

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
March 21, 2023

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

OTHERS: Maintenance Supt. Oakes, Sheriff Stiegler

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

Supt. Oakes arrived and presented the following report (see attached)* and to open bids:

The Commissioners opened bids for FY24 Fuel services. Two (2) bids were received fuel as follows:

Irving – Propane \$1.369
Diesel \$3.043/gallon – Variable rate

Dead River – Propane \$1.55
Diesel - \$3.36
*1 or 2-year contract option

Supt. Oakes reviewed the bids and discussed them with the Commissioners. He stated that the bid specs called for a fixed price for diesel not a variable price. He felt that due to the variable pricing on diesel through Irving and the fact that their term does not go through the end of the County's fiscal year for the propane, leaving it a variable rate he would recommend the Commissioners select the bid from Dead River for a two (2) year contract, as he does not foresee pricing coming down.

MOTION: Commissioner Ahern moved to accept Dead River's bids of \$1.55/gallon for propane and \$3.36/gallon for diesel for the two-year period beginning July 01, 2023. Commissioner McLeod seconded the motion and all were in favor.

Commissioner Piper requested to go into nonpublic session.

MOTION: *9:20 AM Commissioner Ahern moved to enter into non-public session for the 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.

*9:24 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner 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

The Commissioners opened bids for the FY24 Trash/Recycling Services. Two (2) bids were received as follows:

	1 Year Contract	3 Year Contract
Casella	\$3,353.40/month	Year 1 fixed. Year 2 & 3 will increase by the CPI but are capped at a minimum of 2% and a max of 6%
Pete’s Rubbish Removal	\$4,500/month	\$3,700/month

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

Sheriff Stiegler reported that the in car cameras have arrived. Axon will come to the complex to install all cameras into the cars and are looking at the last week in April. He also noted that their three (3) new cruisers are at the vendor being fitted.

Sheriff Stiegler stated that a police department in Grafton County contacted him. This department is running a 2013 cruiser that will not pass inspection and their warrant article for a new one did not pass. He asked the Commissioners if the County would consider putting one cruiser that would be going out to bid this year, out specifically for Grafton County law enforcement agencies. He asked the Commissioners to entertain assisting the agency. He explained that to the Commissioners this cruiser has many miles but to a small agency, they could get a couple of more years out of it. Sheriff Stiegler explained that they could sell it equipped to a law enforcement agency or strip it and put it out to bid. Commissioner Ahern stated that he would put it out to bid to all law enforcement agencies across the state. He stated that they have an obligation to the taxpayers to get the best money they can for the cruisers. Sheriff Stiegler stated that he could put it out to bid at the NH Police Chief’s Association, which would go out to all agencies in the state if the Commissioners were to agree to this. He noted that he wants to get the best return on these sales, but it is also important to try to help all Grafton County communities with their needs and in this case, there is something he can try to help with.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the March 14th meeting. Commissioner Piper had a few edits.

MOTION: Commissioner McLeod moved to approve the minutes from March 14th as amended. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers: 1125-1126; 1128-1129; 2023-03.17.2023

3. CDBG Application Consideration – CA Libby stated that she has been contacted by Grant Administrator Donna Lane. Lakes Region Community Developers has reached out as they would like to apply for a CDBG through the County. This project would be 60 affordable housing units in Ashland. This would be a three (3)-phase project consisting of 60 family apartments, 26 elderly and four (4) single family lots for development by the Pemi Valley Habitat for Humanity. The Commissioners discussed the request and agreed to meet with Lakes Region Community Developers and ask questions.

4. Trash and Recycling Bids – CA Libby stated that the price for the two (2) services from Casella per month is \$3,353.40 and it is \$4,500 from Pete’s Rubbish if they go with a one (1) year contract. She explained that if the Commissioners went with a three (3) year contract, Pete’s Rubbish is fixed at the \$3,700 for the entire 36 months. Casella would start with the \$3,353.40 and has the CPI escalator for years two (2) and three (3). She stated that it is capped at 6% and if it went up 6% both of those years, it would go up to a total \$3,767.87. She explained that this is cheaper in the first two (2) years and \$67 more a month in the third year. CA Libby stated that it is up to the Commissioners to decide whether they would want to enter into a one (1) year or three (3) year contract, but she would recommend they accept the bid from Casella. Commissioner McLeod stated that she could not vote for Casella. Commissioner Ahern stated that Pete’s Rubbish is a local company and Casella is out of Vermont. They have increased their rates in many of her towns in District 2. Commissioner Piper asked what the difference in prices were between the two bids. CA Libby stated that Pete’s Rubbish is \$1,046.60/month more for a total of \$13,759.20 for the one (1) year contract. If the Commissioners went with the three (3) year contract it would be \$346 a month more for Pete’s for year one (1) or a total of \$4,161.00 for the year. Years two (2) and three (3) would get smaller, and in year three (3) if Casella went up by 6%, they would be \$67/month more expensive. The Commissioners further discussed the two (2) bids. CA Libby stated that the Commissioners do not have to accept the lower bid if there are circumstances surrounding why they would not accept it.

MOTION: Commissioner Ahern moved to accept the three (3) year contract with Pete’s Rubbish Removal based on them being a local company. Commissioner McLeod seconded the motion and all were in favor.

Budget Discussion – CA Libby reported that she is working through different scenarios with the Union and Employee Council requests they have received and she would like to know what outlook the Commissioners have on the budget; what would be an acceptable increase.

Commissioner Piper stated that for the last three (3) years, the County has provided a level budget, no tax increase, and the last two (2) years have seen a reduction. She noted that they used ARPA funds where they could to give Covid related bonuses to employees or for infrastructure needs and the County has also had a very healthy undesignated fund balance. Commissioner Piper explained, overall, she would like to continue what they have started; she would like to try to get to a 0% tax increase or a reduction, given the economic challenges that every resident of Grafton County is facing. Commissioner Ahern stated that the County has made many purchases with ARPA money. Our school taxes keep increasing and many of his constituents in Wentworth are elderly and cannot afford it. He explained that the only place he has some say is the County budget and he wants to see a reduction in the budget because they have given millions of dollars in ARPA funding. Commissioner McLeod stated that it would be nice to see no increase but does not know with the staffing issues if they can do that. CA Libby noted that in order to achieve what they have the last couple of years, the County budget has been very bare bones. As costs increase, there are not a lot of areas where they can reduce the budget. The requests from the Union and Employee Council are significant. Commissioner McLeod asked if they might compare the cost of what the County is paying out to contract nursing and increase our wages to hire our own employees. Commissioner Piper noted that Commissioner Ahern has asked this question for two (2) years. She asked if they should have this conversation with NHA Labore, could they raise the salaries of RNs and LPNs to keep them. CA Libby noted something that is important to remember is although the County just implemented the wage study in July, the data is eighteen (18) months old and in today's market, that is outdated information.

Commissioner Piper stated that public employment in the past has retained and recruited based on benefits and that is not selling anymore.

MOTION: *10:28 AM Commissioner Ahern moved to enter into non-public session for the 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.

*11:14 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner 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

1. CA Libby reminded the Commissioners that social services applications need to be completed by April 6th. The Commissioners reviewed the criteria for social services applications noting that they fund agencies that support their goals of reducing recidivism and keeping the elderly in their homes.

2. Executive Committee Meeting Update – Commissioner McLeod asked for an update from the meeting, as she was unable to be there. Commissioner Piper stated that the Executive Committee approved the proposal for the community ARPA funding but there was objection to the process of the Commissioners making the awards without Executive Committee oversight. There was a long discussion and the Executive Committee decided that they wanted the chance to approve or not approve the individual applications.

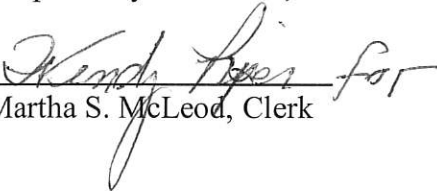
The Commissioners and CA Libby discussed the timeline for the three (3) ARPA Community Funding applications to be sent out and when they would be due. They agreed on sending out small business and municipalities applications April 1st. The small business applications are due on April 28th and municipalities will be due May 12th. Non-profits applications will go out May 1st and will be due May 26th.

Commissioner Issues:

1. Commissioner McLeod stated that she received an email from Register Monahan regarding Orford Congregational Church and a warrant article. Register Monahan would like to know the ARPA distribution timeline and she stated that Grafton County should help Orford with this issue. Commissioner McLeod stated that she would respond and state that applications will be going out to municipalities and small businesses April 1st and applications for nonprofits will go out May 1st.

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

Respectfully Submitted,


Martha S. McLeod, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

February 28 – March 20, 2023

COMPLEX

ARPA Project Updates

1. Test Well 2 – Tristate started drilling our 2nd test well yesterday and reached about 630' so far. They hit water at 550'. I don't have any flow data as of yet.
2. BACnet Full Integration – My staff have continued running BACnet cable in the nursing home. We are awaiting programmed controls from Alliance to install in the Administration Building.

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 still in the process of trying to find a replacement panel.*

COURTHOUSE

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

NURSING HOME

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

Lighting – In various locations we converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.

Kitchen

1. The food warming cart that supports Granite and Meadow had a blower motor fail. *We replaced the motor.*
2. The upper food steamer drain valve failed, *so we replaced it.*

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. *We are still awaiting the 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. *All removed heads passed destructive testing. We get 10-years added to all the QR heads throughout.*

Flooring – Six resident bathrooms and two staff bathrooms that received new sheet vinyl flooring in 2020 are experiencing lifting at the doorways. *Mayo's Flooring is willing to repair all locations at their cost, and they will complete this work on Wednesday, March 21st.*

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

February 28 – March 20, 2023

Flooring Machines - One machine's batteries would not hold a charge...*we replaced the batteries.* Another machine developed a hole in a suction hose. *We are currently awaiting a replacement hose.*

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. *We replaced the fixture.*

Dept. of Corrections (DOC)

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

Intake & Booking – Various fluorescent lights were out throughout. *My staff upgraded them to energy saving, non-ballasted LED lights.*

Area F (Men's Medium Security) – Per DOC Management's request, my staff reconnected several cell light switches that DOC management had previously requested disabled a few years ago.

HVAC

1. Heat pump WHP-F2 main controller circuit board bad...operating unit in manual mode via slave controller as interim measure until we can get a replacement part. The circuit boards in our heat pumps are obsolete and hard to find. Multistack found one and wanted to charge us \$2,260 for the part, installation and programming. However, they could not provide a warranty. They do have newer versions of this circuit board, but for it to work they must replace the circuit board in the slave controller too so the two controllers are compatible. The material, installation and programming for the two newer versions will cost \$4,900, but at least they will come with a 1-year warranty. I had them order the two newer version controllers, which are slated for delivery sometime in the Feb/Mar timeframe. Checked on part back order... vendor has not received it from the manufacturer and has no delivery date. A contractor replaced these boards on 10/21. The new controllers are configured differently than the old ones, thus requires Alliance Building Automation to change their building automation system wiring to match it. Running in hand mode until this work is complete. 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. *We are still awaiting the programming and reinstallation of the circuit board.*
2. Heat Pump HP-B8 stopped working...*We are in the process of troubleshooting it.*
3. Air handler ERU-F1 had its supply fan motor bearings fail and its heat exchanger motor fail. *I ordered a new heat exchanger wheel motor, and we are awaiting its delivery. We have a set of bearings on hand to rebuild the supply fan motor. That will be rebuilt today, March 21st.*

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

February 28 – March 20, 2023

DHW - 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 were able to replumb these two systems to eliminate the problem.*

MAINT/FARM BUILDING

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

FARM

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

Farm Diesel Tank – A wire conduit connecting a remote emergency shutoff switch to the fuel tank was damaged by the farm's skid steer. *My staff replaced the broken conduit.*

BIOMASS PLANT

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

Boiler – Several cast iron grates are warped. I ordered and received the new grates. *We will replace the warped grates during a scheduled spring shutdown in May.*

Metering Bin – The metering bin sensor failed in the full bin mode, thus the conveyor delivery system stopped delivering chips to the boiler, which was cause for an unscheduled boiler shutdown. *We replaced the sensor.*

ALTERNATIVE SENTENCING BUILDING

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

SENIOR CENTER

Nothing to report

VEHICLES & EQUIPMENT

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

1-ton Ford Dump – The windshield wipers would not turn off. *We replaced a multifunction switch to correct the problem.*

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

February 28 – March 20, 2023

Road Salt Spreader – The conveyor gearbox failed, so the spreader could not spread salt. *We replaced the gearbox.*

¾ Dodge V-Plow – The plow’s joystick touchpad failed to where the up direction of the plow would not work. *We replaced the joystick membrane pad.*

OTHER

Bids - Fuel and trash & recycling bids need to be reviewed and contractors selected for each service.



Grafton County Sheriff's Department Operations Division

Monthly Report

February 2023

Statistics

-Transport:

- Court Transports: 13 Prisoner Transports: 33
- CSO movements from jail to court: 27
- Juvenile Transports: 0
- Involuntary Emergency Admissions (IEA): 5

-Arrest:

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

Total Arrest: 18

-Civil:

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

Total Monthly Civil Service: 222

-Warrants:

-Total # of Active Warrants: Criminal= 386
Civil = 17
Total 403

-Motor Vehicle Activity

-Motor Vehicle Stops: 26

-Fleet Mileage

- Total Miles Driven: 21,772

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



February 2023

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 2023. The Criminal Division continues to learn and often struggle with the new records management system (CSI).

Narcotic Offenses	2
Possession of Child Sexual Abuse Images:	1
Assault(s)	1
Assist Other Agencies	15
Technical Assists	12
Investigative Search Warrants – 1	
Grand Jury Investigative Subpoena – 1	
Indictments – 1 Possession of Child Sexual Abuse Images (X4)	
1 Witness Tampering	
5 Acts Prohibited and/or Delivery of Articles Prohibited	
Arrest Warrant sought for Possession of Child Sexual Abuse Images (x10)	
Evidence or Property obtained to include electronics or storage medium for review, examination, delivered or taken into the Computer Forensic Unit (CFU).	
Communication Devices (Cell Phone):	13
Electronic Equipment:	3

Law Office Of
Jennifer A. Farrell

COPIES

February 22, 2023

Jeff Stiegler, Sheriff
Grafton County Sheriff's Office
3785 Dartmouth College Hwy
North Haverhill, NH 03774

RE: Civil Service

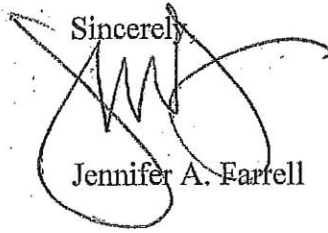
Dear Sheriff Stiegler,

I am writing to thank you for the outstanding assistance I received from your office last week. An unfortunate "oversight" on the part of my office resulted in imposing an emergency on yours. For that, I owe an apology – but even more so, my gratitude.

Thanks to your staff, Service was completed when I had only one day left to get it done. Tiffany and Karen were terrific. Tiffany worked through the strategy with me *and* caught a big mistake. She was also so patient and understanding.

I just wanted to express my appreciation because Tiffany, Karen, and Deputy Adams really turned around (FIXED) a really miserable situation for me.

Sincerely,


Jennifer A. Farrell

2023 FEB 22

PO Box 1145
MANCHESTER, NH 03015