

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

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

OTHERS PRESENT: Sheriff Stiegler, Register Monahan, HR Director Clough, Sr. HR
Generalist Fuller, Supt. Oakes, Anne Duncan Cooley - GRDC

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: (*see attached)

Sheriff Stiegler congratulated Gary Prince from Troop F who is retiring after 26 years of service.
He noted that he has been a Troop Lieutenant for the last five (5) years.

MOTION: * 9:03 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.

* 9:18 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.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the March

MOTION: Commissioner Lauer moved to approve the minutes from the March 7th as
amended. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers 1131-1133; 1135 – 1137; 2022-03.04.2022.

3. Lease Agreement – Court System – certificate

The following resolutions were made:

RESOLVED: That this Municipality shall enter into a contract with the State of New Hampshire, acting by and through the Chairman, Grafton County Board of Commissioners, providing for the performance by this Municipality of certain services as documented within the foregoing Lease, and that the official listing, Wendy Piper, Chairman, on behalf of this Municipality, is authorized and directed to enter into the said lease contract with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

RESOLVED: That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument or document described in, or contemplated by, these resolutions, shall be conclusive evidence of the authority of said parties to bind this Municipality.

MOTION: Commissioner Lauer moved to adopt the resolutions as read. Commissioner Ahern seconded the motion and all were in favor.

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

Agenda Items:

1. Request from Comprehensive Treatment Center in West Lebanon – Mobile MAT site – CA Libby stated that this agency is an opioid addiction treatment center. They are in the process of finalizing a mobile MAT site to provide Medicaid Assisted Treatment and have requested to use the DoC parking lot a few hours a day to provide this treatment. CA Libby stated that Supt. Elliott is opposed to having this in the DoC parking lot. She agrees, stating that she does not feel the county complex is an appropriate location. Commissioner Piper asked why they are opposed to the mobile MAT site being on the complex when it can provide treatment to the rural area. Commissioner Ahern stated that he appreciates the concerns but at the same time is this the type of thing that can save lives, this is a rural area and over the years, the counties have provided services that are not always available in rural areas. Commissioner Lauer expressed concern about the liability to the County. The Commissioners discussed their concerns and Commissioner Ahern suggested parking it away from the DoC, in the Administration Building parking lot but expressed concerns about the volume of traffic this could potentially bring to the complex. Commissioner Lauer stated that she feels it is important to find out the volume of clients they anticipate and understands Supt. Elliott's concerns. They stated that they should get AS Director DePalo's thoughts on this as well. CA Director Libby will contact AS Director DePalo for her thoughts.

Anne Duncan Cooley – GRDC

A. Cooley stated that she requested to meet with the Commissioners to give them an update on what Grafton Regional Development Corporation has been doing.

She reported that both business incubators are full. They are finishing off a section of one that was not being fully utilized and converting it to an office for a new business.

A. Cooley stated that GRDC has been holding many online programs. They have 20 for the rest of this fiscal year lined up. There are seventeen (17) people registered for this afternoon's Google Workspace session. She stated that they are focusing on tools for business owners that allow people to run their businesses better. Commissioner Piper stated that she thinks these online workshops are a terrific resource that the GRDC is providing.

A. Cooley reported that they are seeing more small grants and start up grants for businesses.

Navigator Grant – A. Cooley explained that the idea of this is to give GRDC the capability to find people they have not found before to get them into their programs. She stated that GRDC is looking for local groups that deal with people who are starting or running small businesses. They find these new businesses and work out a tailored plan to introduce them to the people who can help with their needs. She noted that it is a two (2) pilot year grant. She is hoping to be able to show that the grant works and they are seeing a real demand for it. Commissioner Ahern mentioned Steve Curtis and his slightly used nuclear fuel program as a possibility for this grant. He gave A. Cooley the contact information. Commissioner Piper asked about reaching out to Child Care providers in Grafton as is being done in Coos. She stated that once again, reaching out to people in this way is a marvelous idea.

Register of Deeds Monahan

Register Monahan stated that she has spoken with the Commissioners about the seven (7) year effort to protect the database from the private sector. She stated that she thought they had that behind them but she received a call from an attorney working for a client who is interested in forming his own land records company in New Hampshire. She has been hearing rumblings out of Hillsborough County that they sell the databases. She stated that it is never going to end and she has told them when you have a basic function of government that has the ability to generate revenue, the private sector is always going to be looking for a piece of it. She explained that they went with Fidlar in a business acquisition move a few years ago and since then they have not seen anyone with qualified bidding. In the last year, people have been hysterical over them being served by Fidlar and she is now hearing the comments that she can sell the records. Register Monahan stated that she does not see how anyone with history of what the RSAs say, thinks they are going to be successful with this. When she first took office, it was common to discuss bulk sales. She stated that this is going to continue to happen and she is going to push back. Her duty is protection of the records and she stated that if she wanted to make money she would have sold out to the industry years ago.

HR Director Clough, Sr. HR Generalist Fuller

HR Director Clough and Sr. HR Generalist Fuller arrived to discuss the wage study with the Commissioner. HR Director Clough explained that she noticed something was wrong with the wage study in early January. She outlined some concerns; one (1) of them being PayPoint HR used 19 comparators for some positions and none for others. Some of these comparators are southern New Hampshire and in Maine and many of them are metropolitan areas. She explained many positions were labeled as being substantially under market. She asked how they determined that positions were substantially under market when there were no comparators. She stated that PayPoint HR used the employee analysis survey to make that determination. Commissioner Lauer had concerns regarding a number of spots starting with the comparators. HR Director Clough stated that the employee analysis surveys can say anything but at the end of the day, what is listed in the job description is what the consultant needs to go by. The consultant put a lot of stock in those position analysis forms.

HR Director Clough reported that they met on Wednesday with the consultant and went over their concerns, noting that they have been going over these concerns since January 6th. She stated that she requested that PayPoint HR provide the County with a report based on valid comparators. The team reviewed the list of comparators and removed the ones they did not feel were valid. She stated that the consultant informed them that this was outside of the scope of their contract and it would cost \$5,000 to provide that additional report. The county rebutted that and the consultant later agreed to it. HR Director Clough went on to explain that when the County received the updated report, it was not what they requested. CA Libby stated that it was very clearly articulated to the consultant what they wanted in writing and verbally and they did not listen. She stated that they, as a project team, could not stand behind the report.

HR Director Clough stated that their first meeting with the consultant about the comparators was October 22nd and in that meeting they told the consultant that they cannot use these comparators. CA Libby stated that when they received the first preliminary report, they asked the consultant if they can use the Haverhill economic metrics information and not Grafton County as a whole to have a comparison. HR Director Clough noted that they were told that they would appear non-transparent and not following the rules. She stated that they are trying to establish accuracy in this report. CA Libby stated that this company is very accustomed to working with towns and cities. They did do Rockingham County but their metrics work with what this company uses. They have tried to relay this information multiple times and PayPoint HR did not want to hear it. This is the product they have, with comparators from the southern part of the state or another state. HR Director Clough stated that she went into the employment security website to see their wage survey. It is broken down by ten (10) counties and then within counties. She printed their area and the Nashua/Derry area. The report the county received from PayPoint HR is using the Nashua Derry figures.

CA Libby stated that her thoughts on the next steps is for the Commissioners to reach out to PayPoint HR and state that PayPoint were asked to do this, they confirmed in writing that it would be done and the Commissioners want to know where that product is. The Commissioners agreed. Commissioner Piper stated that if PayPoint HR does not do what they were asked, this study would have to be considered invalid. CA Libby stated that they could not implement a \$1 million report based on invalid information. HR Director Clough stated that at the end of the day, it is not what they asked for and is not valid to their labor market. She noted that the County has

provided the consultant with several tools and they have not used them. Commissioner Piper stated that the Commissioners would get the email out and see if PayPoint HR is willing to work with them and decide from there what they are going to do.

HR Director Clough stated that she gets the impression that PayPoint HR is done with the County. They are not answering the County's questions anymore. Commissioner Lauer stated that it seems as though there is an arrogance to the company, they think they know more about Grafton County than we do. HR Director Clough stated that she told the consultant that they never took the time to get to know Grafton County, what we do and where we are.

Commissioner Piper thanked CA Libby, HR Director Clough and Sr. Human Resources Generalist Fuller for the tremendous work they have done with this study. She apologized as well, stating that this must be very frustrating for them. HR Director Clough stated that they feel like they failed this mission. This is going to be a tough battle with the employees and they have struggled with that but as she said earlier they could not support a report that not valid. Commissioner Lauer noted that if they felt this report was valid they would be discussing how to implement it. HR Director Clough agreed, stating that if there are positions below market, the County would stand behind that document if they felt it was accurate.

Agenda Items:

1. MAT Mobile Treatment Site – CA Libby stated that she emailed her contact to see if she had an idea of how many clients they would be looking at. She was told that the average is 150 clients per day and the hope is that as the pandemic lessens the need would lessen but they would be looking to provide this service as long as needed. CA Libby stated that she also heard from AS Director DePalo and she believes this is a needed service but does know about the county complex being a good site for it. AS Director DePalo also stated that, she does not know much about this company. The Commissioners agreed that for safety reasons, they could not allow them to have the mobile unit on the county complex. CA Libby noted that she would speak more with AS Director DePalo about the subject.

2. County Attorney – Equipment ARPA Request – CA Libby stated that Atty. Hornick had submitted their request in January and it was tabled by the Executive Committee to get a specific list of equipment and an estimate. She received the final estimate during their last Executive Committee meeting. The total is \$28,375.00 and includes laptops, desktop printers, projectors and projector screens, scanners, software licenses and an interactive whiteboard. Commissioner Ahern asked how much of this equipment is to be used at home. He stated that he feels the Attorney's Office should be working in the office. Commissioner Piper stated that part of Atty. Hornick's argument was if they needed to work remote this equipment would allow them to do that. The Commissioners further discussed the request.

MOTION: Commissioner Lauer moved to recommend approval for Atty's Office equipment for \$28,375.00. Commissioner Ahern seconded the motion.

Discussion: Commissioner Ahern questioned if all of these items would out to bid. CA Libby stated that not all items are over \$5,000 and therefore do not need to go out to bid.

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

3. CA Libby reported that she is working on developing the budget for the Commissioners' Office. She stated that there was \$50,000 budgeted for FY22 in the consultant line. Her thoughts are different from her predecessor on that subject and primarily that money has been used for K. Robinson from NCIC to be a representative and supporting the Broadband Committee. She asked if the Commissioners want her including it in the FY23 budget. Commissioner Piper stated that she has been thinking about this line item and does not feel it is needed. The argument for adding this in the budget was that the County would be able to multiply its money due to NCIC finding grant money, and she does not think that has happened. She would not be in favor. Commissioner Lauer stated that she agrees. The former County Administrator had a different path forward, and vision for how he would use NCIC but it is no longer the direction the County is going.

Commissioner Issues:

1. Commissioner Ahern stated that he has been thinking about the labor issue for the farm. He noted that he does not know all of the rules for how they need to treat inmates but he wonders if they can have a policy that during the day, they do not have TV. They should be reading and if they were not watching TV all day they would want to go work on the farm. CA Libby stated that she would relay that to Supt. Elliott but thinks there may be some inmate management issues if that is taken away. She explained that not all inmates are able to go outside to work on the farm and need to be kept inside of the facility all day. If you take the TV away, it may cause some inmate management issues for the staff.

11:41 AM With no further business, the meeting adjourned.

Respectfully Submitted,


Omer C. Ahern Jr., Clerk



Grafton County Sheriff's Department

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Jeffrey F. Stiegler
Sheriff

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February 2022

- Prisoner Transports: 37
- CSO movements from the jail to Court: 16
- Involuntary Emergency Admissions (IEA) 3
- Arrest:s 29
 - Arrest on a warrant, superior or civil, instate wanted, and on sight arrest (people who we send to court)
- Civil: Total
 - 57 Abode
 - 75 In Hand
 - 16 Non est
 - 3 Registry Of Deeds
- Motor Vehicle Stops..... 11
- Total # of Active Warrants..... Criminal = 382
Civil = 26
Total = 408
- Total Miles Driven: 22005

**Grafton County Sheriff's Department
Investigative Services Division Activity**



February 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 February 2022.

- 1 Bail Jumping HOC
- 1 Theft Investigation
- 3 Acts Prohibited / Delivery of Articles Investigations
- 1 Suspicious Message Investigated
- 1 Conflict Case Investigation Reviewed and Transferred to another agency
- 1 Corruption Complaint Reviewed and Referred
- 3 Grand Jury Investigative Subpoenas
- 28 ICAC Cyber Tips Received
- 3 Child Exploitation Search Warrants – ICAC Operations and Interviews
Possession / Distribution / Manufacture of CSAI
- 1 Arrest for Possession of CSAI and Aggravated Felonious Sexual Assault
- 2 Investigative Search Warrants
- 12 Technical Assists
- 1 Pre-employment poly

14 Investigations or Assists with electronics or storage medium reviewed, examined, delivered or taken into the Computer Forensic Unit (CFU).

Cell Phones:	20
Tablet:	3
Laptop:	4
Cameras:	2
Tower Computer:	3
Drives:	18
DVD:	10

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Feb 15 – Mar 14, 2022

COMPLEX

Building Automation System (BAS) Project (90% complete)

The parts came in that we've been waiting for to upgrade nursing home unit ventilators UV-1 and UV-2 & air handler HVAC-1. Alliance Building Automation (ABA) programmed the controls and my staff completed the mechanical conversions on UV-1 and partially on UV-2. We are having a few anomalies with UV-1 that we turned over to ABA. We will continue with mechanical conversions on UV-2 and HVAC-1.

ARPA JACE Replacement Project

All of the parts came in to replace the Dept. of Corrections two JACE's. ABA technicians programmed and installed them about 10-days ago. So far everything seems to have transitioned over without a hitch. Currently, ABA is awaiting I/O expansion modules to complete the Biomass Plant and the Nursing Home and Administration Building biomass interface controls.

Underground Storage Tanks (UST's) and Above Ground Storage Tanks (AST'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...replaced drop tube,
2. Fuel pipes in direct contact with cement...removed concrete from around cited pipes
3. No fire-proof enclosure around plastic fuel supply lines entering building. *Completed fabricating and installing a steel fire-proof enclosure to cover the plastic supply lines.*

This same UST experienced an interstitial space alarm, indicative of an internal tank rupture that was captured by the secondary containment structure that surrounds it. When we pulled the interstitial float it was completely dry, thus indicating a false alarm caused by an electrical anomaly. Because we could not resolve the issue within 24-hours, per NH DES requirements I notified them of the condition. We eventually discovered an electrical junction box in a yard sump was full of water and had frozen. When we thawed the ice and removed the water the UST monitoring station restored to normal. I notified DES, but they insist a certified UST contractor must now inspect the integrity of the UST system and report back to them in order to put us back in good standing. I had Lakes Region Environmental lined up for last Friday, but they cancelled on me with a loose promise of getting here sometime this week to complete this \$700 inspection.

COURTHOUSE

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

Elevator – In car lobby button intermittently not working...Stanley Elevator tech replaced switch contacts.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Feb 15 – Mar 14, 2022

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

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

Laundry - LG mop washer wasn't draining...replaced pump shaft and housing.

HVAC

- HRU 2 air handler heat coil froze and burst. *Soldered coil to fix leak. Troubleshot unit to determine cause of freezing. Found three different mechanical issues that we believe were cause for the freeze up.*
 - Discovered heat valve is undersized and does not meet engineer's design specification...ordered and received the right size heat valve...*scheduled install this week.*
 - Discovered balance valve is undersized per engineering specifications...received valve... *scheduled install this week.*

Plumbing

- A 2003 Building domestic hot water line distribution pipe at the hot water storage tank is leaking at a union. We need to disassemble and clean the union pieces and put it back together...*scheduled for Thursday evening shutdown.*
- 2 ½ inch domestic hot water line in the In-Service restroom above ceiling area has a small, slow leak...*parts on hand...scheduled for Thursday evening shutdown.*
- 1969 Building domestic hot water pump coupling flange and coupling failed...replaced both.

ADMINISTRATIVE BUILDING

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

IT Server Room – Supported SNS by running new 208V circuits to server room to support new UPS's

Deeds Vault – Humidifier not working. Sought manufacturer tech support to troubleshoot and determined the unit needs new control circuit boards to the tune of \$1,750. A replacement humidifier would have cost \$6,500. *Ordered circuit boards & are currently awaiting delivery.*

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Feb 15 – Mar 14, 2022

Security – Motorized door lock in Area C seized up...rebuilt lock assembly.

DHHS Food Service Inspection

- State inspectors cited the dishwasher rinse temp not high enough. Adjusted booster, which helped. Still not getting consistent readings. Ordered temp gauge and spray bar nozzle...*installed new parts*
- State inspector cited Ecolab chemical dispenser for violating state plumbing code. Said dispenser required dedicated feed with its own shutoff. Plumbed in dedicated feed with its own shutoff. Also inspected all other Ecolab installed chemical dispensing locations (17 in all) and found all violated plumbing code. We corrected one in the laundry and Sprinkler room A119. I had to order plumbing materials to address the remaining locations. *Received parts and ran dedicated water feed lines to chemical feed stations with their own isolation valves. Eliminated 4-5 that were not feasible to plumb.*

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. *Still awaiting parts.*
- Heat pump WHP-G1, circuit B shut down on low pressure...troubleshoot to bad slave controller. *Will use one from WHP-F1 when contractor upgrades the controllers on that unit. Operating off circuit A as interim measure.*

Plumbing

- Pressure reducing valve malfunction is cause for erratic pressure fluctuations. *Secured parts to rebuild valve...scheduled domestic water shutdown for Friday evening this week.*
- Copper pipe feeding main mixing valve in H103 boiler room leaking by valve...*parts on hand... scheduled domestic water shutdown for Friday evening this week.*

Intake & Booking - Inmate in cell A05 destroyed the rubber padding on the floor in front of the cell door. The kit to repair this is \$2,000. *Kit arrived...in process of repairing.*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Feb 15 – Mar 14, 2022

FARM

Preventative Maintenance (PM) – Performed various PM tasks throughout

Dairy Barn - Bulk tank washer not working...replaced trap door solenoid valve.

BIOMASS PLANT

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

Annual Boiler Tuning – Messersmith completed our annual tuning to ensure we get the most efficient output from it.

ALTERNATIVE SENTENCING BUILDING

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

Panic Alarm and CCTV Monitoring Systems - scheduled for installation March 28-30.

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks on various vehicles and equipment.

John Deere 2032 Tractor - Bucket loader left lift cylinder failed...replaced cylinder.

OTHER

Licensing/Certifications - Since we last met the following people have attended continuing education training and were recertified in the following areas:

Underground Storage Tank Class A & B Operator Certification – Jim Oakes and Rick Colbeth. This 2-year certification gives us the authority to oversee/manage the county's underground fuel storage tank systems.

Class C1A Water Operator Certification – Jim Oakes & Dennis McLam. This 2-year certification authorizes us to operate the county's water system.

Backflow Device Testing – Chris Blake. This 2-year certification gives Chris the authority to inspect and test backflow devices throughout the complex to determine the serviceability of these safety devices in preventing chemicals and or bacteria from entering our domestic water.

Master Electrician – Nick Santy resigned to take a lineman's job at Loon Mountain. His position is vacant and currently being advertised.