Bragg stated that the day was busy; she took a number of phone calls and had to help people at the window. At the end of the day she was exhausted. As she was leaving, her supervisors requested she come into the office. Her supervisor asked if she had an opportunity to the talk with Sheriff regarding her concerns. She stated that she had spoken with the Sheriff. The Sheriff was then trying to get into the door with his key, when he came in he asked what was going on; she said nothing, she was getting ready to leave.

K. Bragg stated that on Friday morning the 24th, at some point, she realized that Sheriff Stiegler and her supervisor were not in their offices, which was not unusual. Later her supervisor said she had a meeting with the Sheriff that morning; he wanted her to meet with him upstairs. Her

supervisor stated that Sheriff Stiegler does not understand the whole communication thing and is making it about FMLA and how he cannot discuss it. K. Bragg stated that it was not about FMLA, it is about communication, she did not ask where anyone was or why they were out. She noted that at that time she also learned that in her supervisor's meeting with the Sheriff that morning, he told her that K. Bragg had asked him about an employee being out on FMLA and that he told her supervisor that he told K. Bragg that it was not her business. K. Bragg stated that she never asked about FMLA and that was a blatant lie.

Her supervisor had told K. Bragg that there was also a discussion where the Sheriff referred to her as "cop shopping" when she was in the office with her supervisors. K. Bragg stated that she was not discussing anything with them that she had discussed with the Sheriff; she had only stated that she had the meeting and they discussed her concerns. Commissioner Piper asked for clarification for the term "cop shopping". K. Bragg explained that her understanding of that term is, is when you go to someone looking for a result and do not receive it, you go elsewhere for that result, playing people against each other. She stated that was not what she was doing. She stated that she did not discuss details from her conversation with her supervisors but they know of her issues with the communication. K. Bragg explained the chain of command in their office and stated that she is to first report to a Sergeant, then to a Lieutenant, then to Captain James, then the Sheriff. She has been going through the chain of command and her supervisors said their hands are tied as the Sheriff feels like this is about FMLA.

K. Bragg stated that after learning about those things that the Sheriff said about her, she was very upset as they just had a conversation and thought he heard her and understood. She was on the verge of breaking down; she did not know where to turn and felt so alone. She felt everything she talked to Sheriff Stiegler about was turned around and talked about with other staff. She told her supervisor she was going to type a report and she would like her to look at it and she was going to take it to HR. She sat in her supervisor's office and said that she was beside herself, with the Sheriff telling lies about her. K. Bragg said she was going to go out to her desk and type a statement and when she left her supervisor's office, the Sheriff was at her cubicle having a conversation with another deputy. When he saw her demeanor, he dismissed the conversation with the deputy. When she sat at her chair, her phone rang and it was her husband. She said things were not good and he told her to punch out and leave. He said to tell the Sheriff that today is not a good day. She had not answered her husband but the Sheriff was there and was focused on what she was saying. She hung up the phone and started closing out programs on her computer. Sheriff Stiegler asked her if she needed to go, and she said yes. He then asked if she needed anything and she said no. He then asked if she was ok and she said no. K. Bragg stated that the Sheriff had asked if she wanted to come into his office and discuss it. She replied no and that she was so upset about the conversation they had yesterday to which he asked again if she wanted to come into his office and she said no. She stated that he could see that she was visibly distraught and she said she was punching out and needed to go. K. Bragg reported that the Sheriff then got visibly aggressive and not letting her go. He stood there at her cubicle, pointing his hand at his office and demanded she go in. He stated that this is a direct order and told her to go into his office. K. Bragg explained that this is when he got aggressive and it became awful. She said that she had her radio in her hand and had to go around her filing cabinet to put it on the charger. The Sheriff got in her face and said give him that radio, it is county property. He then told her to leave the building and that she would be terminated. She said there was no way she

was going in his office as he had just said things about her that were not true and was being aggressive. The Sheriff said she was further suspended until HR gave her authority to come back. He asked if there were personal items there and he said she'd want to take those with her. While this was going on, he called K. Bragg's supervisor out and she stood there and saw that part of it. K. Bragg felt that if the Sheriff would have backed off, saw she was upset, let her leave and say they could talk further next week but he wanted her in his office and wanted pick a fight, he wanted her to say things she would be sorry about later and she was not going to do it. Sheriff Stiegler objected and stated that was speculation. K. Bragg stated that the Sheriff would not allow her to go to the filing cabinet to put her radio away, he blocked it with his body. He pointed his finger at her and said she would not speak to him that way and she said that he was speaking to her that way and he did this. K. Bragg stated that the Sheriff went from being a concerned person, to he is a cop and she is a deputy. This was how she felt and it was intimidating. All she was saying was no, he was doing the rest of the talking. She did go in the kitchen area as she had her lunch stuff with her.

K. Bragg explained that her supervisor helped her with her stuff. K. Bragg felt she did nothing wrong, she wanted to diffuse the situation and leave for the day. She stated that she is an administrative assistant not a deputy, she was not looking for a fight and she just wanted to go home. It was not willful insubordination. She informed the Commissioners that there was something else she would like to speak about but did not want to state it in front of the Sheriff.

Sheriff Stiegler asked if he would be allowed to question K. Bragg regarding what she put on the record today. Commissioner Piper stated that she is unsure, she further stated this is irrelevant at this point as K. Bragg has stated that there is additional information and would like to meet with the Commissioners in nonpublic session. Sheriff Stiegler objected with a point of parliamentary procedure because there is rebuttal to what she has said. He stated that he now has a more serious personnel issue based on what she has conveyed today.

Commissioner McLeod stated that she understands what Sheriff Stiegler is asking for and asked what K. Bragg is looking for. K. Bragg stated that she is looking for the Commissioners to overrule the suspension as she did not do anything wrong. She stated that she was not going into his office given the circumstances; he was aggressive and in her face.

MOTION: *11:37 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 McLeod 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.

Commissioner Piper declared the meeting back in public session.

MOTION: *11:48 AM 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: Commissioner Ahern moved not to uphold the decision of the High Sheriff of Grafton County with regard to this matter. 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.

Sheriff Stiegler asked if the Commissioners would like to go back into nonpublic session as this now involves a personnel issue, specifically K. Bragg. He stated that he has an employee that he cannot let back into his office. Commissioner Piper stated that the Commissioners heard from both parties and the decision has been made. Sheriff Stiegler stated that unless the Commissioners have an order from a court of competent jurisdiction, she would not be coming back into his office for her lies today. He stated that K. Bragg blatantly misrepresented facts, which is why he wanted to question her, and the Commissioners would not let him. Now another employee in their office has some real issues he needs to go address. CA Libby stated that K. Bragg is still a Grafton County Sheriff’s Department employee and to say she cannot come back to the office, it does not end there. Sheriff Stiegler stated that he needs to go prepare documents advising them that she is suspended for the ten (10) days until they can have the termination hearing and he will have legal counsel here. HR Director Clough explained that a department head or elected official does not have the ability to terminate or suspend an employee. They have the ability to recommend that to the Commissioners under RSA 28:10-a it is the Commissioners’ decision and with the decision to not uphold the suspension, K. Bragg should be returning to the office tomorrow but the Sheriff has further issue. Sheriff Stiegler stated that he takes extreme issue to someone not telling the truth and embellishing things. K. Bragg has blatantly misrepresented information about what happened. He stated that what he was hoping for, and the reason he was soft in his testimony, was the Commissioners do not understand the underlying circumstances that will come out. Because she has lied, he is going to send documents to HR Director Clough suspending her for ten (10) days as the law says he can. Commissioner Ahern stated that he would like to go into nonpublic session to further discuss this matter.

MOTION: *11:53 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 McLeod 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.

Commissioner Piper declared the meeting back in public session.

MOTION: *12:11 PM 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

Commissioner Piper stated that a motion has been made and voted on not to uphold the suspension. HR Director Clough stated that the issue they came to discuss has been dealt with and K. Bragg would return to work tomorrow.

Agenda Items:

1. The Commissioners signed check registers 1111-1117; 2023-02.17.2023.
2. CA Libby submitted a CDBG Drawdown Request - GRDC for \$2,500 for Commissioner Piper to sign.
3. Non-public Session per RSA 91-A:3, II (c)

MOTION: *12:20 PM 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 McLeod 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.

*12:46 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.

4. ARPA Funding to Municipalities – CA Libby reported that she has received additional information from Coos County and wanted to run it by the Commissioners. She explained that in regards to granting money to municipalities, Coos County took \$1.5 million, allocated \$500,000 to each Commissioner District and then municipalities had to apply for qualified projects. Once the project was complete, the county would then reimburse the municipalities once they have provided the necessary documentation. CA Libby explained that this puts it on the municipalities

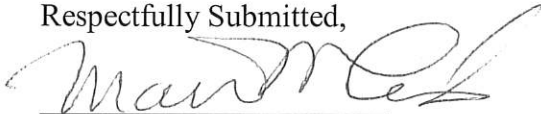
to research what eligible projects are. The Commissioners all agreed to go this route. CA Libby will create a draft; she will also look at some of the projects that department heads have requested under ARPA. Commissioner Piper stated that she is very happy to look at viable department head requests for something that would be better funded through ARPA, but she wanted the larger vision and have the conversation regarding money going to the communities, which they have now had.

Commissioner Issues

1. Commissioner McLeod reported that she has had questions asked of her regarding ARPA funding to the communities. She has talked to constituents and towns, and explained that what the County is looking to do.

1:01 PM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Martha S. McLeod', written in black ink.

Martha S. McLeod, Clerk

Alternative Sentencing

Commissioners Report January 2023

Directors Report:

The Director continues to participate in the Upper Valley, Plymouth, and Littleton Sexual Assault Response Team (SART) meetings.

The Director regularly participates in the New Hampshire Juvenile Court Diversion Network monthly meetings.

The Alternative Sentencing (AS) team met with the Grafton County Attorney's office to discuss 42 CFR part 2 and subpoenas. Staff is subpoenaed oftentimes when a participant is terminated from any of the AS programs. Discussions about maintaining fidelity to the Federal Law related to disclosure of substance use-related information in the court setting. AS reviewed all programs with county attorneys in hope of supporting increased referrals.

The AS team continues monthly collaborative work with Dartmouth Health and BDAS for consultation and training to assist our programs in supporting participants with co-occurring disorders.

Juvenile Restorative Justice

Grafton County Juvenile Restorative Justice Program is to promote community-based alternatives to the formal court process that; promote positive youth development, safer communities, integrates restorative justice practices, intervenes at the earliest possible opportunity and promotes reduction in juvenile crime and recidivism.

No new updates.

Adult Diversion

Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and other punitive sanctions including fines, probation and incarceration.

No new updates

C.A.R.E & C.A.R.E+

The Grafton County C.A.R.E+ Program is designed to support individuals who have been convicted and are under supervision to connect to services and stay active in a therapeutic environment. C.A.R.E+ stands for Community, Assessment, Re-Entry and Education + Supervision, the focus of this program is to assist individuals in giving back to their community while creating a successful foundation and becoming a productive member of society.

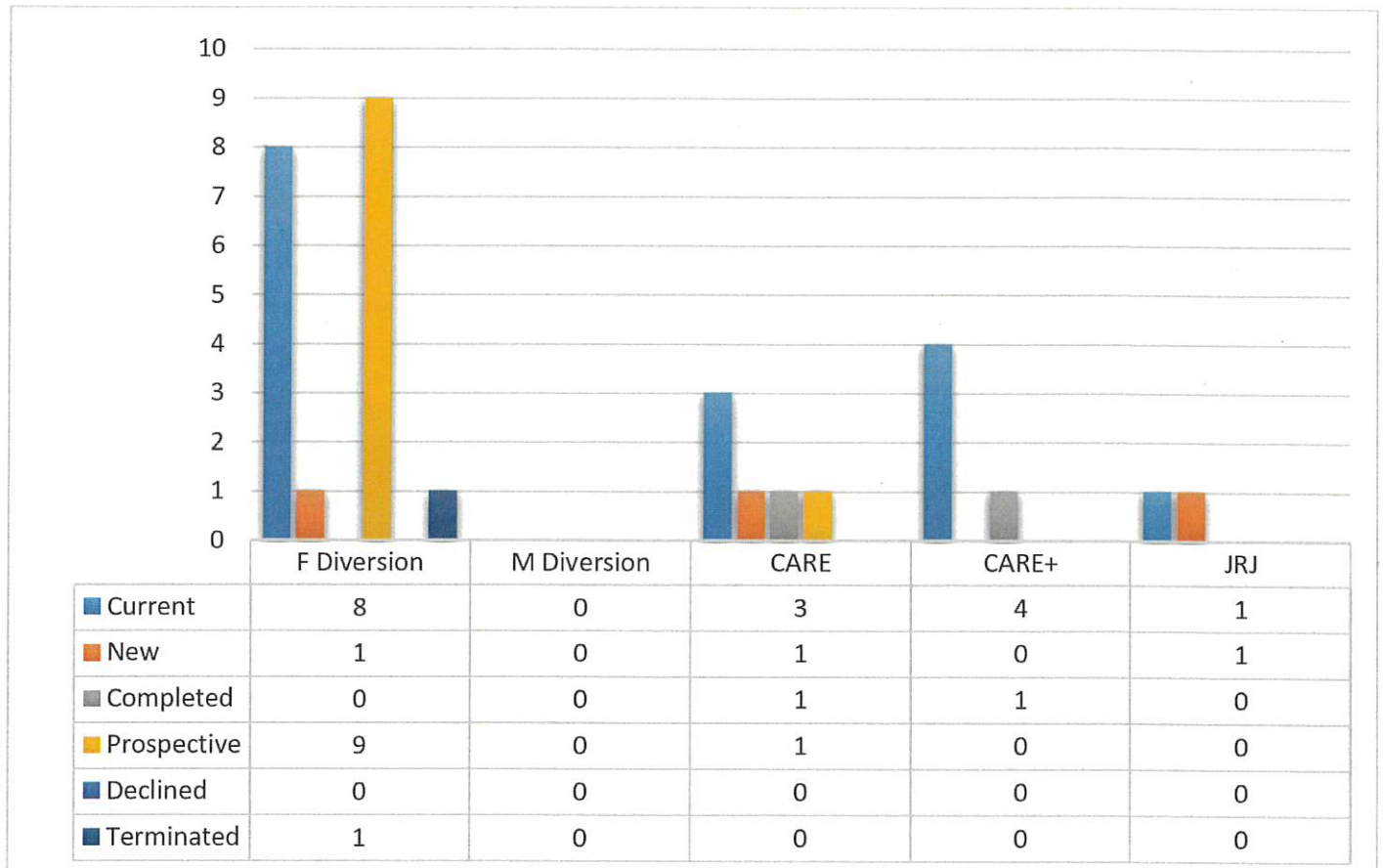
The Grafton County C.A.R.E program is currently in a state of modification while probation and the Alternative Sentencing staff collaborate to identify effective timelines and potential sanctions. The program is designed to support individuals on probation who need additional resources in the community, including social services, substance use or mental health treatment, medical and dental services, and life skills.

Alternative Sentencing
Commissioners Report January 2023

CARE and CARE+ have no new updates.

Alternative Sentencing Programs

January 2023

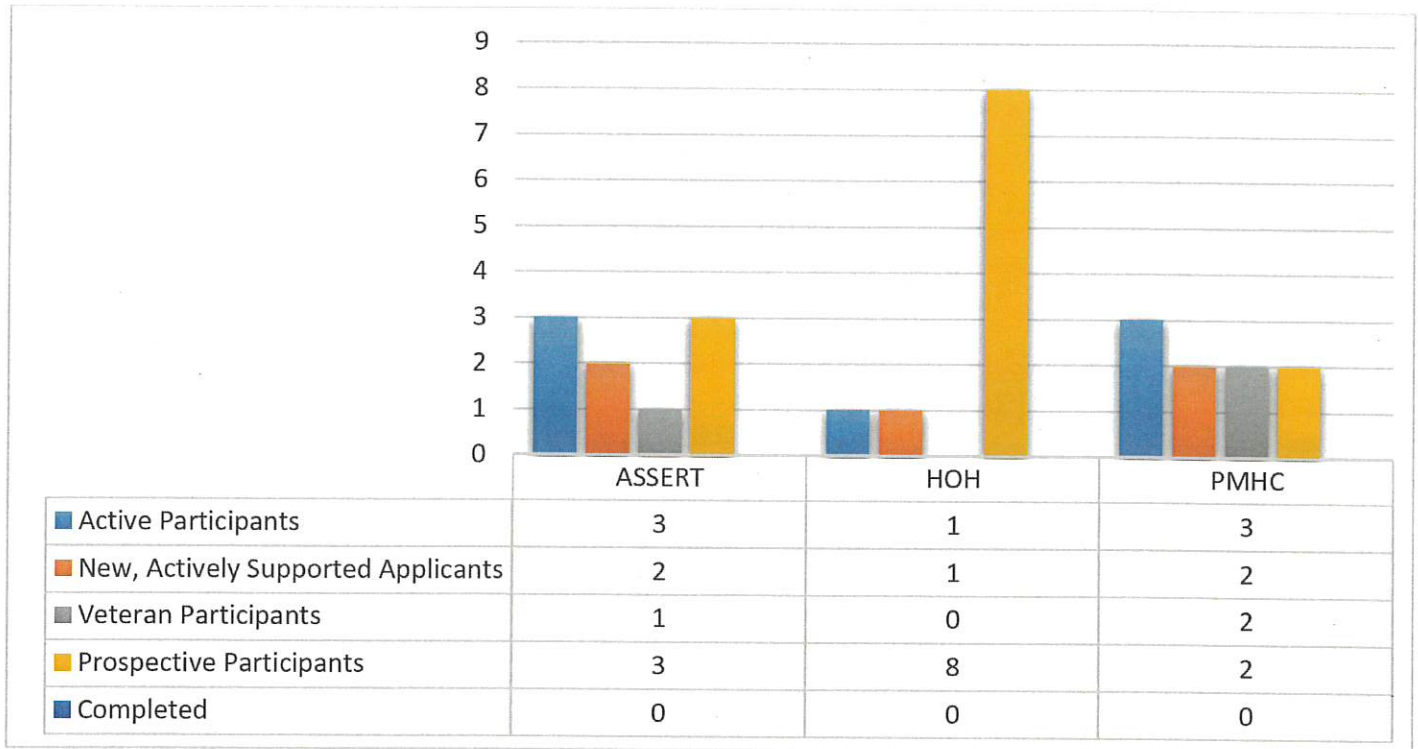


Mental Health Court

Alternative Sentencing Commissioners Report January 2023

Grafton County Mental Health Court seeks to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with mental illness. Our goal is to promote prompt intervention, education, treatment and recovery in order to improve the quality of the individual's life, reduce recidivism and improve community safety.

January 2023



During the month of January, MHC assisted several individuals in transitioning from the HOC to community-based treatment programs, under the supervision of MHC. Early interventions, assessments, and the development of treatment plans, pre-release, with attorneys, the courts, police departments, the HOC, and community-based treatment programs are worth the time and effort, and setting individuals up for the greatest chance of success (habilitation/rehabilitation).

Grafton County Mental Health Court would like to thank the following individuals (agencies/departments) for dedicating their time and expertise to comprise the important work of the MHC Teams in Grafton County. The MHC Teams oversee the progress of MHC participants, working together utilizing best practices to reduce participant recidivism and increase healthy functioning and support in the community. Working with Shelly Golden, MSW, GCMHC Coordinator, and Chelsea Farquharson, BS, GCMHC Case Manager are the following Team members comprising the three GCMHC Programs.

Littleton/ASSERT MHC:

Chief Paul Smith, Littleton Police Department
 Attorney, Aaron Agnew/Prosecutor, Littleton Police Department

Alternative Sentencing

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Attorney, Hanna Kinne, NH Public Defender, Littleton
Michael Owens, LCSW, Veterans Justice Outreach Coordinator

Plymouth MHC:

Mike Clark, Prosecutor, Plymouth Police Department
Attorney, Hanna Kinne, NH Public Defender, Littleton
Michael Owens, LCSW, Veterans Justice Outreach Coordinator

Lebanon/Halls of Hope:

Attorney, Margaret Kettles and Attorney, Alli Schwartz, NH Public Defender, Orford
Lieutenant, Alan Lowe, Lebanon Police Department
Attorney, Marianna Pastore, Prosecutor, Upper Valley Prosecutorial Association
Michael Owens, LCSW, Veterans Justice Outreach Coordinator

NEW NH MHC Guidelines

<https://www.courts.nh.gov/sites/g/files/ehbemt471/files/inline-documents/sonh/mental-health-courts-guidelines.pdf>

Alternative Sentencing
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	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	---	---	---	---	---	---	---	---	---	---	---
AD	\$100											
MISSE D	---											
LATE	---											
+ UA's	---											
MRT	---											
CARE	---											
MISSE D	---											
+ UA's	---											
BDAS	\$2912.57											
Totals	\$3012.57											

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 17 – February 27, 2023

COMPLEX

ARPA Project Updates

1. Admin & Nursing Home Flooring Round 2 – Mayo's Flooring installed new carpeting in several Administration Building offices this past month.
2. Test Well 2 Horizons Engineering is still working on the DES wetlands permitting approval process. I've since found out that permit only applies when the ground is soft, so if we can get a well drilling company in to drill the well while the ground is frozen, we can do so without the permit in place. Since we last met and discussed hiring Tristate Drilling & Boring, Inc., I've signed an agreement with them, and I am awaiting to hear when they can fit us into their schedule. Lastly, I received our first test well's water sample results and everything looked good.
3. BACnet Full Integration – My staff completed the installation of BACnet wire throughout all of the Administration Building and are about half complete at the nursing home. Alliance Building Automation technicians programmed a few different controls for the Administration Building and installed them in locations I directed. These controls are test controls that we will tweak to do exactly what we want. Once this process is complete, Alliance will take that exact programming and proliferate it to the remaining controls for this building and we will install them all.

Elevator Inspections – An elevator tech from Stanley Elevator completed a quarterly inspection of all our elevators throughout the complex. All passed inspection.

Sprinkler Systems – Hampshire Fire Protection completed a quarterly inspection of all the complex's sprinkler systems. All passed inspection.

Backflow Device System Testing – My staff tested all the back-flow devices though out the complex. All passed test except two at the Dept. of Corrections. One backflow device had to have its first check valve replaced and the other one had to have new seals installed in it.

Utility Cost Increases – Woodsville Water & Light Dept. (WW&LD) recently sent a letter to its customers advising them of rate increases effective in January's bills. Water and hydrant fees rose 7% and sewer rates rose 8%. Electric rates increased according to their published tariff (G-rates decreased slightly and GV-rates rose slightly). As a side note on electrical rates, I've been in communication with Kevin Shelton, the WW&LD superintendent, about next year's budget and he warned rates may go up significantly around November/December timeframe based the outcome of a Purchased Power Adjustment (PPA) rate being negotiated with their power supplier during the March/April timeframe. Kevin said many other electric suppliers significantly raised their rates this past year and he anticipates implementation of the PPA may have a similar effect. I told him I need to know the details of the PPA rate implementation as soon as he knows because we have to be able to budget accordingly for it.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 17 – February 27, 2023

Sewage Pump Station – The station serving the Maintenance/Farm Building had a control panel fail, so the station will not pump automatically when full. However, we are able to pump it down manually as an interim measure. I'm in the process of trying to find a replacement panel.

COURTHOUSE

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Elevator – The inner car door made a grinding noise. A Stanley Elevator technician installed new inner door rollers to correct the problem.

NURSING HOME

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

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

Laundry – Daniels Equipment Company removed the old washer and installed a new replacement. My staff plumbed in the drains. Royal Electric installed a new electrical service for the new washer.

Kitchen

1. The food warming cart that supports Granite and Meadow had a blower motor fail. Currently we are awaiting a replacement motor.
2. The food warming cart that supports the employee dining room had a heating element fail. My staff replaced it with a new one.

Heating, Ventilation and Air Conditioning (HVAC)

1. The In-Service Director's office heat was stuck on. My staff replaced a heat valve actuator to correct the issue.
2. Meadow radiant flooring Zone 3's mixing valve was bleeding by causing the space to overheat. My staff replaced the mixing valve to correct the issue.

Domestic Hot Water (DHW)

1. Due to their design, the 1969 Building's DHW mixing valves were prone to getting crusted up with minerals from the water, often resulting in wide water temperature swings if we didn't regularly disassemble and descale them. To improve operational reliability and to reduce routine maintenance, my staff removed these valves and replaced them with a single, more reliable mixing valve of a different design, a design we've proved out in other buildings here at the complex.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 17 – February 27, 2023

2. A 2-inch line on top of the 2003 Building DHW tank was leaking. My staff had to cut out the bad section and solder in a new section.

Sprinkler System

1. When we had extremely low wind-chill factors a couple weeks ago a dry pendent sprinkler head under the Physical Therapy Porch ceiling ruptured. We isolated the leak and temporarily plugged that location as we await a new custom head.
2. The 20-Year Quick Response (QR) sprinkler head inspection is due throughout the whole building. A Hampshire Fire Protection tech pulled a 1-2% of the heads and sent them off for destructive testing. I'm awaiting results. If they pass, we get 10-years added to all the QR heads throughout. If not then we are looking at quite a few weeks of sprinkler head replacements.

Melink (Auto-hood system) – This system is stuck in 100% fan speed all the time. It should ramp down to 50% when there is no presence of cooking. A Melink technician troubleshot the issue on 1/11/23, but he could not determine the cause. Melink is now suggesting we upgrade our system to their latest version vs. spending more time and money trying to figure out and fix this 13-year old system. *Because this system saves about 3,000-gallons of propane a year, I asked Craig to budget for a replacement system via his capital reserve requests.*

Patient Tub – The Apollo tub on Meadow had its tempering valve fail. My staff replaced the valve.

Flooring – Six resident bathrooms and two staff bathrooms that received new sheet vinyl flooring in 2020 are experiencing lifting at the doorways. I've contacted Mayo's Flooring with this issue, and I am waiting to hear back from them about what they will do to correct these issues.

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Emergency Lighting – The recharging circuit failed on the battery-powered emergency egress lights that illuminate the front entry porch. I am currently awaiting a new replacement fixture.

Dept. of Corrections

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Lighting – Numerous fluorescent lights were out in the F112 dayroom (medium security male unit). My staff upgraded all of them to energy saving, non-ballasted LED lights.

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 17 – February 27, 2023

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. *I coordinated a site visit between Alliance Building Automation and Multi-stack East Coast Systems (MECS). During that visit MECS determined the controller they installed a few months back did not have it Building Automation System interface circuit card preprogrammed like it should have been. They had to take the circuit card with them to send it out for programming.*

2. Heat pump WHP-D1 that covers Area D (minimum security men's housing unit) and Area E (women's housing unit) has a bad reversing valve. *We are running the system in the manual mode until we receive the needed parts.*
3. Heat Pump HP-B3 actuator failed in fully open position, causing space to overheat...replaced actuator.
4. Air handler AHU-B1 had its supply fan motor bearings fail. My staff replaced the bearings in the motor.

Dishwasher

1. The side door slides were excessively worn and lift springs broken. My staff welded the frayed door edges, replaced the door slides and installed new springs.
2. The dishwasher water temperature booster element failed...we replaced the element.

Laundry – Staff and inmates were washing mop heads in the industrial machines without bagging them. The manufacturer warns in their literature that premature failure of the drum seals can occur from strands getting caught in the seals if mop heads are not bagged. My staff replaced a \$1,200 rear drum seal on one of the two washers and the job took 2-people 1 ½ days to complete. To prevent a continuation of this problem I persuaded Tom Elliott to purchase a small household washer to wash mop heads and other small loads by themselves. I had Royal Electric install a new electrical circuit to support the new washer and my staff installed the new washer and chemical feed station.

DHW

1. A small recirculation pump for the 140-degree DHW loop failed prematurely. We replaced the pump and then investigated why it failed prematurely. We discovered another much larger pump for a separate DHW loop was tied in too closely to a common return and was cause for back pressure on the smaller pump, causing it to fail. We've figured out a way to separate these two systems to eliminate the problem and plan to complete this work sometime this week.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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2. DHW storage tank 2 had a leak on a 2-inch line at the top. My staff cut out the bad section and soldered in a new section.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

FARM

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Dairy barn - Steel floor plates on the North end of the barn over the gutter cleaner were rotting out and posed a collapsing hazard. We replaced the rotted sections.

BIOMASS PLANT

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

SENIOR CENTER

Generator – The control panel had power but would not respond to touch pad inputs. This did not adversely affect generator power operations in the last storm. *A Powers Generator technician replaced the screen touch pad to correct the issue.*

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – My staff performed various PM tasks on the dept. vehicles and grounds 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.*

