

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building
North Haverhill, NH 03774
November 28th, 2023

PRESENT: Commissioners Piper, Ahern, McLeod, County Administrator (CA) Libby, Assistant County Administrator Burbank, Administrative Assistant Norcross.

OTHERS: Ed Wargo – SNS, Alternative Sentencing Director Mitchell, Register Monahan, Department of Corrections Superintendent Lethbridge, Captain Kendall, Sheriff Stiegler, Maintenance Supt. Oakes, Helen Mrema,

Commissioner Piper called the meeting to order at 10:00 AM and began with the Pledge of Allegiance.

Commissioner McLeod 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 a roll call must take all votes.

Ed Wargo – SNS arrived via Teams and gave the following report (* see attached)

Register Monahan was present at the meeting and asked E. Wargo if he had a chance to look at the Bastion Server Product from Fidlar that she sent him a video on. E. Wargo stated that he has looked at it but has not done a deep dive, yet. Register Monahan stated that she wanted to take some pressure off and assure him that all the data records of the Registry of Deeds are in that Bastion server that is part of the Fidlar contract. It is set to expire in two (2) years. The only thing local on a server that is not through Fidlar are reports, that are not on the network, yet.

Commissioner Ahern asked if Grafton County had cyber insurance. E. Wargo stated that the County does have cyber insurance through Primex. Register Monahan added that the Register of Deeds has an additional \$5 million in insurance with Bastion.

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

Commissioner McLeod asked for an update about the housing situation and if it has made a difference for participants accessing services. AS Director Mitchell stated that her department has been able to utilize the funds granted to them, and it has been a huge help. She stated that she is not comfortable giving people this money without a plan to either have them sustain or other agencies involved doing their job. She explained that they have been working specifically with West Central Behavioral Health, Alice Peck Day, and Dartmouth on one case because everyone is letting the ball drop, and no one is taking on their roles. Although the County is using the money to support this participant, the agencies are being held responsible for their case management and for applying for housing or group homes for this person. She noted that this is across the board with people they share this money with. It was very important for several participants, and AS Director Mitchell stated they are very thankful. Commissioner Piper

commended AS Director Mitchell for coming up with this idea and thanked her for her oversight. She stated that to build on the answer given to Commissioner McLeod, AS Director Mitchell stated that she is not receiving help from the other agencies and asked if that is due to being short-staffed. AS Director Mitchell stated that she believes it is due to being understaffed and noted that other underlying things are also happening. She further discussed this issue with the Commissioners and answered questions.

CA Libby asked what the timeline was for the Sequential Intercept Mapping Project (SIM). AS Director Mitchell stated that it was delayed because their Mental Health Coordinator has been out, and she is the co-facilitator for this project. Commissioner Piper reported the next step had been delayed until June due to difficulty in getting everyone, specifically the Judge, to attend the next meeting on both days with his docket. There has been discussion about the second meeting needing to be virtual and a virtual meeting was not optimal. AS Director Mitchell stated that until people are involved with it and see the benefits, it will be difficult to get people to commit their time to this project.

Sheriff Stiegler arrived and gave the following report:

1. Sheriff Stiegler reported that he met with Supt. Lethbridge and Supt. Oakes to discuss the modifications needed within his department to comply with CJIS requirements. He stated that Supt. Oakes will address the modifications that need to be made.
2. Sheriff Stiegler stated that the Ford Escape in their department will be going out to bid.
3. Sheriff Stiegler reported that he had accepted the retirement notice of Director Andross.

Memo for Consideration – Sheriff Stiegler stated that he sent the Commissioners a revised memo and explained that he is looking to recognize the performance of employees and keep the Court Security staff and part-time Deputies that he has. He wants to give the Court Security staff and part-time Deputies each \$750 for retention bonuses. Commissioner McLeod stated that she feels it would be better to wait until the union negotiations are complete as he is asking for a bonus for some staff, not others. She worries about doing this while negotiations are still ongoing. Sheriff Stiegler explained that these nonunion employees are not negotiating anything, and he is looking to see what the Commissioners would like to do. Commissioner Piper shared the same concern that this sets up a divide between union and nonunion employees because the original request submitted by the Sheriff was for everyone. She would prefer to wait for the union negotiations to be complete and then extend the results of those negotiations to nonunion.

Register Monahan arrived to discuss a Memo for Requested Action:

Register Monahan reviewed the attached memo with the Commissioners.

Commissioner Piper stated that since more than one department is involved, she asked Supt Oakes who was present at the meeting, to weigh in on the discussion.

Supt. Oakes stated that CA Libby had sent him a copy of Register Monahan's email along with the requests and meeting minutes and asked him to respond. He read the attached email he sent to CA Libby and the Commissioners outlining his responses to Register Monahan's requests.

Register Monahan stated that regarding room 26, before the start of spring, they started using humidity temperature readers to assess which documents should be relocated to which rooms. Once the heating and air conditioning systems were revisited, room 26 became very humid and did not have control. The vault, in her 13 years, has always been very cold, which is what needed to happen. It is now much warmer, and she explained that the fluctuation from cold to hot stretches and condenses the historic paper, which their archival consultants have identified as the biggest threat to the paper. Register Monahan explained that things are done around the County based on one (1) person's plan, without any cooperation and communication. Supt. Oakes discussed which room Register Monahan was referring to and said he would look into it to see what he could find.

CA Libby stated that they need to be able to coordinate and come to a final agreement that everyone can agree on and work together.

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

Supt. Oakes discussed the DoC generator repair that is outlined in his attached report. He explained that he has a good faith estimate of \$112,692.15 to repair the generator and needs the Commissioners' approval to spend this money. He noted that there is money in his electrical line to cover much of this cost. He answered questions from the Commissioners.

MOTION: Commissioner Ahern moved to proceed with this project as outlined by the Maintenance Superintendent. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern "yes," Commissioner McLeod "yes," Commissioner Piper "yes". With the vote being three (3) in favor and none in opposition the motion passes.

Register Monahan's Memo for Requested Action

Commissioner Piper stated that she would like to make a decision regarding Register Monahan's request. Commissioner McLeod stated that she thought they might have more discussion around these requests, and Supt. Oakes' responses. Commissioner Piper stated that there is another department head scheduled shortly, and she does not think this is an urgent request that needs to be resolved today but believes it is an important request and asked that it be on the agenda next week. Supt. Oakes stated that, when he has dealt with a Department Head, they have amicably got together, walked through the issue, and the Department Head has let him know what they are looking to have done. If there is any ambiguity, they have ironed it out. There is ambiguity between him and this job because no one has come to him and said this is what they want done. It is hard to commit to something when he does not have specifics. He is getting pieces from CA Libby that are being shared with him and the Board of Commissioners and then asked to respond. Register Monahan said they scheduled a meeting in July to have this conversation, which was canceled. She stated that the gray area with code violations is the egress they

discussed two (2) weeks ago when the Commissioners and Supt. Oakes met in the basement vault. The only issue they discussed was the wasted egress space. Register Monahan explained that Supt. Oakes said it was a federal code violation, and CA Libby responded, stating the County goes by the state laws. She reported that Commissioner Piper had stated that this should not be a problem because the space was wasted. Register Monahan stated that twenty (20) years ago, that space was not designed properly. Five (5) years ago, former Commissioner Lauer told her to stay out of the basement to avoid Supt. Oakes. She was also asked to resign from the Joint Loss Management Committee to avoid interaction with Supt. Oakes.

Register Monahan left the meeting.

Commissioner McLeod asked if it would be possible for Supt. Oakes and Register Monahan to determine what they agree to on the list. CA Libby stated that she would work with Supt. Oakes and create a written response.

Department of Corrections Supt. Lethbridge arrived and gave the following report: (* see attached)

Commissioner McLeod asked if the Commissioners could see monthly trends in the department reports, so they are not seeing just this month's numbers. It would allow them to see trends throughout the year.

Supt. Lethbridge stated that his welcome at the facility was as warm as it could possibly be. Everyone has bent over backward to make him feel welcome. He explained that he is evaluating areas where there can be improvements. There have been discussions regarding schedules and possible alternatives, but he would like to get line staff input before bringing a recommendation to the Commissioners. Supt. Lethbridge noted that the staff know the inmates well, and it is clear to him that these staff members communicate with these inmates to help them identify ways to improve their outcomes.

Agenda Items:

1. Approval of Minutes: 11/14/23 – Commissioner Piper made one edit. She added the following sentence to page 5, first paragraph:

“H. Mrema’s comment is talking about her and Commissioner Ahern and the actions they took in response to the motion.”

Commissioner Piper stated that it is important to the spirit and the substance of the discussion to indicate why she made that change. She had referenced one (1) of the emails written by the ACLU Community Organizer in a packet of emails that was forwarded to her. Commissioner Piper stated that she has no issues and hopes everyone is treated with the respect and dignity they deserve. Commissioner Piper stated that she supports H. Mrema in saying they will not rest until everyone receives the dignity they deserve. Her issue was not with the sentiment of everyone being treated with dignity. The issue is whether an inclusion statement should be adopted on the County level. Her feelings were made very clear over three (3) meetings. This can amount to a

pressure campaign, and what this came down to was not resting until votes changed. Commissioner McLeod asked if they could stick to the approval of the minutes. Commissioner Piper stated that they are discussing the minutes. She stated that the minutes indicate that “resting” will happen when votes change. The Commissioners discussed the sentence that Commissioner Piper added. Commissioner McLeod stated that she felt this comment was made after the motion was made and would prefer that these minutes not be approved until they clarify where the statement was made by listening to the recording. The Commissioners agreed to vote on the minutes at the next meeting.

2. The Commissioners signed check registers: 1069-1071; 1075; 2023-11.24.2023.

3. Certificate of Authority – VAWA (Violence Against Woman Act) Grant – CA Libby explained that the County received \$30,000 in funding from the VAWA grant, noting that this is an annual grant, and the Commissioners need to vote to accept these funds.

MOTION: Commissioner Ahern moved to accept the grant funding from the State of New Hampshire and authorize the County Attorney to execute any necessary documents. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes,” Commissioner McLeod, “yes,” Commissioner Piper “yes”. With the vote being three (3) in favor and none in opposition the motion passes.

4. Courthouse Update – State of NH – CA Libby reported that she received an email from S. Lineberry stating that they met with the Department of Administrative Services and the Judicial Branch to start the discussions regarding the Courthouse and in the coming weeks after further discussion they will give an update to the County.

5. Director of Communications – Retirement Notice – CA Libby stated that Director Andross has given his retirement notice effective January 13th, 2024.

6. Response to Town of Ashland – CA Libby informed the Commissioners that she sent a letter to the Town Manager of Ashland last Wednesday regarding the misinformation they have received about Grafton County providing funding to New Hampshire Electric Co-op. She has not heard anything back yet. She added that the County’s website now has a new broadband page with up-to-date information regarding the broadband project.

7. Teamsters Local Union 633 Negotiating Team – CA Libby stated that the County received the official certification and representation of Teamsters Local Union 633. They now need to establish who the County negotiating team will consist of. She explained that the County did hire Attorney Tom Closson to represent the County and be the lead negotiator. She strongly suggests and encourages the Commissioners to continue to have him as the lead negotiator. Atty. Closson’s suggestion for the makeup of the negotiating team would be a Commissioner, County Administrator, Human Resource, Sheriff, and Director of Communication or designee given the retirement notice. The Commissioners will need to discuss which member of the Board will be on the negotiating team.

8. CA Libby stated that NHA Labore reached out and asked if the Commissioners would like to do an employee holiday party, which has not been done since 2019 due to COVID. They are willing to host in the activities room, mask-free. The Commissioners were in favor of hosting a Christmas party. The Commissioners agreed to have the employee holiday party on December 19th, from 2- 3:30, in the Nursing Home Activities Room.

9. Annual Report Dedication – CA Libby stated that the Annual Reports are complete and asked the Commissioners when they would like to have their dedication. Commissioner McLeod asked if the Commissioners have ever gone to an agency to present them with the dedication. CA Libby stated that is not something they have done in the past but felt it was a good idea. She said she would contact the Grafton County Senior Citizen’s Council and schedule a time with them.

10. The Commissioners agreed to not meet on Tuesday, December 26th,

11. Public Comment:

Betsy Phillips from Bethlehem stated that she attended the meeting to express her disappointment in not passing the resolution for inclusivity. She stated that she understands an Elected Official has implied that this is a Littleton issue and to let them handle it themselves. B. Phillips stated that this is not just a Littleton issue, this issue goes far wider than that. She explained an incident of vandalism in Franconia over the weekend. This family has three (3) small children. Their mailbox and an Everyone Belongs sign was vandalized. She showed a picture of the mailbox to the Commissioners. She stated that this is the kind of thing that is going on, and having the whole County make a statement of inclusivity would go a long way to ending things like this, and she would like the Commissioners to consider that.

Commissioner McLeod responded to B. Phillip’s comment. She stated that a Google Form letter was sent out in the northern Grafton County communities, extending around the state. She read the following opening statements of the letter to the Commissioners:

“As members of the greater Littleton community, we’re writing to express our grave concern with the recent comments and actions from the Littleton Board of Selectmen regarding the arts and LGBTQ+ community. We do not feel these comments reflect the true nature of the Littleton community or our North Country values.

Littleton has always seen success when individuals with diverse perspectives work together with respect for each other and a focus on the greater good of the community.”

Commissioner McLeod stated she would forward the rest of the letter to the Commissioners. This letter has been signed by 950 people from around the state. She stated that what people are asking the County to do is outside the normal behavior of treating each other with respect. She stated that she thinks it is important for all of them, as elected officials, to remember this is not about them. It is about their constituents and communities. It is not meant to be personal or a personal attack. She also thinks that the democratic process includes educating elected and appointed officials and advocating. This is a normal part of the democratic process; people feel very strongly about this. It is affecting people’s businesses, and Commissioner McLeod would

encourage them all to think about this and do the right thing by pushing back against this type of behavior. This is not a political issue; it is a human rights issue.

Commissioner Piper thanked Commissioner McLeod for her full-bodied statement of her beliefs.

Commissioner Issues:

1. Commissioner Ahern reported that members of the Wentworth Historical Society will deliver 10-12 decorated artificial Christmas trees to the Nursing Home on Thursday the 30th that were decorated at the Christmas on the Common event in Wentworth last weekend.
2. Commissioner Piper stated that on Thanksgiving Eve she attended an Interfaith service on homelessness and finding solutions in the Upper Valley. She made a presentation on behalf of her church.
3. Commissioner Ahern stated that he spoke with a contractor looking for an opportunity to donate his time and talents to help construct homes for the homeless. He would like to talk with the Commissioners about the possibility.

12:55 PM With no further business, the meeting adjourned.

Respectfully Submitted,


Martha S. McLeod, Clerk


Jay C. Ahern, Jr., Vice-Chairman
for Comm. McLeod

11/28/2023

IT department update

Service desk

10/1/2023 – 10/30/2023

158 help desk tickets were worked on. (Opened/closed/updated)

342 hours of time spent on those tickets.

395 million data points investigated for the month of August

11 potential events were identified that warrant further investigation

None of the events investigated caused a breach or compromise.

Based on the findings from the CIST report, we are recommending the following security measures:

- Multi-Factor Authentication
 - We will be implementing this solution by the end of this week.
- Internal controls on unknown devices being connected to the network
 - Currently no visibility into unknown devices (laptops, desktops, other) being connected to the internal network. There are solutions we could implement which would grant control over these devices and prevent access to the network if they are not authorized.
We are recommending a solution called Clearpass. This will allow us to control access to the network and prevent unauthorized devices from connecting. A quote is being prepared to send along for consideration/approval.
- Off-site backups
 - Currently backups are stored in the admin building and the AS building. Off-site backups are not performed. We should consider sending backups to an offsite location for additional security.
Per the recommendation, off-site backups should be implemented.
Another solution is an OOTBI box. This device is a local backup solution that resists being compromised by ransomware by preventing data from being changed once it is written to the device.
- Tabletop exercises
 - Talk through cyber incidence response practices. Guided exercises. Good practice to prepare for incidents.
Julie would like to update the Cyber Incidence Response document. Then have meeting with department heads and then have desktop exercises
- Need to implement "Least Privilege Model".
 - Remove local admin rights for users.
--Some departments currently have these rights.
 - Users should only have the minimum permissions to do their daily tasks.
 - Deep dive scan into the network to find un-authorized/unknown devices. Should be done multiple times per year.

Alternative Sentencing

Commissioners Report October 2023

Directors Report:

Alternative Sentencing Director Mitchell has had ongoing collaboration with North Country Health Consortium who plans to seek accreditation through the NH Juvenile Court Diversion Network to cover the county of Coos. This will allow for Alternative Sentencing to focus our juvenile diversion program on the assigned towns in Northern Grafton and will be best for the youth of Coos. The collaboration has begun to create a network of juvenile resources and relationships that are integral to the success of the programs.

The Juvenile Restorative Justice team through Alternative Sentencing attended a restorative justice training that hosted all stake holders we interact with in the community from law enforcement and juvenile probation.

Director Mitchell remains an active board member for the NH Juvenile Court Diversion Network, the Plymouth Area Recovery Center (in the process of dissolving) and attends all area Sexual Assault Response Teams for Littleton, Plymouth and the Upper Valley.

With monies provided through Opioid Abatement funds and Local Assistance and Tribal Consistency funds, Grafton County Alternative Sentencing continues to be able to support participants with emergency housing, transportation, easing financial stressors and reducing food insecurity. Alternative Sentencing programs are diligent in researching and locating other options for funding outside of our resources when possible. Alternative Sentencing and collaborators continue to identify participant responsibilities and capabilities to ensure their needs are met on a continual basis, and that participants are engage helping themselves move toward independence rather than relying on outside funds.

***Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

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

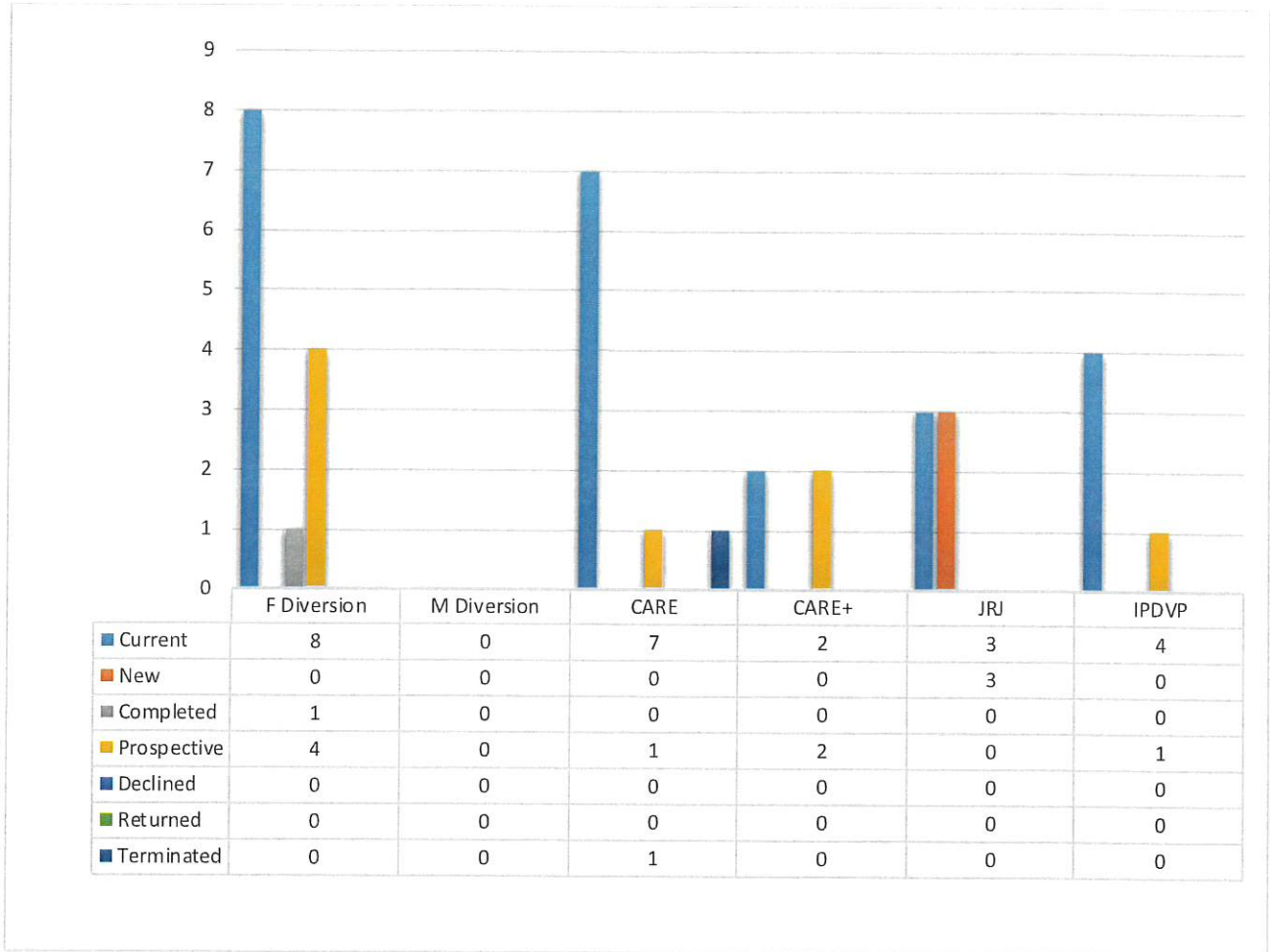
Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

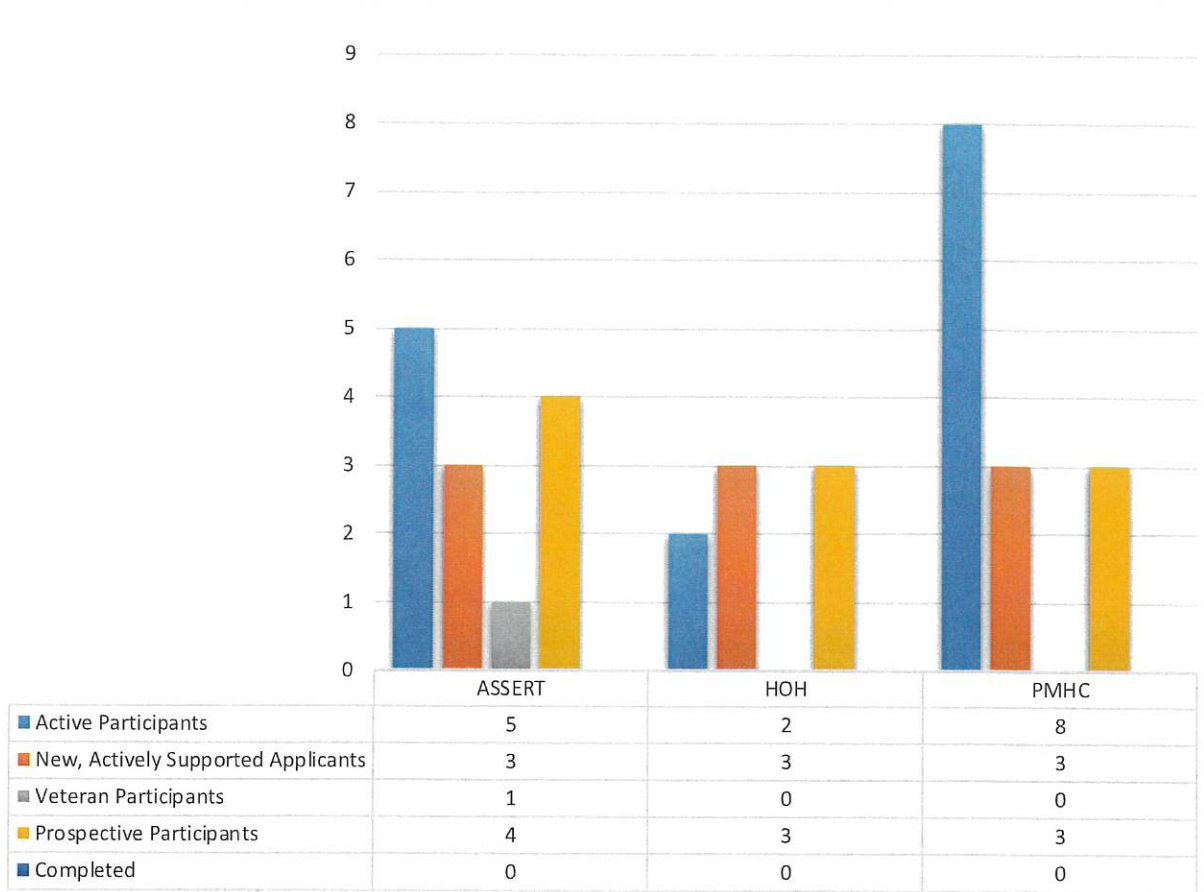
Alternative Sentencing
Commissioners Report October 2023

Alternative Sentencing Programs

October 2023



Mental Health Court
October 2023



The first SIM Workshop was held and will be moving forward.

SIM mapping workshops bring together key stakeholders to identify: (1) existing resources for adults with mental health and co-occurring substance disorders who are involved in the justice system or who are at risk for such involvement; (2) the gaps in those services; and (3) opportunities for improvement. The goals of SIM mapping workshops are to aid communities in developing effective systems of care that bridge justice and mental health services and minimize justice involvement for persons with mental illness and co-occurring substance use disorders.

Alternative Sentencing
Commissioners Report October 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	\$100	---	---	---	\$100	---	\$160	---	---	---	---
AD	\$100	\$40	\$275	\$565	\$420	\$442	\$235.07	\$688	\$457.18	\$136	---	---
MISSED	---	---	\$25	\$25	\$50	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	\$50	---	---	\$25	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
Emerge	---	---	---	---	---	---	\$300	\$100	\$375	\$300	---	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	\$50	\$70	---	---	---	---
BDAS	\$2912.57	\$1699.20	\$2998.49	\$2433.74	\$1442.26	\$2169.19	\$1924.19	\$2554.18	\$1859.80	\$1472.42	---	---
Totals	\$3012.57	\$1879.20	\$3298.49	\$3023.74	\$1962.26	\$2711.19	\$2509.26	\$3597.18	\$2691.98	\$1908.42	---	---



Grafton County Sheriff's Department Operations Division

Monthly Report

October 2023

Statistics

-Transport:

- Court Transports: 14 Prisoner Transports: 76
- CSO movements from jail to court: 23
- 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: 20

-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= 411
Civil = 22
Total 433

-Motor Vehicle Activity

-Motor Vehicle Stops: 20

-Fleet Mileage

- Total Miles Driven: 22,489

Grafton County Sheriff's Department Investigative Services Division Activity



October 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 October 2023. The Investigative Services Division is feeling the impact of staffing shortages resulting in having to limit the services as a regional resource to support the Operation's Division in extraditions, warrant services, and other responsibilities. The majority of investigative work conducted was on active and previously reported matters. We hope as vacant positions may be filled, we are able to once again offer extended investigative services to the agencies and communities in our region.

As the Part-Time Internet Crimes Against Children Task Force Investigator, I have had a chance to try and dispose of, or refer to other jurisdictions a number of cases that otherwise have back-logged while triaging cases as they are referred for investigation. In the month of October I have taken in two (2) new CyberTipline Reports while working on the backlog of approximately 15 other Cyber Tips that are in various stages of investigation. Each of these CyberTipline Reports in reference to the possession, distribution, or manufacture of child sexual abuse material (CSAM). Three search warrants were applied for and granted on behalf of these ICAC investigations with search warrants executed in two North Country jurisdictions, these investigations still open and continue while the tedious examination of evidence takes place.

New Investigations:

Possession of Child Sexual Abuse Images (2)

Sexual Assault

Grand Jury:

Aggravated Felonious Sexual Assault - (1 – Multiple Counts)

Possession of Controlled Drugs - (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): (7)

Electronic Equipment (USB) : (4)

Electronic Equipment (tablets, computers, laptops, other) (11)

The Investigative Services Division continues to try and learn and manage cases using CSI, our acquired records management system (RMS) often finding this platform and it's capabilities less than desirable or efficient for criminal case management and reporting of events. We will continue to try and remain patient with this technology but often feel the frustration like many agencies who have adopted this platform.

Respectfully Submitted,

Lieutenant Frederic James

November 13, 2023

To: Grafton County Board of Commissioners and County Administrator Libby

Re: Registry basement vault visit and plans

Dear Commissioners and County Administrator Libby,

1. As I have stated, due to the multiple simultaneous conversations that occurred during the meeting and the absence of Commissioner Ahern, I would like to outline a few discussions and decisions and have you confirm these decisions.
2. I request to be notified in advance of any work performed by the Maintenance Department in our storage spaces and to approve or deny that work timeline based on the delicate nature of the work that we are completing.
3. I request that any further discussion of code violations by Jim Oakes be handled by the Board of Commissioners.
4. I will have Brenda Dodge email Jim Oakes on Monday morning regarding the tasks that we will require the Maintenance Department to complete by Friday for our weekend team member to accomplish their tasks for that shift.
5. I would like the breached and broken floor tiles replaced first before any sanding.
6. I request that any sanding or finishing of the walls be suspended until all paper wrapped documents are secured in the plastic boxes and before the historic plans and plan cabinets are restored back to the vault. There should be no sanding while anything remains uncovered completely by plastic.
7. The large gray metal shelving will be emptied soon. These shelves should be remove and be reused somewhere else on the complex.
8. I would like some attention directed to the excessive heating of all our basement spaces. It is counterproductive to the climate controls required for storage of historic paper and a senseless waste of energy. I have spoken of these new conditions on many occasions. This has resulting in not only limited air conditioning, but now excessive, damaging and wasted heat.
9. I will reach out the Board of Commissioners when our work is nearing completion. I expect mid-winter as a target date.
10. Tables delivered to Horsemeadow Senior Center. Lisa – Director
11. Empty rolling racks pushed together and set near wall to allow for consolidation and relocation of racks.

Thank you for your attention to these important matters.

Register Monahan

Maintenance Supt. Oakes responses to Register Monahan's Memo.

- *Item 2: Kelley said, "I request to be notified in advance of any work performed by the Maintenance Department in our storage spaces and to approve or deny that work timeline based on the delicate nature of the work that we are completing."* To request advance notification of any work in the Deed's department ahead of time, especially unoccupied, rarely used spaces, is perceived as micromanagement. If I had to do this with every department, we would never get anything done because every job would require advance coordination and approval from each department head. This process alone would add greatly to my workload and frustration level, especially when one factors we all don't work the same schedules, thus often times jobs would be delayed based on each person's availability and priorities in terms of responding. We could potentially wait days in some instances. Additionally, my manning availability constantly fluctuates based on other competing jobs, staffing scheduled days off, FMLA's and other similar factors. Based on these factors, we strike when there is opportunity. And as you know, we are considerate of the occupants whose space we are in, making sure when we do strike, we are not hindering their work or carelessly messing up their space with debris. We use the same consideration in the Deed's areas.
- *Item 3: Kelley said, "I request that any further discussion of code violations by Jim Oakes be handled by the Board of Commissioners."* My take on this is, Kelley may intentionally or unintentionally violate other life safety codes but doesn't want to deal with the repercussions of her actions. She in essence is washing her hands of responsibility and saying it's the commissioner's problem to deal with the fall out. Although she may have caused or facilitated such issues, her response will be, "it's not my problem!"
- *Item 4: Kelley said, "I will have Brenda Dodge email Jim Oakes on Monday morning regarding the tasks that we will require the Maintenance Department to complete by Friday for our weekend team member to accomplish their tasks for that shift."* I've explained my manning availability above and the things that affect our ability to get jobs completed. As I stated in the 11/7/23 meeting, I will not commit to a rigid schedule promising Kelley we will accomplish all she wants done when she wants it done, especially without knowing the magnitude of her weekly requests. In the realm of assessing daily workloads, the work she wants us to do will likely be of low priority; however, I will make a concerted effort to do what we can, when we can, based on availability of manning and other job priorities.
- *Item 6: Kelley said, "I request that any sanding or finishing of the walls be suspended until all paper wrapped documents are secured in the plastic boxes and before the historic plans and plan cabinets are restored back to the vault. There should be no sanding while anything remains uncovered completely by plastic."* During our walk through on 11/7/23 we discussed having to scrape the bubbled paint from the walls as the first step of repair. We agreed to completely drape all shelving near the West wall with plastic sheeting prior to doing the scraping. Kelley requested the sheet plastic be removed prior to her weekend worker's arrival, which I agreed to do. If she wants us to hold off repairing the bubbled wall until she has all files completely cased in plastic boxes, that will delay our work, but I am agreeable to wait if that makes her feel better. She just

needs to better articulate this one point so I know exactly what she desires. I also need to know what Kelley means by finishing. I assume painting but don't know for sure so she needs to clarify this point as well.

- *Item 8: Kelley said, "I would like some attention directed to the excessive heating of all our basement spaces. It is counterproductive to the climate controls required for storage of historic paper and a senseless waste of energy. I have spoken of these new conditions on many occasions. This has resulting in not only limited air conditioning, but now excessive, damaging and wasted heat."* In the 11/7/23 meeting Kelley identified rooms 034 and 037 as being too warm. She is correct. Although the thermostats are set for a certain temperature, the spaces exceed the thermostat settings. We've determined the likely cause is failed zone valves and actuators in each room's fin tube radiant heating along the walls. We have this work on our to-do-list but haven't gotten to it this past week due to other competing priorities. My plan is to have Steve Whitcomb replace the zone valves and actuators sometime this week. Kelley claims it is a huge waste of energy, which on the surface seems logical. However, she made this statement without knowing how the building's heating system works. In the winter time hot water is circulated around the building's main circulation pipes, 24/7. This allows hot water to be immediately available so when a room calls for heat, the zone valve for that room opens up and hot water immediately passes through the fin tube to heat the space. It makes no difference whether the hot water passes through the fin tube or the main circulation line because it is circulated no matter what.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 17 – November 27, 2023

COMPLEX

American Rescue Plan Act (ARPA) Project Updates

Test Wells – At the beginning of November Horizons Engineering started the process of gathering and collating data to submit on our behalf a Concept Approval Request to the New Hampshire Drinking Water and Groundwater Bureau following the requirements of Env-Dw405.04. Jon Warzocha said it would take a couple months to complete this process.

BACnet Full Integration – The punch list process is complete. When I get As-built documents from Alliance Building Automation I will make final payment on the Administration Building portion of this project and our focus will shift towards completing the nursing home portion over the next several months.

Makeup Air Unit (MAU) – Last week Vermont Mechanical (VM) and a Buckley Associates (Selling vendor) technician returned to the nursing home for further troubleshooting. The Buckley Associates tech discovered a resistance temperature control device was not installed in the system as it should be and said it was cause for wild temperature swings. He said it had been shipped to VM independent of the MAU but somehow it got lost. Why VM completely missed this is beyond me. VM has since ordered the required part and will return to install it once they receive it. To complete the project, VM is also on the hook for air balancing of the hood through a hood balancing subcontractor. Overall, working with VM has been a bad experience, and I will likely not use them again in the future.

Farm Generator Dead River is supposed to install a gas meter so we can track generator propane usage. This is needed because the Farm and generator share one of the same propane tanks. *The meter is still backordered.*

Water Tank

1. From the 5-year inspection and cleaning that occurred in late summer, the contractor said the exterior of the tank needs to be cleaned and painted. We pressure washed the tank exterior and also ordered a special paint product to paint the tank. The product was backordered for about a month and when it was delivered it was delivered to the farm. The farm staff never notified us and 2-weeks after receiving it we discovered they had it. At that juncture the weather had turned cold and wet so we've deferred this work until spring.
2. In early November the Department of Environmental Services Drinking Water and Groundwater Bureau conducted a drinking water system survey. The NHDES inspector said we are maintaining our system well and our record keeping is good too. He is a bit behind on submitting reports but promised we should see ours within a month or so.

Fire Alarm Systems – Alarmco and my staff completed primary fire alarm testing of all fire alarm systems throughout the complex. We replaced fire panels back up batteries at the courthouse, Biomass Plant and Maint/Farm Building in addition to replacing a bypass damper actuator in an air handler at the DOC. Other than these few issues, all systems tested well.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 17 – November 27, 2023

Sprinkler Systems – Hampshire Fire Protection completed quarterly inspections and tests of all sprinkled buildings. No deficiencies were noted. They also completed the annual partial trip tests of the Nursing Home and Maintenance/Farm Building dry sprinkler systems.

Generator & Automatic Transfer Switch (ATS) Inspections & Tests – Powers generator performed major inspections and tests of all generators and ATS's. All were discrepancy free. They also took fuel, oil and coolant samples from the generators to determine their health. We are awaiting all sampling results. They also performed a 3-year load bank test of the Nursing Home generator, which performed well. Once the DOC generator is fixed Powers Generator still need to do all of the same tests and load bank that generator as well.

Kitchen Hood Ansul Fire Suppression Systems – VT Fire Extinguisher completed the 6-month inspections and tests of the Nursing Home and DOC Ansul systems. They also completed the 12-year hydrostatic test of the DOC ANSUL system and recharged both tanks with new fire-retardant agent. No discrepancies were note.

Underground Storage Tanks (UST) & Above-ground Storage Tanks (AST): We are in the process of polishing the diesel fuel in all our UST's and AST's. It's an extremely slow process. Thus far we've completed the Administration Building and Courthouse UST's.

Exterior Lighting – We discovered a courthouse drive light, heifer barn interior lights, Admin. Building North elevation light and Alternative Sentencing West elevation lights staying on during daylight hours. We replaced the photocells at each location so these lights turn off automatically during daylight hours.

Traffic Safety – In a recent Joint Loss Management Committee meeting some of the attendees voiced their concern about pedestrian safety around the complex. In response to these concerns, we posted 15-MPH speed limit signs and pedestrian traffic caution signs throughout the complex to get drivers to slow down and to watch for pedestrian traffic. I have a traffic mirror backordered for an area near Burton Park to cover a blind spot at the Northwest corner of the Administration Building.

COURTHOUSE

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

Fire Alarm – Throughout September and October the fire alarm intermittently went into TROUBLE mode for AC failure. Because the system is so old, it took weeks for *Alarmco to source a used power supply to fix it. After having multiple used ones tested, they finally found one that worked and installed it in early November.*

Heating, Ventilation & Air Conditioning (HVAC)

1. AC1, the system that provides cooling to the South half of the courthouse, had its condensing unit, circuit 2 thermal expansion valves (TXV's) fail and its new compressor fail shortly after installation. I ordered and received the TXV's and also received a warranty replacement compressor from Trane. The

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 17 – November 27, 2023

unit is running on one bank of compressors for now as an interim condition. *We've replaced the compressor and TXV's. The system has been leak checked and is ready for servicing with refrigerant after the filter drier gets replaced.*

2. The building's pneumatic controls compressor had a contactor chattering that was caused by bad pressure switches and relays. *It took a long time to source replacement parts due to the age of the system but we finally found some. We've since replaced these relays and pressure switches.*

UST - During fuel polishing the tank fuel and water level sensor stopped working and sent multiple ALARMS to the UST monitoring station. We replaced the \$3,200 sensor a few days later to correct the issue.

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.

Tubs – We removed an old Apollo tub system from the Granite housing unit and installed a Penner replacement tub system. Both Meadow and Granite are now completed.

Generator – The generator hot water heater was drawing too much of an amp load so we converted the wiring circuit from 120V to 208V, cutting the amp load in half.

HVAC - Heating system pump 3 (pumps hot water to 69 building) had a coupling fail...replaced coupling.

ADMINISTRATIVE BUILDING

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

HVAC

1. Deeds Vault AC unit – The condensate drain pan cracked from old age and leaked all over the floor. As an interim fix we placed a large trash can beneath this AC system to catch the condensate water, which we monitor and drain regularly. *We received the condensate drain pan and will install it after we finish up the courthouse AC1 job.*
2. Heat stuck on in rooms 37, 107, 146, 223 and 235: Replaced bad zone valves and actuators in each location.

Roof – Found rain water leaking into space on commissioner's porch and commissioner's conference room. We sealed numerous cracks in the copper roofing using silicone sealant. The roof in this area should be replaced next summer. The department's painter is scheduled to repair and paint damaged interior areas.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 17 – November 27, 2023

Dept. of Corrections (DOC)

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

HVAC

1. Air handler ERU-A1: Exhaust fan motor bearings failed...replaced bearings.
2. Air handler ERU-C1: Discovered actuators for return and bypass dampers were bad. Replaced both damper actuators.
3. Air handler ERU-D1: Supply fan pillow block bearing failed...replaced pillow block bearing.
4. Heat pump WHP-B1: Discovered leak on load side piping. Disassembled piping, cleaned threads and reassembled.
5. Heat Pump WHP-D1: Circuit A kept tripping off line when its reversing valve actuated and the heat pumps slave controller is not providing the right voltage to this same valve actuator. A Trane technician verified the slave controller and reversing valve are bad. We've secured a new reversing valve to do that repair in house. However, we are dependent on a contractor for the control work. I've tried working with Multistack, the manufacturer of the heat pump, and their service division has been horrible to deal with. Because of this I went through Trane, Multistack's former partner, to have them verify the perceived issue and to provide a quote for the repair. Because Trane's quote is \$28,000 for the repair, I went to Alliance Building Automation to see if they could install a non-proprietary controller in this unit to solve the issue. They conducted a site visit to assess what is needed. We are now in the waiting to see if changing to a different controller is feasible and cost effective.
6. Heat pump HP-H8: Stopped working. Replaced run capacitor.

Generator

1. Battery charger 2 was in AC failure. My staff troubleshot the problem to a bad circuit board tray. This charger is under warranty since it was just replaced on 12/7/22. *A Powers Generator technician has since replaced the charger under warranty.*
2. During a routine test the generator shut down due to low fuel pressure. On 10/4 a Powers Generator tech replaced the fuel filters and cleared the engine codes, but the generator still would not start. The generator needs 6,000 psi fuel pressure to start but only got 400 psi. The tech checked the fuel transfer pump integrity but that was not the issue. Powers brought in a temp generator to provide backup power until ours is fixed. *In early November Cummins Generator sent a technician to further troubleshoot the problem. He discovered a catastrophic failure of the fuel injection pump. I asked Cummins if they would stand by their product since the generator only has 386 hours on it. They said the warranty ran out in 2018 and thus did not feel obligated to do anything beyond the warranty period.*

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 17 – November 27, 2023

On November 20th Powers sent me a good faith estimate of \$112,692.15 to repair our generator. Cummins Generator is tentatively scheduled to conduct the repair the week of December 4th, assuming you approve the estimate.

Last week I finally was able to speak with a Cummins Generator sales representative about the possibility of selling our generator and downsizing to a more appropriately sized one. He agreed to work with me to figure out what this process will look like in terms of equipment values, costs, logistics and lead times. I sent him a copy of Lee Carroll's Generator study, which has the load data he needs to appropriately size a replacement. Tentatively, it looks like we would need one around 750 KW (based on existing load, 25% fluctuation factor plus future load of adding one additional housing unit). Current lead times for 750 KW generators is 90-weeks.

Kitchen – Upper left convection oven fan intermittently stops working. Ordered a replacement fan switch.

Laundry – The lint collection system compressor had a leaking Pressure Relief Valve (PRV). As an interim measure we installed a temporary one of a slightly higher pressure in its place and ordered a new PRV.

Security Glass

- 1. An inmate broke the security glass in Cell A02 door...we boarded it up and ordered replacement glazing. A week later an inmate broke the lower left-hand panel...we boarded it up and ordered replacement glazing.*
- 2. A correctional officer broke the security glass above the service tray slide-out in Control...we received the replacement pane and installed it.*

Security Doors – Sliding doors between the vehicle sally port and the sally port and Intake & booking were working intermittently. *We replaced a few relays in each door.*

Special Handling Unit

- 1. An inmate destroyed the rubber padding on the floor in front of A05 cell door. I ordered the materials but a portion has yet to be delivered.*
- 2. Medical staff accidentally ran a cart into an eyewash station in front of the Intake & Booking desk, bending the water shutoff valve stem. We replaced the valve and hand paddle.*

MAINT/FARM BUILDING

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

Farm

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 17 – November 27, 2023

Dairy Barn: Staff were operating a toaster, coffee pot and microwave oven off a single extension cord, which they routed through an open doorway to an adjacent room wall outlet. This heavy amperage load is too much for the one outlet, plus extension cards are not supposed to be used for permanent wiring. The department's electricians installed two new 20-amp circuits in the space where the appliances are used and eliminated the two hazards.

BIOMASS PLANT

Preventative Maintenance (PM) – We completed the 6-month cleaning of the boiler.

Boiler

1. The fire box door refractory was starting to fail so we replaced the door.
2. Grate damper #1 actuator failed. We replaced the actuator.

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.

Ford F450 & Sander – We installed a backup camera system on the truck sander to give the driver more situational awareness when backing up during plowing operations.

Boom Lift & Mast Lift – Both lifts were due their annual American National Standards Institute (ANSI) inspections. Both lifts passed without any issues.

Jim Oakes

From: Caleb Copeland <ccopeland@powersguaranteed.com>
Sent: Tuesday, November 21, 2023 10:29 AM
To: Jim Oakes
Subject: RE: Your Estimate from Powers Guaranteed Services
Attachments: 102531703.pdf

Jim,
I apologize, I received a quote last night from Cummins and wanted to get you over a number ASAP so you knew what you were looking at but I did not have time to get all the parts added to our system before having to leave. I have attached the quote that is as granular as possible which hopefully should clear up any questions regarding the parts/labor breakdown. The attached quote will cover all of the repairs, as well as the first of two PM services that Cummins recommended as part of the repair to flush the system. It does not cover any rental charges. Cummins has tentatively put this on the schedule for the week of December 4th and plan to be there all week working on the unit. We will also have a tech on site to assist with the repairs and also to complete the maintenance service once Cummins is done with the repairs. As for the rental, the cheapest option I found was \$1,500/month cheaper, but with delivery charges and connect/disconnect charges, it would end up costing more for the first month than just leaving the Sunbelt unit on site for another month. If the project is slated to go on for multiple months, then it would be worthwhile to swap over. I can call you later today, but hopefully this clears up some of the confusion.



Caleb Copeland

Technical Manager

Phone: 603-283-1714 | www.powersguaranteed.com

Email: ccopeland@powersguaranteed.com

Operating Hours M-F 8am-4pm



Ask me about our Rental Generators!

From: Jim Oakes <joakes@grafftoncountynh.gov>
Sent: Tuesday, November 21, 2023 7:44 AM
To: Caleb Copeland <ccopeland@powersguaranteed.com>
Cc: Julie Libby <jlibby@grafftoncountynh.gov>; Rick Colbeth <rcolbeth@grafftoncountynh.gov>; Timothy Lethbridge <t lethbridge@grafftoncountynh.gov>; Chris Kendall <ckendall@grafftoncountynh.gov>
Subject: FW: Your Estimate from Powers Guaranteed Services

Caleb,

We must speak together today about this quote. There is no mention of part cost; it's all labor and I know that can't be accurate. Secondly, I asked for lead times on parts and when Cummins could do this work, so I could get a sense of when our generator could potentially be repaired but also to gauge how long we have to pay for a temp. generator. In a previous email you eluded to a short duration, thus you stated, "what is the point of changing out the temp generator if your generator is going to be fixed soon?" You are not paying the bill on the temp one; we are, thus it is a big deal to us. We are dealing with staggering costs, so every effort to reduce cost must be implemented! Lastly, there is way too

much ambiguity when I look at this quote, the last quote and the invoices you've sent thus far pertaining to this generator. We can't move forward until there is crystal clear transparency as to what we are dealing with. Right now everything is clear as mud.

Jim Oakes
Grafton County Maintenance Superintendent
3855 Dartmouth College Highway
North Haverhill, NH 03774
Email: joakes@grafftoncountynh.gov
Phone: 603-787-2700 Option 1

NOTE MY NEW EMAIL ADDRESS AND UPDATE YOUR RECORDS ACCORDINGLY.

From: Powers Guaranteed Services <noreply+803140@servicetitan.com>
Sent: Monday, November 20, 2023 4:33 PM
To: Jim Oakes <joakes@grafftoncountynh.gov>
Subject: Your Estimate from Powers Guaranteed Services

Attached please find your estimate(s) from Powers Guaranteed Services.

If you have any questions, or are ready to move forward, please give our office a call at (800) 853-7202 or email us at service@powersguaranteed.com.

Sincerely,
Powers Guaranteed Services



Powers Generator Service, LLC
 Baraby, LLC
 PO Box 10005
 Swanzey, NH 03446
 800-853-7202

BILL TO
 Grafton County
 3855 Dartmouth College Highway
 Haverhill, NH 03774 USA

ESTIMATE 102531703	ESTIMATE DATE Nov 20, 2023
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JOB ADDRESS
 Grafton County - New Jail
 3787 Dartmouth College Highway #New Jail
 Haverhill, NH 03774 USA

Job:

ESTIMATE DETAILS

Recommendation (Down Unit): Scope of work:

- Replace the failed fuel pump and check for damage done by the failed fuel pump.
- Fuel pump - remove and install (common rail fuel system).
- Belt guard - remove and install, each.
- Gear cover, front - remove and install.
- Disconnect and connect batteries.
- Remove and install pulleys from the engine.
- Remove and install front gear cover - operate engine to check for leaks.
- Camshaft gear - remove and install (camshaft installed).
- Crankshaft gear, front - remove and install (crankshaft installed).
- Camshaft intermediate drive gear - remove and install, first.
- Idler gear assembly - remove and install, all.
- Vibration damper - remove and install, both.
- Gear cover, front - clean and visually check for reuse.
- Lubricating oil pan - remove and install.
- Lubricating oil pump - remove and install.
- Perform maintenance service.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
1	Commercial Generator Technician Onsite Labor	24.00	\$120.00	\$2,880.00
2	Commercial Generator Technician Travel Labor	1.00	\$450.00	\$450.00
3	Maintenance Service Labor and Parts	1.00	\$3,795.00	\$3,795.00
4	Subcontractor Labor	1.00	\$15,869.39	\$15,869.39

5	Subcontractor Travel	1.00	\$3,350.60	\$3,350.60
6	Subcontractor Mileage	1.00	\$2,181.00	\$2,181.00
7	Subcontractor Lodging and Meals	1.00	\$2,200.00	\$2,200.00

Materials

MATERIAL	DESCRIPTION	QUANTITY	YOUR PRICE	YOUR TOTAL
1	Lodging and Meals	1.00	\$850.00	\$850.00
2	Fuel Pump	1.00	\$39,971.87	\$39,971.87
3	Seal, O-Ring	1.00	\$28.80	\$28.80
4	Seal, O-Ring	1.00	\$5.80	\$5.80
5	Support, Accessory Drive	1.00	\$2,481.20	\$2,481.20
6	Gasket, Acc Drive Support	1.00	\$141.50	\$141.50
7	Plug, Gear Cover	1.00	\$125.50	\$125.50
8	Bushing	1.00	\$120.00	\$120.00
9	Seal, O-Ring	1.00	\$22.12	\$22.12
10	Gasket, Oil Pan Adapter	1.00	\$1,271.20	\$1,271.20
11	Drive, Hydraulic Pump	1.00	\$2,924.13	\$2,924.13
12	Gasket, Hyd Drive Support	1.00	\$175.28	\$175.28
13	Gasket, Gear Cover	1.00	\$907.21	\$907.21
14	Gear, Idler	1.00	\$3,129.53	\$3,129.53
15	Gear, Idler	1.00	\$2,967.45	\$2,967.45
16	Gear, Idler	1.00	\$2,132.09	\$2,132.09
17	Gear, Idler	1.00	\$2,651.42	\$2,651.42
18	Gear, Crankshaft	1.00	\$3,945.11	\$3,945.11
19	Seal, O-Ring	1.00	\$8.34	\$8.34
20	Gasket, Gear Cover	1.00	\$172.20	\$172.20
21	Gasket, Front Cover	1.00	\$69.80	\$69.80
22	Gear, Camshaft	1.00	\$2,311.76	\$2,311.76

23	Gear, Camshaft	1.00	\$1,622.82	\$1,622.82
24	Pump, Lubricating Oil	1.00	\$9,435.22	\$9,435.22
25	Seal, Oil	1.00	\$428.30	\$428.30
26	Grease	1.00	\$23.20	\$23.20
27	Cleaner	5.00	\$6.95	\$34.75
28	Paint	2.00	\$20.16	\$40.32
29	Scotch-Brite	2.00	\$2.95	\$5.90
30	Sealant	2.00	\$29.50	\$59.00
31	Shim	2.00	\$72.89	\$145.78
32	Shim	2.00	\$71.00	\$142.00
33	Sleeve	1.00	\$92.68	\$92.68
34	Seal, Rectangular	2.00	\$73.20	\$146.40
35	Seal Rectangular	1.00	\$53.20	\$53.20
36	Gasket, Oil Pan	1.00	\$224.78	\$224.78
37	Seal, Oil	1.00	\$552.50	\$552.50
38	Spacer, Mounting	1.00	\$51.50	\$51.50
39	Shipping fee	1.00	\$2,495.50	\$2,495.50

SUB-TOTAL \$112,692.15

TAX \$0.00

TOTAL \$112,692.15

Finance charges in the amount of 1.5% per month will be assessed on past-due amounts.

If you have questions, you may contact us at 800.853.7202 or via email at accounting@powersguaranteed.com.

To pay online using a credit or debit card, you may do so by visiting our website (www.powersguaranteed.com) and clicking on the green "PAY MY BILL" button.

CUSTOMER AUTHORIZATION

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Powers Guaranteed Services as a good faith estimate of work to be performed at Grafton County - New Jail and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. Should we encounter any unexpected issues during the repair, we will contact you to discuss any necessary adjustments. I understand that the final cost of the work may differ from the estimate, perhaps materially. All quotes in excess of \$500.00 require a non-refundable 50% deposit or purchase order. Tax is estimated, the final invoice may reflect a different tax amount. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. Invoices past-due 30 days will be charged 1.5% interest monthly. This quote does not include the cost of any previous service visits. All previous visits are billed separately. I agree and authorize the work as summarized on these estimated terms, and I agree to

pay the full amount for all work performed.

Sign here

Date



November 28, 2023

Commissioners report

1. Population In house: 72

F Unit: 23

E Unit: 13 (4 Coos/ 1 Sullivan)

D Unit: 12

C Unit: 18

Intake: 6

Out of Facility: 22

Total Population: 94

Intake Since 7/1/2023: 433

Males: 286

Females: 147 (31 Coos)

2. Community Corrections:

A. Electronic Monitoring: 0

B. Daily Work release: 0

C. Pre-Trial Services: 12- 2 on GPS Monitoring

D. Operation Impact: Cpl. Balch

10-23-23- Lebanon Middle school- A day in the life of an Inmate X2

10-24-23- Lebanon Middle school- A day in the life of an Inmate X3, Self-esteem, Vape

10-25-23- Lyme School- Substance abuse

10-26-23- Woodsville high school-A day in the life of an Inmate X4

10-27-23- Littleton high school- Inmate Speaker/ drug abuse X2

10-31-23- Woodsville High school- Jail tour along with a tour of the Court house, Probation and Parole, K9 demonstration and a talk with Haverhill Police Department

- E. Community Work Detail: Sgt. Griffin is assisting the Farm with their duties with his Inmate workers that he has available. The Farm stand closed October 27th.

Farm/ Vegetable donations for the Month of October:

5- 50 lbs. bags of Potatoes a week to Jail, 12 dozen Fresh Eggs for the Month to Jail, 250 Pumpkins to Woodsville Elementary, 20 Pumpkins to Mount Prospect, 20 Pumpkins to Daycare in N. Haverhill, 60- 50 lbs. bags of Potatoes to Friends of Mascoma, 200 lbs. of Butter Cup to Groton Chicken Pie Supper, 200 lbs. of Butter Nut to Groton Chicken Pie Supper, 300 lbs. of Potatoes to Groton Chicken Pie Supper, 26- 50 lbs. bags of Potatoes to Littleton Food Pantry, 30- 50 lbs. bags of Potatoes to Plymouth Food Pantry, 150 lbs. of Butter Nut to Hanover Church, 150 lbs. of Potatoes to Hanover Church, 600 lbs. of Potatoes to Littleton Food Bank, 100 lbs. of Potatoes to American Legion- Woodsville, 50 lbs. of Butter Nut to American Legion- Woodsville.

Transports:

- 1 transport to a treatment facility
- 0 medical transport for inmate medical needs/ Doctor's appointment
- 8 Courtesy rides home for Inmates being released that could not find a ride themselves.

FIRRM Program (Focused Intentional Re-entry and Recovery)

3 Current participants

Level 1: 3

Level 2: 0

Level 3: 0

Program department Report:

For the Month of October 2023 Programs department provided various services to over 28 different Inmates for approximately 515 hours. Services include SUD Groups and individual counseling, HISET along with volunteer services such as Self-Help groups, Individual bible study, and Church Services.

Individual Counseling: 15 total hours

Females: 10 hours

Males: 5 hours

SUD Treatment Groups: 444 total hours

Females: 170 hours

Males: 274 hours

Medical/ Mental health Report:

For the Month of October there were four Psychiatric clinic days with a total of 46 Patient encounters, and four medical clinic days with a total of 21 patient encounters.

General:

Are there any Commissioner concerns?