

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

July 16, 2024

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

OTHERS: Sheriff Stiegler, Maintenance Supt. Oakes, HR Director Clough, Carmen Graham – Registry of Deeds, Michelle Beaudin - GRDC

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

Commissioner Piper 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.

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

Memo for Requested Action – Sheriff Stiegler stated that once the FY25 budget was passed, he went to the state bid holder at MacMulkin to purchase their cruiser and was told that the dealership no longer had the vehicles available. Sheriff Stiegler reported that Colonial Municipal Group in Plymouth, MA, had a small town back out of an order, and they have one (1) vehicle available. Sheriff Stiegler stated that he is requesting a bid waiver to purchase a 2024 Chevy Tahoe for \$53,035.42 through CMG.

MOTION: Commissioner McLeod moved to waive the bidding process and authorize the purchase of a 2024 Chevrolet Tahoe for \$53,035.42 through Colonial Municipal Group in Plymouth, MA. Commissioner Ahern seconded the motion.

Discussion: Commissioner Ahern asked to clarify that this money is coming from the FY25 budget. Sheriff Stiegler stated that this was budgeted for in the FY25 budget.

Commissioner Piper called the roll. Commissioner McLeod said “yes,” Commissioner Ahern said “yes,” and Commissioner Piper said “yes.” With three (3) votes in favor and none in opposition, the motion passed.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the July 9th meeting.

MOTION: Commissioner McLeod moved to approve the minutes from July 9th as presented. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner McLeod said “yes,” Commissioner Ahern said “yes,” and

Commissioner Piper said “yes.” With the vote being three (3) in favor and none in opposition, the motion passed.

2. The Commissioners signed check registers FY '25 – 1004; FY 24 1193-1194

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

HR Director Clough arrived and requested to go into a nonpublic session.

MOTION: * 9:59 AM Commissioner Ahern moved to enter into a non-public session for the purpose of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern said, “Yes, Commissioner McLeod said, “Yes,” and Commissioner Piper said, “Yes.” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*10:26 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 passed.

Michelle Beaudin from GRDC arrived and gave the following quarterly report:

M. Beaudin reported that GRDC has hired a new loan officer after Bob Walker retired in October. She stated that it took a while to find someone with the right background, but they have hired Brian Chalmers, who previously worked at Meredith Village Savings Bank.

M. Beaudin stated that GRDC has closed out the Microenterprise Program year and reported that they gave out \$45,000 in direct grants and are about to start the new program year. She explained that many of the people enrolled in the previous year were first-year businesses and would be able to get support again in the next year. She reviewed the list of towns where businesses that received grants are located. Commissioner Piper stated that the Commissioners discussed with the Delegation about the outcomes of the County’s support to GRDC. It helps to have this list of towns that businesses are located in.

M. Beaudin discussed the grant GRDC received through CDFA to support childcare from family-based childcare providers. She has been reaching out to these providers and noted that it takes time to build relationships with a family provider as they are in these people’s homes while they

are caring for children, and it is difficult to be able to discuss their needs or concerns. She stated that GRDC hopes to get these childcare providers' resources by September.

Carmen Graham – Register of Deeds Office

C. Graham stated that she read over the minutes from the July 2nd meeting where the Ray Burton Park was discussed and wanted to clarify a few things. She said she lives in Bath, NH, just as Ray Burton did. She knew of him and heard all of the good things he did. She was walking on her lunch break and noticed that the Ray Burton Park needed attention and weeding. She stated that she is a gardener and thought it would take roughly two (2) lunch breaks for her to weed the garden. She stated that she had asked Register Monahan about it, and Register Monahan offered to help as she was fond of R. Burton. C. Graham stated that there were no underlying intentions, other than this was an important person in the community and his memorial is not being tended to, which is likely due to lack of staff resources and time and therefore she thought she could help. She went on to state that after reading the minutes, she felt that it was an issue that was made political rather than a resident of the community wanting to do something kind and helpful. C. Graham stated that she felt it was made larger than that, and she just wanted to help.

Commissioner Piper stated that it sounded like a simple request and noted that there were no political factors on her part that went into their decision. She stated that the Commissioners have oversight of the personnel, land, and buildings. There was a Board of Commissioners who voted to make the park in the first place, and her understanding was that the Register of Deeds had offered to do the maintenance at the time the garden was approved. That request was not taken up or agreed to then, and she does not know why. C. Graham stated that she is not here as an employee of the Register of Deeds but as a community member and noted that Supt. Oakes said that he was okay with her cleaning the garden. She asked the difference between a community member volunteering to do this and a group of people, such as the Master Gardeners.

Commissioner Piper stated that maybe the best move was not to make a formal request. She does not think that the Board of Commissioners knew that C. Graham was a volunteer and not an employee, as her request was submitted by a department head and not her. The Commissioners might be willing to reconsider the decision given the new information. C. Graham stated that she would do this on her lunch break, which she noted is paid for, but employees are allowed to do what they want during their lunch break. Commissioner Ahern stated that even though she is coming as a community member, she is an employee.

The Commissioners agreed to discuss this request further at a later time and possibly reconsider their decision.

Agenda Items:

1. Encumbrance Requests – CA Libby reviewed a list of encumbrance requests with the Commissioners and answered questions.

MOTION: Commissioner McLeod moved to approve the encumbrance requests totaling \$111,870.46 for non-nursing homes and \$22,711.29 for nursing homes, for a total of \$134,581.75. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner McLeod said “yes,” Commissioner Ahern said “yes,” and Commissioner Piper said “yes.” With the vote being three (3) in favor and none in opposition, the motion passed.

2. **MOTION:** * 11:18 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 said, "Yes, Commissioner McLeod said, "Yes," and Commissioner Piper said, "Yes." Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

*11:33 AM Commissioner Piper declared the meeting back in public session.

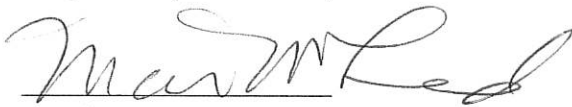
MOTION: Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern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

Commissioner Issues:

1. Commissioner Piper reported that she attended the NACO Conference. She stated that she had good conversations with providers of service, and she has a lot of information that she will report on at a later date once she has time to put the information together. She noted that Cheshire County received two (2) national awards.

11:36 AM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk



Grafton County Sheriff's Department Operations Division

Monthly Report

June 2024

Statistics

-Transport:

- Court Transports: **19** Prisoner Transports: **55**
- CSO movements from jail to court: **23**
- Juvenile Transports: **1**
- Involuntary Emergency Admissions (IEA): **11**

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

Total Monthly Civil Service: **160**

-Warrants:

-Total # of Active Warrants: Criminal= 406
Civil = 20
Total **426**

-Motor Vehicle Activity

-Motor Vehicle Stops: **8**

-Fleet Mileage

- Total Miles Driven: **22, 924**

Grafton County Sheriff's Department Investigative Services Division Activity



June 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 June 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 June, two (2) investigative search warrants were sought 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) or sexual assault on a minor child. The tedious examination of evidence collected continues in a number of these cases. One arrest warrant was sought and issued for Possession and Distribution of Child Sexual Abuse Images with the subject arrested out of State. That extradition process still ongoing. We have additionally assisted in two very active cases involving multiple hands-on sexual offenders.

We further learned that a prior investigation that had a conviction appealed to the New Hampshire Supreme Court had the conviction upheld for Possession and Distribution of Child Sexual Abuse Images, (State v Higgins).

Grand Jury:

Delivery of Articles / Possession of Controlled Narcotics (X2)

New Investigations:

Sex Offense(s) (2)

Assault on Corrections Officer (1)

Assist Other Police Agencies (5)

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): | (5) |
| Computer Console | (1) |
| Laptop | (2) |
| Electronic Equipment (USB): | (4) |
| Electronic Equipment No Sub Category: | (6) |

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

Jun 18 – Jul 15, 2024

American Rescue Plan Act (ARPA) Project Updates

Administration Building ADA Parking – This project is complete.

Administration Building Front Steps – The NH Governor's Commission on Disability responded to my request for assistance in determining whether the Administration Building front steps and landing violate current ADA code (see their attached letter). Per American Disability Act (ADA) and International Existing Building Code our steps meet current code for an older, existing building. Because we have an alternate ADA entrance we are not obligated to change them in any way per IEBC 305.9.3.

Dept. of Corrections Showers – The contractor who provided my budgetary bid number says his proposal is still good but can't do this work until fall. I'm in the process of trying to find another contractor who will quote this work. Thus far I haven't received any response to my solicitation from another contractor I've reached out to. I will keep trying. *I have not made in progress since our last meeting.*

Maintenance Dept. Equipment Storage – This project will likely start in mid-fall once other projects currently in work are complete.

BACnet Full Integration – This project is substantially complete. Alliance is working a few punch list items, drafting as-built drawings, gathering warranties and will provide training as needed. I have held back \$5,000 in project money as leverage to complete these final things.

Nursing Home Landscape Project – The contractor planted most of the trees, shrubs and perennial flowers and fabricated the pavilion pad and sidewalks. The pavilion is scheduled to be built in August. The contractor still has a few more perennials to plant in addition to adding more irrigation and installing filter fabric and additional mulch.

COMPLEX

Emissions - On July 10th the New Hampshire Department of Environmental Services, Air Resources Division completed a full compliance evaluation of the Grafton County Complex's emissions generating equipment and found no discrepancies. The equipment and records inspected were the biomass plant and four diesel generators. The full compliance evaluation covered the period from September 13, 2018, to July 10, 2024 (see attached letter).

COURTHOUSE

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

HVAC Issues - Air conditioning condensing Unit (ACCU) 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, which shut the compressor down prematurely.

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ARC ordered the part and will change it out when they receive it. Since our last meeting ARC replaced the failed solenoid valve on circuit B. Despite doing this compressor 2 keeps tripping off line prematurely and the technician is not sure why. *On June 25th the tech returned with a specialized piece of equipment called a mega-meter and checked compressor 2's windings and found them good. However, he stated he felt compressor 2 was binding, perhaps caused by interference of the scrolls. I contacted Trane and they are sending another warranty replacement compressor.*

Space Inventory Needs Meeting – The building committee met with a representative from the Department of Administrative Services, Bureau of Court Facilities and a representative from the Judicial Branch, to go over their space needs in a new building. They clearly articulated their requests and provided sound justification for them. Their requests were approximately 8,300 Sqft less than what state court staff asked for through the EH Danson Study, thus achieving the reduction of square footage we are seeking.

The two individuals we met with have many years of experience designing and building courthouses and they agreed to help us draft an RFP/Q to solicit an architectural and engineering firm to do our preliminary design. I asked if they would provide names of the better architectural & engineering firms they've worked with who have a lot of experience in this sort of work and they agreed to my request. They are also willing to help review the RFP/Q's that we receive and sit in on interviews with prospective firms.

NURSING HOME

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

Fire Alarm – We are still awaiting a new power supply/battery charger for the main panel. *I had to bird-dog Minuteman, the Norris Fire Alarm system distributor, to order these parts. At this juncture they have the parts but have not scheduled the repair. I am in the process of bird-dogging them on this as well. There is no other source to go to since they are the only authorized Notifier Fire Alarm distributor serving the New England area. Once the power supply/charger are changed, the entire fire alarm system will have to be tested. I've prescheduled the required testing through Alarmco, our local fire alarm contractor.*

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

Kitchen – The newly purchased propane steamer is down for repairs due to a faulty burner and a few other damaged parts. This warranty repair is on hold as the repair vendor sources parts. When they receive the parts, they will schedule the repair work.

Exterior – A large area in front of the 69 Building lacked an outside garden hose connection (hose bib) to support irrigation of the new plants. The department's master plumber plumbed in a new hose bib.

HVAC – Air handler HRU 3's air conditioning equipment that supplies cool the air to the long halls on Maple and Profile, was low on refrigerant so it wasn't cooling as it should. Subsequently, during the highest humidity levels in the early morning hours the refrigerant lines would freeze up and the then immediately evaporate into clouds of moisture, which set off the fire alarm via the air handler's duct smoke detector,

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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waking up the residents. Alliance Mechanical fixed a few refrigerant leaks on this unit and serviced the refrigerant to where it needs to be, thus resolving both issues.

ADMINISTRATIVE BUILDING

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

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. We are still awaiting Alliance Building Automation's submittal for the new control system. *Alliance committed to working this project the week of July 22nd.*
- Air handler ERU-D1 had an energy wheel electric motor that was starting to experience bearing failure. *I tried sourcing a replacement motor through Trane, who strung me along for 10-days saying they were having problems sourcing the part. I reached out to one of their sub-vendors and was able to order the part directly through them. We've since replaced this motor.*

Refrigeration – The kitchen middle cooler stopped working so kitchen staff moved the food to a different cooler. ARC Mechanical sent a tech to troubleshoot the issue, and the tech discovered the evaporator has a refrigerant leak in an inaccessible area. *ARC Mechanical's provided a quote for \$7,785 to replace the evaporator. I asked Alliance Mechanical to validate the leak and see if it was repairable. They confirmed it there is no salvaging the evaporator coil. They have since provided me with a quote for \$5,077, which I approved. Once they have the parts in hand they will call to schedule this work.*

Armory – My department fabricated a key cabinet base and secured the superintendent's new key cabinet to it and then securely fastened the assembly to the floor. We also mounted a few new gun safes as well.

MAINT/FARM BUILDING

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

Farm

Dairy Barn – We replaced a milk tank liquid level relay because it wasn't functioning to turn off the pumps when the tank was empty.

Dairy Barn – We replaced a muffler on the vacuum pump system that had holes and posed a fire hazard.

Dairy Barn – Using remaining FY24 funds from the Farm R&M account and a couple of other farm encumbered accounts, I purchased, at Ben's request, a new galvanized feed silo, which is earmarked to

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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replace the worn out one currently in use. Sometime this fall my staff will assemble the new one and disassemble the old.

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

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

SENIOR CENTER

Nothing to report

VEHICLES & EQUIPMENT

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

OTHER

Staffing – I still have two vacant positions:

- Commercial HVAC/Licensed Gas-fitter/Skilled Maintenance Assistant (vacant 7-months) I interviewed a person for the Skilled Maintenance Assistant position and have since offered him the position. I'm awaiting his reply.
- Custodian (vacant 2-months) I've had two applicants, and the one I interviewed last month is not a good candidate for the position.

Generator bids – We positioned two old generators the road and posted them for sale 2-weeks ago. Bids were due by 3 PM yesterday afternoon. If we received any bids we need to review them and decide if they are reasonable.