

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
June 20<sup>th</sup> 2023

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

OTHERS: Alternative Sentencing Director Mitchell, Sheriff Stiegler

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

**Alternative Sentencing Director Mitchell arrived with a Memo for Consideration.**

AS Director Mitchell stated that she received the following three (3) quotes for the purchase of a vehicle for her department. She noted that this is the vehicle approved through ARPA to reduce the cost of mileage reimbursements in her department.

Wells River Chevy – 2023 Chevrolet Trailblazer \$23,545.00  
Twin State Ford – 2023 Ford Escape – 33,609.00  
Walker Motors – Jeep Compass - \$34,410.00

AS Director Mitchell stated that the Trailblazer from Wells River Chevy has the lowest price and she noted that the gas mileage is also is comparable or better than the others. She recommended the Commissioners accept the bid from Wells River Chevy. She answered questions from the Commissioners.

**MOTION:** Commissioner Ahern moved to accept the bid from Wells River Chevrolet for the purchase of a 2023 Chevrolet Trail Blazer for \$23,545.00, to be paid for with ARPA funds. Commissioner Piper seconded the motion and all were in favor.

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

**Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the June 13<sup>th</sup> meeting. Commissioner Ahern and Commissioner Piper had a few edits.

**MOTION:** Commissioner Ahern moved to approve the June 13<sup>th</sup> minutes as amended. Commissioner Piper seconded the motion and all were in favor.

2. The Commissioners signed check registers 1169-1170; 1172;1174.

*Commissioner McLeod arrived*

3. Memo Request from Register of Deeds Monahan – Commissioner Piper stated that Register Monahan has submitted a request to set up a joint meeting with herself, her Deputies, the Commissioners, Maintenance Supt. Oakes and CA Libby to discuss the relocation and redistribution of stored records in the basement and the vault. In the memo, Register Monahan states that basement space allocation has been a trying subject of discussion over her 13.5 years of service. In an attempt to retain employees who will need to interact with Maintenance staff or the Maintenance Superintendent and in an attempt to avoid conflict or further escalation of hostilities, she has requested a discussion in an open meeting on expectations and the proper chain of command.

Commissioner Piper noted that Register Monahan's memo also stated that the minutes from the May 16<sup>th</sup> meeting stated that they were working with the Maintenance Department on expanding storage and Register Monahan stated that what was said was she is working with the Maintenance Department on egress. The Commissioners discussed the request and agreed to have this meeting on July 18<sup>th</sup>.

4. Executive Committee Budget Meeting – Commissioner Piper updated Commissioner Ahern and Commissioner McLeod on the budget meeting, as they were unable to attend. She stated that the meeting went very well. The targeted increases were approved and to pay for those the Executive Committee voted to take more money out of the undesignated fund balance. They made no changes to the Commissioners' proposed budget. The Commissioners proposed budget had a .05% decrease, the Executive Committee's budget was a .06% decrease, and Commissioner Piper noted that it was a unanimous vote. There was a thorough discussion on the surplus. This budget leaves the undesignated fund balance an estimated 16.66%. Commissioner Piper stated that Rep. Simon voiced concerns about what would happen to the budget in the future and the inability to maintain a decrease in the amount to be raised by taxes. He questioned how long the County would be able to maintain a healthy fund balance and would there be a steep increase to taxes in the future.

Commissioner Piper noted that the Community ARPA Funding requests were all approved and noted that Fig Tree Gallery in the small businesses, Vets Rest Stop in nonprofits and Wentworth in the Municipalities were all approved as well.

CA Libby noted that the Delegation vote on the budget is at 9am on Monday the 26<sup>th</sup>.

5. Lebanon City Council Public Meeting – CA Libby stated that there is a public meeting on the 21<sup>st</sup> at 7pm to discuss and potentially schedule a public hearing. The public hearing would be for public input and taking action on an amendment to Lebanon Airport Tech Park Tax Increment Finance District boundary, to include plus or minus 200ft of right a way of Technology Drive adjacent to the existing TIF district.



6. Plymouth Area Recovery Connection (PARC) – CA Libby stated that she received an email from the Executive Director of the PARC and it states that she has resigned her position and the decision has been made to dissolve the organization as of September 30<sup>th</sup> 2023 when their contract with the state ends. Archways, another RCO, that has locations in Tilton, Concord and Franklin, will be reopening the center October 1<sup>st</sup> 2023. Effective June 23, 2023, Archways will be providing services under the PARC name. CA Libby stated that PARC has two (2) outstanding funding requests with Grafton County, the social services funding through the budget and the Pandemic Emergency Relief Funding. PARC is asking how they receive and allocate the funding to Archways, as they will be providing services at that location to all of PARC’s clients. CA Libby stated that she suggested that at a minimum, the County receives an application from Archways, as the County have no knowledge of this organization. The Commissioners would like CA Libby to follow up and have this organization fill out a social services application to have on file. CA Libby noted that checks will be issued for the nonprofits and she will hold this check until they receive more information and the same will happen with the budgeted funds under the social services agencies.

7. Asbestos Abatement Proposal – CA Libby stated that Supt. Oakes has requested that the Commissioners accept a quote from The Scott Lawson Group to complete the asbestos abatement of the farm generator muffler and exhaust system. She stated that this work must be accomplished prior to removing the old generator in order to install the new propane generator. CA Libby noted that Supt. Oakes had contacted three other Asbestos abatement firms last summer when planning this project and putting together the budgetary number for his ARPA request. In Supt. Oakes’ email, he stated that he has since reached out to all three (3) to get updated quotes and two (2) out of the three (3) say they are too busy to busy and cannot submit a quote. The third will not return his phone calls.

CA Libby stated that Supt. Oakes contacted the following:

Lavaggi Environmental Contracting, Inc. (Morrisville, VT) – Would not return calls  
GEM Enviro-tech, Inc. (Littleton, NH) – Too busy  
All-Ways Wrecking (Bridgewater, NH) – Too busy  
The Scott Lawson Group (Concord, NH) - \$6,176.00

Commissioner Ahern asked about a company located in Meredith that may be able to provide this service. He asked if he could make a call to this person after the meeting. Commissioner Piper asked if that would put Supt. Oakes behind with his project as he is asking today for approval. CA Libby noted that this is an ARPA project. The Commissioners further discussed the request and Commissioner Ahern stated that Supt. Oakes has attempted to get multiple quotes and time is of the essence with this portion of the generator project.

**MOTION:** Commissioner Ahern moved to approve the quote from the Scott Lawson Group for \$6,176.00 to be paid for with ARPA funds. Commissioner McLeod seconded the motion and all were in favor.

## 8. May Financial Reports

CA Libby reported that the County would be receiving \$4,525,210.06 for their proshare payment and that payment will be deposited into their account tomorrow.

### *Monthly Variance Report*

#### A. Revenue:

CA Libby reported that the Nursing Home is behind in operating revenue. The average daily census has worked its way up to 86 from the 84 it has been. The Nursing Home has been averaging a census of 90 as of late but CA Libby noted that it takes a lot to raise the yearly average census when they have been low. She stated that the DoC will likely finish below revenue projections as well as the Farm, noting that the Farm is in part due to the reduction in the herd.

#### B. Expense:

Pharmacy – CA Libby stated that this line would be over expended due to a higher Med A population than was budgeted.

Capital Outlay – When the Sheriff priced out cruisers, they were less expensive than what they ended up being. She noted that the Sheriff received approval from the Commissioners last year for the increased pricing before he purchased the cruisers.

CA Libby stated that there are several line items that are over expended and she will be working on final year-end appropriation transfers to close out the year in July.

9. CA Libby submitted the following CDBG Drawdowns for Commissioner Piper to sign.

- Micro - \$3,493.55
- GRDC Micro - \$950.00
- GRDC Micro - \$1,929.13
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10. CA Libby stated that the Commissioners received a second memo from Register of Deeds Monahan requesting the appointment of Beth Wyman from Deputy Register of Deeds to Executive Assistant to the Register/Senior Deputy Register. Human Resources has reviewed the request and approved the change in the grade. In her memo, Register Monahan stated that this represents a .24-cent per hour increase for a member of her staff who has dedicated 37 years of service to the County. CA Libby stated that she wanted to clarify what the County's policy states. This position is going from a Grade 14 to Grade 17 and in the handbook, it says when an employee is promoted to a higher grade, they go to the step closest to the current pay that gives

them an increase, with the ability to add one (1) additional step at the discretion of the hiring manager. She stated that she is unsure if Register Monahan is aware that she has the ability to give that additional step. If the Commissioners approve the appointment, CA Libby would follow up with Register Monahan and clarify if she intended for it to be at the step closest to her pay or if she would have intended to add the additional step.

**MOTION:** Commissioner Ahern moved to approve the appointment of Beth Wyman from Deputy Register to Executive Assistant to the Register/Senior Deputy Register effective immediately and to provide the appropriate salary/pay increases that this promotion warrants. Commissioner McLeod seconded the motion and all were in favor.

**Commissioner Issues:**

1. Commissioner McLeod stated that she has heard from nonprofits in regards to the Pandemic Emergency Relief funding approval and they were very appreciative.

10:12 AM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Martha S. McLeod', written over a horizontal line.

Martha S. McLeod, Clerk





# Grafton County Sheriff's Department Operations Division

Monthly Report

May 2023

## Statistics

### -Transport:

- Court Transports: 6 Prisoner Transports: 63
- CSO movements from jail to court: 6
- Juvenile Transports: 3
- Involuntary Emergency Admissions (IEA): 12

### -Arrest:

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

Total Arrest: 27

### -Civil:

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

Total Monthly Civil Service: 206

### -Warrants:

-Total # of Active Warrants:

Criminal=	436
Civil	= 9
Total	445

### -Motor Vehicle Activity

-Motor Vehicle Stops: 21

### -Fleet Mileage

- Total Miles Driven: 26,652

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



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

Possession of Child Sexual Abuse Images (1)

Assist Other Agencies (7)

Investigative Search Warrants – (4)

Investigative Subpoenas – (2)

Indictments – Escape

Sentenced for Possession Child Sexual Abuse Material (1)

Arrest for Aggravated Felonious Sexual Assault (5 Counts) (1)

Child Advocacy Center (CAC) Interviews attended (1)

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):	4
Electronic Equipment:	9
Computer Hardware / Software:	4
Audio / Video:	1

Training:

Preventing Workplace Harassment for Employees (3)

Crypto Currency 1 week