

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
September 21, 2021

PRESENT: Commissioners Piper, Lauer, Ahern, CA Dorsett and Administrative Assistant Norcross.

OTHERS PRESENT: Sheriff Stiegler, Maintenance Supt. Oakes, Finance Director Libby

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

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

Sheriff Stiegler stated that the Commissioners have on their agenda to discuss vehicles on county property. He explained some of the issues he has had with vehicles being parked on county property. The Commissioners discussed the issue and different solutions for policies to be put in place and/or signs to put on the property. They agreed that this needs to be discussed further to agree on a policy to put in place.

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

**Finance Director Libby arrived and gave the following report:**

1. FY'21 Federal Funding – FD Libby reviewed a spreadsheet with the Commissioners that outlined federal funding that the County received in FY'21. (\* see attached)
2. Payroll Coordinator – FD Libby stated that Cynthia Morrissey starts tomorrow.
3. NHAC Awards – [www.nhcounties.org](http://www.nhcounties.org) – Award Nominations due – 10/01/21
4. Farm Stand Receipts
  - a. Farm Stand Opened 8/9/21
  - b. Receipts through 9/20/21 - \$6,656.17
  - c. Fall crops including 50lb bags of potatoes now available – large uptick in revenue since potatoes became available.
5. Premium Pay for Employees not previously receiving Stipends – FD Libby stated that the Executive Committee approved the stipend program yesterday and that program is now being put together. Supt. Elliott reached out and stated that word is out at the DoC and the employees are very grateful and appreciative of the stipend. FD Libby asked the Commissioners when they would like the payments to go out to the employees. Commissioner Piper stated that she feels the payments should be given to the employees right away. FD Libby stated that there would be some legwork to get the exact numbers in place and noted that typically these types of payments go out during an off pay week.

### **Agenda Items:**

1. "Spirit of Grafton County" – Plaque Presentation. Commissioner Piper stated that she forwarded the Commissioners an article from the event. She explained that these are KC-46 Pegasus Tankers that were being dedicated. There were twelve (12) tankers dedicated to each of the ten (10) New Hampshire Counties, and Portsmouth and Newington. She stated that all of the Counties were represented at the dedication, and they were given tours of the planes.

2. Upper Valley Regional Planning Commission – Commissioner Piper stated that she does not wish to fill that position that is now vacant due to Patricia Higgins' resignation. CA Dorsett stated that he would fill the position.

**MOTION:** Commissioner Lauer moved to appoint Andrew Dorsett to the Upper Valley Regional Planning Commission. Commissioner Ahern seconded the motion and all were in favor.

3. CA Dorsett submitted the DoC Superior Court Report for the month of August for the Commissioners to review.

4. CA Dorsett submitted the Paypoint HR Agreement for Commissioner Piper to sign.

**MOTION:** Commissioner Lauer moved to allow Commissioner Piper to sign the Paypoint HR Agreement on behalf of the Board of Commissioners. Commissioner Ahern seconded the motion and all were in favor.

5. Out of State/Overnight Travel – CA Dorsett stated that Director of Communications Andross submitted an out of state/overnight travel request for up to six (6) of his employees to attend all or part of the APCO-Atlantic training conference in Stowe, Vermont from October 24-27. The total cost is \$4,939.20 and is budgeted for in the FY22 budget.

**MOTION:** Commissioner Lauer moved to approve the out of state travel request as requested by Director Andross. Commissioner Ahern seconded the motion and all were in favor.

6. Annual Report Dedication – CA Dorsett stated that the Commissioners would need to start thinking about whom they would like to dedicate the Annual Report to.

### **Commissioner Issues:**

1. Commissioner Lauer stated that at yesterday's Executive Committee meeting she was concerned that the Committee did not approve the scanning project for the Registry of Deeds as it was set to start October 1<sup>st</sup>. She stated that she spoke briefly with Register Monahan after the meeting and said that she would be bringing this up at this morning's meeting, the possibility of the county taking the risk and starting this project on schedule. She stated that she has since found out that the Registry of Deeds has already proceeded. She stated that this project is

\$150,000. The potential benefit of giving the public access to all of these records that are not yet scanned is tremendous.

**MOTION:** Commissioner Lauer moved to proceed with the Registry of Deeds scanning project as scheduled with US Imaging and assume the risk of not getting Executive Committee approval. Commissioner Ahern seconded the motion and all were in favor.

2. Commissioner Piper read a card that she received from Voices Against Violence thanking the County for their funding.

3. CA Dorsett stated that he has begun the NACo Leadership Academy. He stated that he is going to work to schedule more time to complete the training.

4. CA Dorsett stated that he is looking into the next round of ARPA requests and asked if the Commissioners wanted to proceed the same way or look at other priorities. Commissioner Piper stated that she felt that the process worked very well with the Executive Committee. Commissioner Lauer stated that she would like to get through this round and they very well may have funds to go out to the communities but feels it is premature for them to look into that right now.

5. CA Dorsett stated that he attended the Broadband Ribbon cutting in Bristol last week. He also noted that the Broadband Committee had submitted a grant application for the Tillison fund, which was funded by a family fund out of Coos County. The Committee is discussing taking the application that they submitted and providing it to the Coos County Broadband Committee and having them submit it from their perspective.

6. CA Dorsett stated that on September 23<sup>rd</sup> he will be touring the Dartmouth Regional Technology Center and invited Commissioner Piper to join him as it is in her district.

7. CA Dorsett stated that he is on the NHAC Strategic Planning Committee and he has been working with Steve Whitman from Resilience Planning. At their meetings, they have discussed what the committee should be trying to accomplish. He stated that he brought up bringing on someone like Resilience Planning to help the Committee better understand long range planning goals.

8. CA Dorsett stated that he and Commissioner Piper are meeting with the Bureau of Courts on September 30<sup>th</sup>. He stated that he agrees with what Supt. Oakes is saying and will relay that to the courts but there is a lot of work that needs to be done before the county tries to start raising funds.

9. CA Dorsett noted that the FCC issued an order and beginning October 24<sup>th</sup>, when you dial a number even in your local area code, you have to dial 603. Commissioner Lauer noted that it has to do with the 988 suicide prevention number

Commissioner Ahern stated that there would be a broadband presentation at the Wentworth Selectboard meeting tonight. He noted that they seem to be only concentrating on New

Hampshire Electric Coop and what they are doing and when he mentions what Grafton County is doing they do not seem to have that on their radar.

CA Dorsett requested to go into nonpublic session.

**MOTION:** \* 11:39 AM Commissioner Lauer 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 Ahern 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.

\* 11:49AM 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 Lauer seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner Piper “yes”; Commissioner Lauer “yes”. Commissioner Piper stated that a majority of the board voted “yes” and would now return to public session.

Commissioner Lauer commented regarding appreciating meeting at other departments and sharing a meal with Department Heads. Commissioner Piper stated that she appreciates Commissioner Lauer’s comments about having lunches with the department heads. It is nice to see each other as a team and creates comradery.

Commissioner Piper requested to go into nonpublic session.

**MOTION:** \* 11:51 AM Commissioner Lauer 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 Ahern 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.

\* 12:10 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 Lauer seconded the motion. Commissioner

Piper called the roll. Commissioner Ahern “yes” Commissioner Piper “yes”; Commissioner Lauer “yes”. Commissioner Piper stated that a majority of the board voted “yes” and would now return to public session.

12:10 PM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Omer C. Ahern, Jr.", written over a horizontal line.

Omer C. Ahern, Jr  
Clerk





# Grafton County Sheriff's Department

3785 Dartmouth College Highway • Box 6  
North Haverhill, NH 03774-4936  
www.graftoncountysheriff.net



Jeffrey F. Stiegler  
Sheriff

"In Service to Our County and State"

DISPATCH EMERGENCIES  
603-787-6911  
ADMINISTRATIVE AND CIVIL  
TEL 603-787-2111  
FAX 603-787-2005

## August 2021

- Prisoner Transports: 42
- CSO movements from the jail to Court: 17
- Involuntary Emergency Admissions (IEA): 13
- Arrest: 30
  - Arrest on a warrant, superior or civil, instate wanted, and on sight arrest (people who we send to court)
- Civil:     **Total**
  - 51 Abode
  - 69 In Hand
  - 14 Non est
  - 1 Registry Of Deeds
  - 6 Cancelled
- Motor Vehicle Stops.....13
- Total # of Active Warrants..... Criminal 373  
Civil 14  
**Total = 387**
- Total Miles Driven: 24,790

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



**August 2021**

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Unit had the following activity for the month of August 2021.

1 Finish Internal Affairs Investigation for outside agency

1 Grand Jury Indictment – 35 Counts Possession and/or Distribution of Child Sexual Abuse Images

1 Criminal Mischief Investigation

1 Bail Jumping Investigation

1 Delivery of Articles Prohibited Investigation

1 ICAC Cyber Tips / Referrals Received

2 ICAC Operation / Search Warrants in Grafton County – Possession of Child Sexual Abuse Material

4 Investigative Search Warrants

3 Investigative Subpoenas

1 Investigator Assist Haverhill Police Department with multiple cases

8 Department Assists

9 Investigations or Assists with electronics or storage medium delivered or taken into the Computer Forensic Unit (CFU).

Cell Phones: 27

Laptops / Computers: 12

External Storage Devices: 23

Cameras: 6

Game Systems / Misc. Devices: 9

1 Investigator Trained in Forensic Interviewing of Children (CAC) – 1 week

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jul 20 – Sep 20, 2021

## COMPLEX

### **Building Automation System (BAS) Project**

Progress continues to be slow and the project continues to eat much more time than we anticipated. On a positive note, in exchange for the extra time my staff and I have invested, Alliance has corrected, at their own expense, many non-project control issues at the DOC and has agreed to do the same in the courthouse.

**Test Well Proposal** – It turns out the existing well in the woods by the water tank is only 16' deep and holds just 4' of water. It would be a waste of funds pump testing it, so I have abandoned doing anything with it. I've shifted my focus to drilling a test well in the primary area Horizons Engineering suggested in their water study and requested funding to follow that process based on a quote received from them. I heard you approved use of ARPA funds for this initiative, and I now await the Executive Committee's decision to see if this moves forward.

**Waste Water Separation Possibility** – As you are aware, I submitted an ARPA funding request to support doing a feasibility study. I heard you approved use of ARPA funds for this initiative, and I now await the Executive Committee's decision to see if this moves forward.

**Water System SCADA** – Intermittently losing SCADA signal between tank and isolation valve. Purchased and installed a new cell radio to remedy the problem.

**Propane Vendor Transition** – Irving installed all new above ground tanks and tested the gas equipment in those locations. Dead River picked up their tanks and issued us a credit on the LP within those tanks.

**Kitchen Hoods** – Kitchen Klean, Inc., a new vendor, completed our 6-month inspection and cleaning of the DOC and nursing home kitchen hood ductwork per NFPA 96. They did an excellent job and found no issues.

**Alarms** – Dispatch lost communication with fire alarms, panic alarms and sewage pump station alarms throughout all buildings. Consolidated Communications corrected by replacing a circuit card in their equipment supporting campus analog phone lines.

## COURTHOUSE

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

**Circuit Court** - Uncommanded heat issue was induced in judge's chambers and hearing room when the pneumatic controls in these spaces experienced total loss of air pressure when air compressor tripped off line due to a power brown out. When we discovered the compressor off line hours later and restored it, the pneumatic controls in these spaces would not restore, thus the reason for Uncommanded heat. When we tried isolating those sections of fin tube we found the isolation valves frozen open. There other locations in the building have experienced somewhat similar issues. We really need to get the ball rolling on what we will be doing with this building.



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

**Jul 20 – Sep 20, 2021**

**Generator** – During a power brown out (loss of B phase) neither automatic transfer switch (ATS) triggered the generator to run and take over the load. Found 200-amp ATS programming had been erroneously deprogrammed and because the 100-amp ATS only uses two of the three available phases and the one phase that dropped out was the one that is not used, hence why it didn't prompt a start either. Powers Generator dispatched a technician that corrected the programming of the 200-amp ATS.

**Dispatch Water Heater** – On-demand hot water heater (ODHWH) circuit breaker kept popping. Found circuit had other high amperage devices plugged into it, so we installed a dedicated circuit just for the ODHWH.

**Security** - Window intrusion alarm intermittently activating on its own. A Tasco Security technician came and fixed the problem.

**Glazing** – Jury Panel room window cracked. Granite State Glass is supposed to be on site Sep 23<sup>rd</sup> to replace the window.

**HVAC** – Pump 2 differential pressure gauge failed...replaced gauge

## NURSING HOME

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

**Sprinkler System** - Leak on 3" main in 03 attic on right side of catwalk near intersection leading to 2-hour door that goes to 69 building. Hampshire Fire Protection replaced this bad section in conjunction with doing quarterly inspections.

**Elevator** – Freight elevator made heavy bumping noises when descending from 2<sup>nd</sup> floor to 1<sup>st</sup> floor. A Stanley elevator technician adjusted lower left seismic rail bracket and adjusted upper left and bottom left guides.

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

## **HVAC**

- Air handlers 2-5 all have shorted bypass damper actuators...ABA replaced all of them at their expense.
- Air handler HRU-4 – heat valve bad...replaced heat valve. Alliance technicians damaged supply fan VFD and ordered a replacement on their dime. In the interim my staff replaced it with a VFD in stock, thus Alliance's VFD will replenish my stock.
- Unit Ventilator 2 – Field controller failed...ABA programmed new controller and installed it.
- Unit Ventilator 1 – Intermittently locking out on low coil temperature. Replaced thermostat.
- Pump 1 shaft seal leak...replaced shaft seal and volute gasket

**Loading Dock** – SNJ Gutters added a 2<sup>nd</sup> down spout to the gutter at the loading dock, at their expense, to alleviate water overwhelming the gutter during torrential downpours.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jul 20 – Sep 20, 2021

## Kitchen/dining room

- Dishwasher tray sliders worn...replaced sliders. Also, unit would not automatically turn on when trays were fed in...replaced REED switch.
- Food warming cart – wells not heating up. Replaced sections of damaged harness.

**Bathing System** – Tub door cracked and leaking...replaced tub door and associated hardware

**Finance Office** - Intermittently losing power from outlet on West wall that powers computer and scanner. Repaired loose neutrals at panel and J-box next to door. Replaced 3 outlets in room. Also checked every neutral in panel and found three more where screws were tightened on insulation and not copper. Repaired all three.

**Flooring** – Mayo's Flooring replaced the flooring and cove base molding in one of the finance offices

**Custodial Equipment** – Floor scrubber support deck broken...replaced support deck

## ADMINISTRATIVE BUILDING

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

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

**Exterior Façade** - In process of power washing fascia, soffits and other painted surfaces in preparation for scrapping and painting. Power-washed and scrapped 1/3 of building and painted about 1/5 of the building so far. Due to the perpetual rainy weather we have not been able to resume work because the bare wood areas are given ample time to dry out to apply primer and paint.

**Panic Alarm** – Alarm intermittently activating on its own. A Tasco Security technician relocated the transmitter to a better position to facilitate dependability.

**Employee Entrance** – Door lock had internal part failed. Corrected by welding broken pieces back together.

## Dept. of Corrections

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

**Kitchen** – Lower left convection oven not heating...replaced thermostat

## HVAC

- Heat Pump WHP-B2 has one circuit down for a bad contactor...installed new contactor
- Heat pump WHP-F2 main controller not working...operating unit in manual mode as interim measure until we can get controller replaced. Contacted Multi-stack about issue but not getting timely tech support needed to resolve issue.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jul 20 – Sep 20, 2021

- Heat Pump HP-H8 had a blower motor and capacitor fail...replaced motor and capacitor
- Heat Pump HP-H10 inoperable due to inoperable high-pressure sensor. The part is extremely difficult to get access and will require removing unit from ceiling. This unit is grossly undersized (9,000 Btu) and should be 48,000 Btu size. Exploring possibility of totally replacing unit with a new heat pump. This heat pump serves the maintenance area office, bathroom and shop.
- Air handler ERU-F1 Supply fan squealing...replaced motor bearings
- Various air handlers throughout require BAS corrections to resolve graphical anomalies and restart issues when air handlers are cycled off to reset Alarms. Alliance corrected all of the deficiencies.
- Reheat Unit valve actuators failed in reheat units RH-C2 and RH-A11, maximum security and intake and booking, respectively...replaced actuators

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

**Clean Agent Extinguishing Systems** – Interstate Fire Protection completed our 6-month inspections of our FIKE clean agent extinguishing systems and all checked out well.

**Propane Vaporizer** - High pressure regulator leaking at flange...replaced regulator.

## MAINT/FARM BUILDING

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

## FARM

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

**Office** – Door lock broken. Temporarily secured with hasp and padlock. Ordered new lock.

**Water Reclamation System** – Pump motor failed on this system...replaced motor

## BIOMASS PLANT

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

**Wood Chip Contractor** – The new contract has not gotten off to a good start. The first two loads did not consistently meet contract specification size and was cause for jamming up our delivery system and shutting down our boiler. The 3<sup>rd</sup> delivery was rescheduled but the driver showed up on the originally scheduled day, catching me short of staff where I was forced to pay overtime to employee to oversee the offload. The last load was scheduled but never delivered. The contractor never called or rescheduled. When I finally contacted him a few days later he was clueless his driver never delivered our load. If this sort of service continues, I will seek to terminate their contract and find another vendor.



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jul 20 – Sep 20, 2021

## ALTERNATIVE SENTENCING BUILDING

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

**Propane Tank** – failed cathodic test. I purchased a new 1000-gallon tank from Thomson Fuels and new anode bags from F.W. Webb. On 9/14 the contractor removed the old tank. Irving technicians transferred propane from the old to the new and connected new lines from new tank to building regulator. My staff replaced the anode bags and completed a cathodic and bar hole tests. Both passed with flying colors.

## VEHICLES & EQUIPMENT

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

**Lifts** – United Rentals completed the annual ANSI inspections on both our 60' boom lift and vertical mast lift at the DOC. The boom lift needs a few hoses replaced and a few other items. The mast lift had no issues.

## OTHER

**Manning** – The department's manning is unchanged from April. I am still seeking to fill a vacant position and I still have an employee who is out of work 16-24 hours per pay period due to an intermittent FMLA requirement. To make matters worse, two other department employees continue to spend many hours working with ABA on the BAS project, thus we remain behind on our PM work and summer projects.