

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
May 21st, 2024

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

OTHERS: Sheriff Stiegler, Maintenance Supt. Oakes

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:

1. Sheriff Stiegler stated that he was looking for guidance with regard to the cruiser purchase that was approved at yesterday's Executive Committee meeting. He explained that when he ordered three (3) cars last year, he was able to find one (1) at a dealership that was mostly outfitted with their equipment already. The other two (2) that were ordered that needed to be outfitted, are still being assembled. He stated that it would be almost a year by the time they received those cruisers. In conversations he has had, there may be some vehicles available before July 1st at the dealership they previously purchased vehicles through, which were less expensive than the state bid. He asked the Commissioners if they would like him to look into finding these vehicles now rather than waiting for the state bid to come out on July 1st. He explained that he has some of their cruisers that are becoming very depleted and not serviceable as an emergency services vehicle. The Commissioners agreed to allow Sheriff Stiegler to start looking into vehicles now.

2. Sheriff Stiegler stated that he was given information from one (1) of his Deputies on a training that is 100% paid for by the Teamsters Union. He explained that this training is on the Labor Relations Information System. It discusses the rights of Police Officers. The Teamsters Union will fly the Deputy to Las Vegas for this training. It is very important to him that his staff receive this kind of training, and he is requesting out-of-state travel from June 19th – 21st. Commissioner Ahern stated that he would not approve this because the Sheriff's Department is already understaffed, and this would be taking another staff member away. He stated that with the events that are currently ongoing, it is important not to limit the Sheriff's Department's capabilities. Sheriff Stiegler noted that they have to continue to grow employees' knowledge and he feels this training is a good idea. He stated that this Deputy has asked if he could use leave time to attend this training if it is not approved and he cannot deny him his earned time. The Commissioners further discussed the request.

MOTION: Commissioner McLeod moved to approve the out of state travel request. Commissioner Piper seconded the motion. Commissioner McLeod "yes", Commissioner Piper "yes", Commissioner Ahern "no". With the vote being two (2) in favor and one (1) in opposition the motion passes.

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

Commissioner Piper stated that with regard to Supt. Oakes' report on the Courthouse Building Committee, her problem with her being on the committee is that none of these meetings with department heads are on days she is here. She doesn't know if a commissioner's perspective may be the same as an operations person's in terms of recommending the wants and needs of the complex. She stated that she would like to further discuss some of her concerns in a nonpublic session.

MOTION: * 10:05 AM Commissioner Ahern moved to enter into a non-public session for the purpose of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern "yes, Commissioner McLeod "yes" and Commissioner Piper "yes" Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

*11:32 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern "Yes," Commissioner McLeod "yes", Commissioner Piper "yes." Commissioner Piper stated that a majority of the board voted "yes," and the motion passes.

Commissioner Piper read the last paragraph of Supt. Oakes report that states the following:

"In yesterday's Delegation meeting, some of the Delegates made non-supportive comments about replacing the courthouse. I believe they are getting influence from entities in Concord, who may not be intimately familiar with the existing building's issues and thus are selling the project as a waste of money. I highly suggest we offer the entire delegation a tour of the building and do a show-and-tell session as we go."

Commissioner Piper stated that the Commissioners are postponing the Courthouse Building Committee meetings with departments until the Executive Committee has a better understanding of the issues. They will plan a tour of the Courthouse for the Executive Committee after their June 7th budget meeting.

Agenda Items:

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

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

2. The Commissioners signed check registers 2024-05.10.2024; 1164-1167; 1170

3. Employee Council Response – CA Libby reported that the Employee Council was happy with the 3% COLA and was thankful for the \$500 FSA contribution and longevity.

4. Evaluation – CA Libby stated that Supt. Lethbridge’s six (6) month evaluation needs to be completed and noted that the Commissioners meet with him on June 4th.

5. County Conference – CA Libby stated that 2025 is Grafton County’s year to host the New Hampshire Association of Counties Conference. She added that 2025 is also the 50th anniversary of the NHAC. There is a 50th Anniversary Planning Committee that has already been meeting to start planning the celebration. This 50th anniversary has started to take over the 2025 conference. The NHAC has stated they still would like Grafton County to host but the conference will not have the normal events due to the anniversary celebration. She stated that the committee met last Friday and she suggested not having a host county in 2025 and having the 50th Anniversary Celebration, then Grafton County will host in 2026. She explained that the fun parts of being the host country would not happen next year because of the anniversary celebration. CA Libby asked the Commissioners if they would be in agreement with not hosting the conference in 2025. She added that she would also need to discuss this with Hillsborough County because moving this back would not allow them to host it at the Mount Washington because the NHAC had the three (3) year contract. The Commissioners further discussed the NHAC Conference.

MOTION: Commissioner McLeod moved that Grafton County will not host the NHAC Conference in 2025 due to the 50th anniversary celebration and will host it in 2026. Commissioner Ahern seconded the motion and all were in favor.

5. Non-Public Session per RSA 91-A:3 II (i)

MOTION: * 11:52 AM Commissioner Ahern moved to enter into non-public session for the purpose of consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life according to RSA 91-A: 3, II (i). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes, Commissioner McLeod “yes” and Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*12:20 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 McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “Yes,” Commissioner McLeod “yes”, Commissioner Piper “yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passes.

6. CA Libby noted that next week's meeting will start at 2:00 PM and the Commissioners Public Hearing on the Proposed FY25 budget will start at 6:00 PM.

12:23 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk



Grafton County Sheriff's Department Operations Division

Monthly Report

April 2024

Statistics

-Transport:

- Court Transports: 18 Prisoner Transports: 51
- CSO movements from jail to court: 18
- Juvenile Transports: 0
- Involuntary Emergency Admissions (IEA): 9

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

Total Monthly Civil Service: 177

-Warrants:

-Total # of Active Warrants: Criminal= 387
Civil = 16
Total 403

-Motor Vehicle Activity

-Motor Vehicle Stops: 25

-Fleet Mileage

- Total Miles Driven: 22,864

Professional Development

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

NHPSTC Firearms Instructor-Workshop-Meeting at PSTC

Dan Hamilton 4/29/2024

Pat Cunningham 4/29/2024

Ben Adams 4/29/2024

3x2's Completed for 2024

Sheriff Jeff Stiegler

Dan Hamilton

Nick Blodgett

Elizabeth Marshall

Eric Bates

Dave Wentworth

Grafton County Sheriff's Department Investigative Services Division Activity



April 2024

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Units had the following activity for the month of April 2024. 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 April, three (3) investigative search warrants were applied for and granted on behalf of these ICAC investigations, these investigations still open. Each of these search warrants in reference to the possession, distribution, or manufacture of child sexual abuse material (CSAM). The tedious examination of evidence collected continues in a number of these cases.

New Investigations:

- Sex Offense(s) (1)
- Narcotics Investigations (1)
- Assault Investigations (1)
- Assist Other Police Agencies (3)

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): (3)
- Electronic Equipment (USB): (4)

Electronic Equipment No Sub Category: (20)

Recording Media (1)

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 16 – May 20, 2024

American Rescue Plan Act (ARPA) Project Updates

BACnet Full Integration – A department employee completed running new BACnet cables in the nursing home and is in the process of installing new Honeywell controllers that Alliance delivered last week. *We are approximately 2/3 complete in the nursing home.*

Nursing Home Landscape Project – A few weeks ago, Craig Labore, Jay Miller – the landscape architect, and Casey Leithead – owner of Alliance Consulting & Excavation, LLC, met for a project kickoff meeting. Since that meeting I issued Casey a Notice to Proceed, I secured a building permit from the Town of Haverhill and I had Woodsville Water & Light check the underground area of the project for utilities. The schedule for the project is as follows:

- Week of 5/20 - submittals
- week of 5/27 - approved submittals returned, order products.
- week of 6/3 - Mobilize and ground breaking (start with foundation prep and planting installation)
- week of 6/10 Pour concrete foundation
- Week of 6/17 clean-up site and prep for pavilion delivery. De-Mobilize
- Week of 8/26 Pavilion to be delivered. (installation to begin as soon as delivery occurs)

DOC Heat Pump 17 - Heat pump B17 was grossly undersized and incapable of adequately heating or cooling the DOC locker rooms. We removed this heat pump and installed a much larger one in its place. Wilco, a local metal fabricator, fabricated a new duct transition to connect to the duct work to the heat pump plenum and my staff installed it. We have a few more minor details to attend to before testing the new heat pump. We will save the original heat pump for parts or for a whole replacement for other heat pumps of this size elsewhere in the building.

COMPLEX

Panic Alarms – During a preventative maintenance test of the panic alarm systems we discovered the County Administrator’s alarm did not work in this building and the nursing home receptionist’s alarm did not work either. We tried a few things in-house but could not fix it, so I called Tasco. The Tasco tech discovered the causes and repaired both alarms. During that process he and I discovered Dispatch’s alarm receiver hadn’t been updated with various past changes I had sent Tom Andross. Thayer Pronto had oversaw getting this corrected.

Elevators – Stanley elevator completed the annual inspections on a few of the complex’s elevators and all passed inspection. They’ve reported their inspection results to the NH Dept. of Safety and we now await new operational certificates.

Generator – The new Generac generator that supports the barns, maintenance/farm, building and sewage pump station had a small oil leak around the right head gasket. Generac sent a technician to verify the leak and fix it. The technician said he found a couple loose bolts so he tightened them up and cleaned up the oil

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 16 – May 20, 2024

residue. He ran the generator 20-minutes and said it did not leak. If we see any more leakage from that area he will return to replace the head gasket.

COURTHOUSE

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

HVAC Issues - Air conditioning condenser 1: In late November 2023 Lee Pennock replaced compressor 2 on refrigerant circuit B but did not have a chance to test the compressor because it was too cold. A few weeks ago, an ARC Mechanical technician tested the compressor and it worked fine, but he did find a problem with a solenoid valve on that same circuit. ARC has ordered the part and will change it out when they receive it.

NURSING HOME

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

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

Laundry – We completed the installation of a free air system in the laundry wash room.

Kitchen

- **New steamers:** A few weeks ago, my department licensed gas-fitter re-piped the entire gas line, inside and out, to accommodate new propane fired steamers and one of the electricians installed new electrical service. I also had to have a contractor replace the hood Ansul fire suppression emergency shutoff valve to the new upsize line. Approximately a week ago a contractor delivered the new steamers, connected them and took away the old electric steamers.
- **Walk-in Cooler:** A few weeks ago, the walk-in cooler temperature became too warm. To correct the problem my staff replaced a couple of condensing unit fans and a technician from ARC Mechanical fixed refrigerant leak on one of them and reserviced it back to full refrigerant status.

Fire Alarm

- We found the ground fault in the fire alarm system and corrected the root cause.
- We found ice in the walk-in freezer notification strobe and corrected the problem by installing weather proof fixtures with rubber seals in the freezer as well as the adjacent cooler.
- The intermittent hieroglyphics issue remains unresolved with display screen.
- Over this past weekend another issue occurred with the panel. The emergency backup batteries for the panel became drained due to the failure of the power supply/charger in the fire panel, causing trouble alarms to sound in the in-service room and all nurses' stations. Darrel Dietlein installed temporary batteries yesterday evening that lasted until Sunday AM morning. Josh from Alarmco rewired the panel Sunday morning to use a different 24V output to supply voltage to the 2 batteries he brought with him. Darrel ordered replacement batteries from a local vendor that delivered them on Monday. Josh is also

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 16 – May 20, 2024

researching a replacement power supply for us. The panel is on-line and functioning. I am hopeful the hieroglyphics issue will go away once the power supply is replaced.

Evacuate Sleds – Craig Labore secured several patient evacuation sleds and cabinets to evacuate non-ambulating residents from the upper floors of the nursing homes. My staff mounted all of the sled cabinets in various stairwells per Craig’s preference.

Roofing – Last week Dennis Mclam replaced a number of shingles that had come off the roof. He stated the whole roof is looking like it’s at the end of its life in a number of areas. The existing roof has architectural shingles that typically last 25-years. The existing roof is approximately 22-years old. Due to its size, this will be an exponentially expensive capital outlay project within the next few years.

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

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

Dept. of Corrections (DOC)

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

HVAC

- Heat pump WHP-D1 still has one circuit out due to a bad control board. Trane gave me a proposal months ago to replace this heat pump’s OEM Carel controller. Because the cost was staggering, I reached out to Alliance Building Automation to see if they could provide a non-OEM controller that would serve all the same functions. Last week I received a quote from them to do just that and their proposal is less than ½ of Trane’s proposal, thus I would like to get your approval to accept it.
- Heat pump B9 isn’t working properly during cooling. ARC Mechanical repaired this heat pump a couple of weeks ago.

Dishwasher – The tray outfeed conveyor stops working intermittently. Every time department employees went to troubleshoot the problem, the dishwasher resumed normal operation, thus dietary staff couldn’t duplicate the problem in their presence.

Cell A05 (crisis holding area) – An inmate carved out a few holes in the padded cell wall. We received the material to repair the wall padding, but we have not had access to the cell because it has been continuously occupied. *We have since gained access to this cell and made the necessary repairs.*

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 16 – May 20, 2024

Roof – There is a section of roof that is flashed onto the sidewall of the vaulted lobby that was leaking due to caulking failure in a seam. We removed the old caulking, cleaned the seam and re-caulked it.

MAINT/FARM BUILDING

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

Farm

Dairy Barn

- In the main barn the cows damaged a few water lines. We've since replaced these sections and added a few isolation valves.
- The department's licensed gas-fitter rebuilt the gas line to accommodate a new gas meter to support dissecting gas usage between the dairy barn and the new propane generator that share common tanks.

BIOMASS PLANT

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

Wood Chip Quality – Over the past month many of the chip loads had a lot of dirt and rock mixed in. It's not readily visible when we receive the loads. However, when the dirt and stone get into the boiler it creates 3-foot diameter sheets of slag/poor quality glass. It is extremely heavy and must be broken up before it can be pulled from the boiler for disposal. I've complained numerous times to Cousineau Forest Products and they relayed they have been having issues with sand and stone washing into their paved yard from surrounding properties when they get heavy rains. They've discounted every load I've complained about. *Since our last meeting the wood chip quality has greatly improved and we are back to paying the full contract price.*

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

Roofing – Kendall Standing Seam, LLC began work replacing the roof on this building. They anticipate completing it and the nearby gazebo roof by the end of next week.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 16 – May 20, 2024

SENIOR CENTER

Nothing to report

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

OTHER

Staffing

- HVAC Position: Since 1/22/24 my department's commercial HVAC position has been vacant and I've had no applicants thus far. Several weeks ago, I asked HR to run a concurrent advertisement for a licensed gas-fitter, hoping I would pick up one or the other to fill this vacancy. Again, I've had no applicants. A week ago, I asked HR to run an advertisement for a Skilled Maintenance person, and as of today I still haven't any applicants.
- Custodial Position: As of yesterday, I have an open custodial position because I had to let a newer employee, who was on probation, go that wasn't working out.

These two vacant positions comprise 14% of my department's workforce.

Courthouse Building Committee – A few weeks ago the building committee met for the first time and I was elected the committee chairman. In that same meeting we agreed we should interview all of the department/agency heads to review their space needs inventory requests they had made to EH Danson, with the intent of culling wants from needs. Thus far we've met with Probation and Parole and the County Attorney's /Victim Witness Offices. Below are the meetings we've schedule thus far and hope to have meeting dates soon for the last two agencies.

| | |
|---------------------------------|--|
| May 23 rd at 9 AM | Sheriff – Jeff Stiegler |
| May 23 rd at 10 AM | Dispatch – Thayer Pronto |
| May 29 th at 9:30 AM | DMV – John Marasco (director) & Janet Bouchard (deputy director) |
| May 30 th at 9:00 AM | Registry of Deeds – Kelley Monahan |
| | Public Defender's Office/Bar Association – Luke Kraus |
| | Superior & Circuit Courts – Sarah Lineberry |

In yesterday's delegation meeting some of the delegates made non-supportive comments about replacing the courthouse. I believe they are getting influence from entities in Concord, who may not be intimately familiar with the existing building's issues, thus are selling the project as a waste of money. I high suggest we offer the entire a delegation a tour of the building and do a show-and-tell session as we go.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 16 – May 20, 2024

EECBG Grant Application – Almost a month ago I submitted an EECBG grant application requesting funds for various energy efficiency projects I would like to implement. I am waiting to hear back whether or not my grant requests were approved. Below is a list of the requests I made:

- Dairy Barn LED Lights: \$7,700 material cost / 2.23-year payback
- Nursing Home LED Lights: \$3,160 material cost / 1.53-year payback
- Heat Pump Hot Water Heaters (A.S. & Admin Bldgs.) \$4,418 material cost / 2.75-year payback
- Ecoazur Hood control system (DOC) \$19,990 material cost / 4.11-year payback
- Energy Efficient Windows (A.S. Bldg.) \$28,660 material cost / 45% efficiency gain

Total grant amount: \$64,000