

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
January 16, 2024

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

OTHERS: Sheriff Stiegler, Maintenance Superintendent Oakes, Helen Mrema

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

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

Memo for Requested Action:

Sheriff Stiegler discussed the following requests with the Commissioners.

1. Office Workstation – Sheriff Stiegler explained that the workstation in the Operations Division Commander's office is over twenty-five (25) years old and was repurposed from a dispatcher's terminal decades ago. It has many loose fittings and is not properly equipped to provide modern ergonomic features for employee wellness. He stated the cost is \$4,042.82, with shipping and installation included through WB Mason.
2. Firearms Clearing Station – Sheriff Stiegler explained that this is needed to load and unload firearms within the Sheriff's Office. The Deputies currently risk a live round/bullet going off when clearing any firearm that is being secured or inspected. The cost is \$526.28.
3. Steel Workbench – Sheriff Stiegler explained that this is needed for firearms maintenance. He stated that their department uses office furniture to disassemble or clean their firearms. The oils, solvents, and lubricants used to perform these duties will cause detreating of existing furniture and permanent damage. The cost would be \$273.98.

Sheriff Stiegler stated that the total request is \$4,861.08 and answered questions from the Commissioners.

MOTION: Commissioner Ahern moved to approve the purchase of equipment for \$4,861.08 as outlined in the Sheriff's memo to be purchased with ARPA interest funds. Commissioner McLeod seconded the motion, and all were in favor.

Maintenance Supt. Oakes 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 January 9th meeting. Commissioner Piper made the following edit:

Page 2, #1 – Commissioner Piper added, “Commissioner Piper stated that the issue was that slaves in Texas were slow to be freed following the Emancipation Proclamation.”

MOTION: Commissioner McLeod moved to approve the minutes from the January 9th meeting as amended. Commissioner Ahern seconded the motion, and all were in favor.

2. The Commissioners signed check register 1105.

3. Appropriation Transfers – CA Libby reviewed a list of appropriation transfers totaling \$71,366.00 with the Commissioners and answered questions.

MOTION: Commissioner McLeod moved to approve the appropriation transfers in the amount of \$71,366.00. Commissioner Ahern seconded the motion, and all were in favor. ,

4. Retirement Bonus Requests – CA Libby explained that in the past the County has given \$10 per year for employees who retire with thirty (30) or more years of service to the County. She stated that two (2) employees have recently retired, one at thirty-one (31) years and the other at thirty-two (32) years. The total of the two bonuses would be \$630.00.

MOTION: Commissioner Ahern moved to approve the two (2) retirement bonuses totaling \$630.00. Commissioner McLeod seconded the motion, and all were in favor.

5. Commissioner Piper signed the following CDBG Micro-Enterprise Drawdowns:

- i. BEDC - \$23,863.06
- ii. WEDCO - \$12,550.47
- iii. CEDC - \$21,528.73
- iv. WREN - \$11,701.54
- v. GRDC - \$32,300.46

6. Courthouse – CA Libby stated that according to the last email from the State, they will have the Court Accreditation meeting on Friday. They will discuss Grafton County internally before this meeting and then discuss it at that meeting on Friday. CA Libby stated that if the County does not have any information from the State by the end of January, she feels the Commissioners need to decide to start moving forward. The County only has until the end of the year to obligate ARPA funds, and if they are going to use them for architecture and engineering, the County needs to start moving forward. The Commissioners agreed.

7. The Commissioners agreed not to meet on January 30th as it is a 5th Tuesday, and there are no scheduled department heads.

Commissioner Issues:

1. Commissioner McLeod stated that business in Littleton continues, regarding the inclusivity issues, with no resolution, which is very concerning. This impacts all of Grafton County, as Littleton is the economic center in the North Country. Commissioner Ahern stated that he has not heard any concerns from constituents in that area. Commissioner McLeod stated that it has been on the news and in the newspapers.

CA Libby gave the Commissioners a request from Register Monahan that is addressed to herself, the Commissioners, HR Director Clough, and Supt. Oakes to discuss potential handicap parking modifications at the Administration Building. Register Monahan is recommending that the County take some of the space behind the generator at the Administration Building and turn it into handicapped parking spaces so anyone using the handicapped parking spaces does not have to walk as far across the parking lot. CA Libby stated that the current handicap spots are further away from the building, which is not the best setup. CA Libby explained that the money is not in the budget this current fiscal year, but now is a good time to bring it up, and if it is feasible, they can potentially put the money in the upcoming budget to do it. The Commissioners will discuss this request further.

10:04 AM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Martha S. McLeod', written in black ink.

Martha S. McLeod, Clerk



Grafton County Sheriff's Department Operations Division

Monthly Report

December 2023

Statistics

-Transport:

- Court Transports: **15** Prisoner Transports: **55**
- CSO movements from jail to court: **18**
- Juvenile Transports: **0**
- Involuntary Emergency Admissions (IEA): **10**

-Arrest:

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

Total Arrest: **14**

-Civil:

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

Total Monthly Civil Service: **128**

-Warrants:

-Total # of Active Warrants:	Criminal= 397
	<u>Civil = 22</u>
	Total 419

-Motor Vehicle Activity

-Motor Vehicle Stops: **14**

-Fleet Mileage

- Total Miles Driven: **20,556**

Professional Development

Members of the Department attended the following training/professional development:

Internal Affairs-Daigle Law Group

Justin Combs 12/11-12/15

Dan Hamilton 12/11-12/15

NHPSTC On-Going 3 year PT

Patrick Cunningham 12/24

Grafton County Sheriff's Department Investigative Services Division Activity



December 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 December 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 December, five (5) new CyberTipline Reports were taken in while working on the backlog of approximately 12 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). Five investigative search warrants were applied for and granted and six investigative subpoenas sought on behalf of these ICAC investigations, these investigations still open. The tedious examination of evidence continues in a number of cases.

New Investigations:

Possession of Child Sexual Abuse Images (4)

Narcotics Investigations (3)

Assault Investigations (1)

Theft / Elderly Exploitation (1)

Assist Other Police Agencies (11)

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): (6)

Camera(s) (3)

Electronic Equipment (USB) : (10)

Electronic Equipment (tablets, computers, laptops, other) (3)

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,

A handwritten signature in black ink, appearing to read 'F. James', written over a printed name.

Lieutenant Frederic James

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 19, 2023 – January 15, 2024

COMPLEX

American Rescue Plan Act (ARPA) Project Updates

Test Wells – Horizons Engineering submitted our Concept Approval Request to the New Hampshire Drinking Water and Groundwater Bureau following the requirements of Env-Dw405.04. We now await NH DES' response.

BACnet Full Integration – We are still awaiting As-built documents. When I get them 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) – Two weeks ago Vermont Mechanical returned and installed the temperature control device in the MAU control circuit. We are still awaiting their air balancing contractor to balance the MAU air flow.

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. Dead River said they can't the meter they ordered. I will have one of my gas-fitters take over this task. *No update since last report.*

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. *We resumed polishing fuel in the AST's.*

Sprinkler Systems – Hampshire Fire Protection completed quarterly inspections on all our sprinkler systems throughout the complex. All inspected/tested well.

COURTHOUSE

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

NURSING HOME

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

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

Boilers

- Boiler 1 had a high-fire fuel solenoid stuck open and a low water cutout safety switch fail. We replaced both parts.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 19, 2023 – January 15, 2024

- Biomass bypass valve is not working. We manually adjusted it as a temporary measure until a new one is procured.

Pumps

- Domestic Hot Water (DHW) pump: A flange gasket dried out and failed, which caused a small leak in the boiler room. I scheduled an early morning shutdown of the DHW system and we replaced the gasket.
- Heating System Pumps 1 through 4 (in 03 building): As a proactive measure we replaced many of the gaskets on these pumps as well since they were just as old. A few of the gaskets can't be replaced until we get out of the heating season. These will be done this coming spring.
- Heating System Pumps 1 and 2 (in 69 building): As a proactive measure we replaced many of the gaskets on these pumps as well since they were just as old. A few of the gaskets can't be replaced until we get out of the heating season. These will be done this coming spring.

Kitchen – Pot sink mixing valve failed causing water temp to be too low at pot sink. Replaced mixing valve.

Panic Alarm System

- Power supply failed so modem would not send alarms to Dispatch. TASC0 replace the power supply
- Panic button at receptionist's desk fell apart...TASC0 tech replaced panic button.

ADMINISTRATIVE BUILDING

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

Boilers

- Boiler 1 has a leak between its castings. We tightened the casting bolts to draw the sections together but the leak got worse. We took the boiler off line and isolated it. A Vermont Heating & Ventilating (VHV) technician assessed it last week and I am awaiting a quote to repair it. It is very likely we have some cracked castings. This will be an expensive repair.
- Boiler 2 shut down due to flame failure and locked out in ALARM. The building got cool overnight. The next day we discovered the burner retention head was cocked and was cause for the flame failure. Once corrected the boiler ran fine and warmed the building back up.

Pumps

- Heating System Pumps 1 and 2: As a proactive measure we replaced many of the gaskets on these pumps as well since they were just as old. A few of the gaskets can't be replaced until we get out of the heating season. These will be done this coming spring.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 19, 2023 – January 15, 2024

- Pump 1: Had its Variable Frequency Drive (VFD) LCD screen fail. We replaced the main circuit board in the VFD to fix this issue.

Panic Alarm System – I had TASC0 reprogram several panic alarms locations to correct changes to the system due to staffing moves.

Dept. of Corrections (DOC)

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

HVAC

- 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. *Alliance suggested a few options, but I am still awaiting pricing.*
- Heat pump HP-H10 in the maintenance shop failed. We troubleshot the issue to a refrigerant leak. Brazed pinhole in pipe and reserviced refrigerant.

Generator Repair

This generator is fully serviceable and back on line. I am still awaiting the Cummins sales rep's estimate to replace ours with a down-sixes unit. The total cost to repair our generator was \$118,673 and Powers Generator billed the rental generator for an additional \$47,000. I challenged this bill and will not pay it until I get resolution. I estimate the cost to be \$42,500.

Generator & Automatic Transfer Switch (ATS) Inspections & Tests – Powers completed the DOC generator major PM inspection, load bank and ATS PM work. I am still awaiting fuel, oil and coolant sample results.

Propane Vaporizer System – Had its gas valve fail. We replaced its gas valve.

Laundry – The smaller dryer overheated. We replaced an igniter module.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 19, 2023 – January 15, 2024

MAINT/FARM BUILDING

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

Sprinkler System – Had a leak in the dry sprinkler main pipe above the farm shop. Hampshire Fire Protection replaced a 6-ft section of the 3-inch main pipe.

Farm

Dairy Barn

- We extended the water reclamation system into the main barn to reduce water waste from the milk pre-chiller.
- We replaced several broken light fixtures throughout the barn that had been damaged by overloaded hay wagons and also replaced an out-door light fixture over the SE high drive entrance.

Pig Barn – We replaced broken light fixtures throughout the barn that had been damaged by farm staff or inmates

BIOMASS PLANT

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

Vault – The pipes running through an in-ground vault by the milk room sprung a leak. Corrosion had eaten the metal and the pipes were not repairable. VHV had to cut out the old pipes and fabricate two new pipe runs in the vault. The new ones are made of plastic PEX pipe with brass fittings. These materials will not be susceptible to corrosion like the previous steel ones. This repair cost is \$17,000. Over the 3-week period we burned through 5,300 gallons of #2 heating oil, valued at \$17,808 and had to do an unbudgeted fill of the nursing home UST.

ALTERNATIVE SENTENCING BUILDING

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

SENIOR CENTER

Nothing to report

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 19, 2023 – January 15, 2024

VEHICLES & EQUIPMENT

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

OTHER

Staffing

- On 1/19/24 Darlene Fiore, my custodial supervisor is retiring. Her job is currently advertised and I am awaiting prospective applicants.
- On 1/19/24 is Lee Pennock's last day of employment for Grafton County. He has been a great asset to the county and a hate to see him go. His commercial HVAC and refrigeration skills will be sorely missed and it will be real tough finding a replacement.

UST Certifications – Rick Colbeth and I both passed our UST recertification exams last week and had our certification for UST A & B Operator renewed for two more years.