

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building  
North Haverhill, NH 03774  
September 17, 2024

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

OTHERS: Farm Manager Libby, Sheriff Stiegler, Lt. Hamilton, Supt. Oakes

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

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.

**Farm Manager Libby**

The Commissioners opened bids to sell 25 acres of standing feed corn. The following three (3) bids were received:

- Newmont Farm – \$40.10/ton
- Charles Elms - \$28.00/ton
- Briar Stone Farm - \$35.00/ton

Commissioner Ahern asked how the corn would be weighed. FM Libby stated that he is unsure if Newmont Farm has a scale, but he believes Limlaw will do the chopping, and they will weigh it. He stated that there are generally between 20 and 22 tons per acre.

Commissioner Piper noted that Commissioner McLeod was not online at that time.

**MOTION:** Commissioner Ahern moved to accept Newmont Farm's high bid of \$40.10/ton for the standing feed corn. Commissioner Piper seconded the motion, and all were in favor.

Commissioner McLeod returned to the meeting via Teams.

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

1. Sheriff Stiegler presented and reviewed the attached Press Release with the Commissioners.
2. Sheriff Stiegler stated that anytime a law enforcement CEO leaves, the department should be audited so the next official coming in knows what they are getting into. Sheriff Stiegler stated that he has had an audit performed by the Police Standards and Training Council, and he reviewed the attached audit report with the Commissioners.

3. Sheriff Stiegler stated that over a year ago, Atty. Kathleen Davidson made a complaint against him on behalf of her client, a former employee. He felt the letter regarding the outcome of that complaint should be a public document and requested that the Commissioners include it with their minutes. The Commissioners discussed the request and said they would attach the letter to this set of minutes. Please see the attached letter.

**Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the September 3<sup>rd</sup> meeting. Commissioner Piper had a minor edit.

**MOTION:** Commissioner Ahern moved to approve the minutes as amended. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes.” With three (3) votes in favor and none in opposition, the motion passed.

2. The Commissioners signed check registers 1030-1031; 1033-1035; 1038; 2024-09.13.24

3. The Commissioners reviewed the Superior Court Report for August.

4. CA Libby submitted a CDBG Close Out Agreement 2022 Micro Grant for Commissioner Piper to sign.

**Supt. Oakes arrived and gave the following report:**

Out-of-State Travel Request: Supt. Oakes discussed the request outlined in his report and answered questions from the Commissioners.

**MOTION:** Commissioner Ahern moved to approve the out-of-state travel request for Steve Whitcomb, as outlined in the Maintenance Superintendent’s report, for \$455.00. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes.” With the vote being three (3) in favor and none in opposition, the motion passes.

Supt. Oakes stated that Nick DeMayo brought five (5) people with him to tour the Courthouse, and he felt this was an eye-opener for them. Supt. Oakes explained that there was skepticism on their behalf regarding the need for a new Courthouse, and Supt. Oakes feels that, in the end, they were very appreciative. He stated that this group felt more people would support the new Courthouse if they knew the extent of the issues in the current building, and he felt they needed to do a better job of getting that information out there.

Commissioner McLeod stated that she appreciates Darrel Dietlein's willingness to get involved with initiatives outside his immediate job and hopes he enjoys his retirement.

**Agenda Items:**

1. Broadband Groundbreaking – CA Libby explained that there are now two (2) projects. One (1) is the Non-White Mountain National Forest, and the second project is the part located in the White Mountain National Forest. She stated that they broke the project into two (2) parts as the environmental assessment for the White Mountain National Forest can take up to 300 days for approval. The environmental assessment for the Non-White Mountain National Forest piece has been approved and accounts for about 30% of the project. CA Libby stated that she is asking the Commissioners if they would like a groundbreaking event to kick the project off. eX2 would identify the area they were to start in. She stated that many people are wondering where the County is at in the project, which would be good public relations for the County. The Commissioners agreed to have a groundbreaking ceremony. CA Libby stated that they would work with eX2 and that she would let the Commissioners know when she had more information. The County’s Project Manager has been in touch with the seven (7) communities in the last week when the project is about to start, and they will work on updating the website to keep everyone informed.

**Karen Liot Hill, Treasurer – TAN Bids**

Treasurer Hill reported that the County went out to bid for Tax Anticipation Notes and received proposals from six (6) banks. She reviewed the attached spreadsheet with the proposals. She stated that the highest was 6.7%, and the lowest was Woodsville Guaranty at 4.125%, which is where the County’s general fund is. She noted that this would provide better efficiency when funds are needed. She recommended that the Commissioners select Woodsville Guaranty Savings Bank’s proposal of 4.125%.

**MOTION:** Commissioner Ahern moved to accept the proposal from Woodsville Guaranty Savings Bank at 4.125% for the County’s FY25 Tax Anticipation Note. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “Yes.” With the vote being three (3) in favor and none in opposition the motion passes.

The Commissioners signed an Order for the Tax Anticipation Note.

**Agenda Items:**

1. August Financial Reports –

*Monthly Variance Report* – CA Libby stated that revenue is behind. The Nursing Home budgeted for a census of 116; through the first two (2) months, they are averaging 108. That, combined with the reimbursement rate being lower than budgeted, has caused the revenue to be behind where it should be. She explained that the census is lower, in part due to eleven (11) residents passing away and five (5) being discharged back to the community in the first three (3) months of the fiscal year.

CA Libby reported that most departments are showing over-expanded at this point. She noted that there were three (3) payrolls in August, which is part of the problem, and many insurance and service contracts are paid at the beginning of the year, which skews those numbers as well. She stated that she is optimistic that those numbers will level out.

CA Libby stated that the County has spent \$11 million so far in the fiscal year, which is trending higher than it should be. Commissioner Ahern stated that he feels part of the problem as to why the nursing home does not have a full census is because of the federal and state governments' requirements regarding the nurse-to-resident ratio. He asked if the federal and state requirements were reasonable under the circumstances. CA Libby explained that the new requirements have not yet been implemented. Grafton County has five (5) years to implement the new regulations, and she feels that could have an impact on them in the future, but she feels that is not currently playing a role in the decline of the census. Commissioner Piper noted that this has been a topic of conversation at the NHAC. She attended a briefing by Senator Shaheen's Office at Dartmouth Health, and they are very well aware of the concerns, yet these regulations passed. Commissioner McLeod stated that these regulations were passed because people had contacted CMS regarding their concerns about private nursing homes. She feels the County Nursing Homes should not be in the same category as private nursing homes as private nursing homes are the ones who have been reported for the issues. Commissioner McLeod did note that doing away with some of these regulations could potentially take away the level of care their residents are receiving.

2. CA Libby stated that the Executive Committee will meet on Monday, 9/23, at 9 a.m.

3. Annual Report Dedications—Commissioner Piper stated that the Commissioners should decide what the dedications should be. She explained that last year, they dedicated the report to an organization, but traditionally, each Commissioner chooses a resident from their district that they want to commend. The Commissioners discussed and agreed to dedicate the Annual Report to individuals in their districts. Reports are due October 8<sup>th</sup>.

4. CA Libby stated that Pumpkin Day with Woodsville Elementary School will be held on October 15<sup>th</sup>.

5. Commissioner McLeod stated that she could not attend next week's meeting in person. There is a request that the meeting be moved to Thursday. The Commissioners agreed to move next week's meeting from Tuesday to Thursday, September 26<sup>th</sup>.

6. Non-Public Session per RSA 91-A:3, II (I)

**MOTION:** \* 10:35 AM Commissioner Ahern moved to enter into a non-public session for the purpose of consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present 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 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.

\*10:48 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.

**MOTION:** Commissioner Ahern moved to approve the revisions and adopt the Public Comment Policy. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said "yes," Commissioner McLeod said "yes," and Commissioner Piper said "yes." With three (3) votes in favor and none in opposition, the motion passed.

Commissioner Piper requested that the Public Comment Policy be attached to the minutes.

### **Commissioner Issues:**

1. Commissioner Piper reported that she attended the NHAC Meeting on the 6<sup>th</sup>. Henry Lipman presented the Medicaid Adult and Youth Re-entry Program that is being adopted. This program is coming out of the 2022 waiver for Medicaid that was approved in July 2024 by the Federal Government and has to do with behavioral health and combating recidivism. Specifically for the County, the Program concerns the Medicaid Inmate Exclusion Policy. Once someone becomes an inmate, they lose their Medicaid benefit, which costs the taxpayers money. County Government, through the National Association of Counties, has been working on this for a long time. Funding has been approved, and 45 days before release, the federal government will pay for medications. The hope is that this will put some inmates with behavioral health challenges back on the right track. This will start with the state government, which has not come to the counties yet. Commissioner Piper noted that additional funding might be coming as well.

2. Commissioner Piper stated that both fellow Commissioners are on the Executive Committee for the New Hampshire Association of Counties. On November 8th, the DuPont Group will host a post-election brief to discuss the results and what that might mean for County Government. She noted that on November 20th, the NHAC will have the legislative orientation.

3. Commissioner Piper reported there was a symbolic signing ceremony with the new Director of UNH Cooperative Extension and President of UNH. She stated that they took pictures signing the MOU, and the event was well attended.

4. Commissioner Ahern stated that he was asked to present documentation on the national food/cropland being taken over by certain foreign countries. He reported that he contacted Rob Johnson at the NH Farm Bureau Federation, who provided documents, and Commissioner Ahern

gave copies to CA Libby, the Farm Manager, and the Commissioners to review. He stated that there is a committee hearing to study the effects of laws regarding beef, pork, and poultry production. He will attend the hearing on September 24<sup>th</sup> and noted that he favors this legislation. The corrections budget for meals is \$200,000. This is part of the initial concepts of the FarmDOC proposal he presented in 2021.

5. Public Comment—Commissioner Piper asked if there was any public comment. No one from the public was present.

11:03 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

August 2024

Statistics

**-Transport:**

- Court Transports: **22** Prisoner Transports: **63**
- CSO movements from jail to court: **19**
- Juvenile Transports: **0**
- Involuntary Emergency Admissions (IEA): **6**

**-Arrest:**

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

Total Arrest: **22**

**-Civil:**

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

Total Monthly Civil Service: **193**

**-Warrants:**

-Total # of Active Warrants: Criminal= **410**  
Civil = **23**  
Total **433**

**-Motor Vehicle Activity**

-Motor Vehicle Stops: **19**

**-Fleet Mileage**

- Total Miles Driven: **27,770**

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



### August 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 August 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 August, 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 was made for Possession and Distribution of Child Sexual Abuse Images.

#### **New Investigations:**

Cyber Tips – Possession / Distribution of Child Sexual Abuse Material (2)

Sex Offenses (1)

Drugs / Narcotic Offenses (1)

Suicide (1)

Fatal MV Crash (1)

Assist Other Agency (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):	(2)
Electronic Equipment (USB):	(1)
Laptop	(1)
Communication Device	(1)
Drug	(2)

The Investigative Services Division continues to struggle with CSI, our records management system (RMS) that has proven to be less than efficient and user friendly for criminal investigations.

Respectfully Submitted,

Lieutenant Frederic James

**GRAFTON COUNTY SHERIFF'S OFFICE**

3785 DARTMOUTH COLLEGE HWY  
NORTH HAVERHILL, NH 03774  
(603) 787 – 2111

**PRESS RELEASE**

Over the past several days, candidates running for the Office of Grafton County Sheriff have made misleading comments in the media and through social media about active warrants issued from the Grafton County Superior Court. I have fielded several concerns brought to my attention after some county residents felt there might be cause for alarm after these stories caught their attention from the candidates.

In an effort to provide a better understanding of what this matter is I offer our current information about active warrants this Office is tasked with trying to resolve. These statistics change daily for many reasons such as persons being apprehended, people turning themselves in, warrants being vacated by the courts and even people passing away.

ACTIVE WARRANTS ON FILE WITH THE GRAFTON COUNTY SHERIFF'S OFFICE AS OF SEPTEMBER 05, 2024 – 430 ACTIVE WARRANTS.

NUMBER OF ACTIVE WARRANTS FOR PEOPLE LIVING OUT OF STATE IS CURRENTLY 268 AS OF SEPTEMBER 05, 2024.

NUMBER OF ACTIVE WARRANTS FOR PEOPLE BEING HELD IN A CORRECTIONAL FACILITY OUT OF STATE IS CURRENTLY 21 AS OF SEPTEMBER 05, 2024. WE HAVE AN ACTIVE "HOLD" IN PLACE FOR WHEN THEY ARE AVAILABLE TO BE PICKED UP.

NUMBER OF ACTIVE WARRANTS FOR PEOPLE WE HAVE NO ADDRESS OR CONTACT INFORMATION AVAILABLE FOR IS CURRENTLY 28 AS OF SEPTEMBER 05, 2024.

NUMBER OF CIVIL WARRANTS FOR PEOPLE WHO HAVE HAD CIVIL CLAIMS SUSTAINED AGAINST THEM OR NOT SHOWN UP TO DISPUTE THE MATTER IS 21 AS OF SEPTEMBER 05, 2024.

NUMBER OF WARRANTS FOR PEOPLE WHOSE LAST KNOWN ADDRESS WAS IN NEW HAMPSHIRE IS 92 AS OF SEPTEMBER 05, 2024.

As you can clearly see, more than half of our active warrants are for people who live out of state. The jurisdiction of the Sheriff and Deputy Sheriff's ends at the states borders and we have to wait until another state law enforcement agency apprehends the wanted person. From that point, the Grafton County Attorney will determine if extradition is the best prescription to resolve the case against the wanted person.

I can assure you that the current staff at the Grafton County Sheriff Office spends a substantial amount of time trying to locate and serve these active warrants. Everyone should also be aware that many of these warrants are years and even decades old. In almost forty (40) years of law enforcement service, I

can accurately state that many people who have an active warrant do not stay at a fixed address for any extended period. Our Deputy Sheriffs and the Administrative Assistant assigned to support them do a great job of apprehending people who have warrants issued for their arrest from the courts. When I took Office on January 02, 2019, this Office had just under 700 warrants for service. The lowest number we have ever gotten down to is 330 total warrants during my administration. One also has to consider that Grafton County is 1749 square miles with 39 communities. Our Office is in North Haverhill and we log over or close to 300,000 road miles each year performing a wide array of many different law enforcement services that include warrant service. Our Office is staffed with nine full time Deputy Sheriffs (we currently have one vacant position) and the Sheriff. We currently have six active and capable part time Deputy Sheriffs. Our County Delegation has approved funding beginning in January of 2025 for a tenth full time Deputy Sheriff that will be the first full time Deputy Sheriff addition to this office in nearly three decades.

It is noteworthy that many of the people we do apprehend are constantly failing to appear and another warrant is issued for them when they do. We DO NOT fault the courts for this as the judges follow the law with respect to the bail reform changes that took place in the legislature back in 2017. As your Sheriff, I do not believe there is any cause for alarm with outstanding warrants. Laws change and this Office will always have to accept and follow the laws. If you have any questions or concerns about this or any other matter we can help you with, please feel free to contact me.

Sincerely,

Jeff Stiegler  
Grafton County Sheriff  
603-787-2111 Ext. 5001  
[jstiegler@graftoncountynh.gov](mailto:jstiegler@graftoncountynh.gov)





*Sheriff Christopher D. Connelly*  
Chairman

# State of New Hampshire

## POLICE STANDARDS & TRAINING COUNCIL

Arthur D. Kehas  
Law Enforcement Training Facility & Campus  
17 Institute Drive, Concord, N.H. 03301-7413  
603-271-2133 – Fax: 603-271-1785  
TDD Access: Relay NH 1-800-735-2964



*John V. Scippa*  
Director

August 28, 2024

Sheriff Jeffrey F. Stiegler  
Grafton County Sheriff's Department  
3785 Dartmouth College Highway  
North Haverhill NH 03774

Re: Compliance Audit Report

Dear Sheriff Stiegler,

PSTC would like to thank you for participating in the compliance audit that took place on July 31, 2024. We appreciate your cooperation in this process. Attached with this letter, is a copy of the report that was prepared.

This report is to assist you in addressing any deficiencies that may have been identified during the audit so that your agency will be fully compliant with the administrative rules of the Council.

We would also like to provide you with the opportunity to respond to the contents of the report, if you feel it is necessary to do so. If you do choose to respond, your responses can be mailed to our agency or sent electronically to my email address found below. If you have any questions or concerns, please feel free to contact me.

Sincerely,

Major David G. Parenteau (Retired)  
Bureau of Standards  
603-271-8278  
[david.g.parenteau@pst.nh.gov](mailto:david.g.parenteau@pst.nh.gov)



**State of New Hampshire Police Standards & Training Council**

***Inter-Department Communication***

**FROM:** Lieutenant Anna Croteau  
Major David Parenteau

**DATE:** August 7, 2024

**SUBJECT:** Grafton County Sheriff's Office Compliance Audit **OFFICE:** PSTC

**TO:** Director John V. Scippa

**ATTN:** Major David G. Parenteau

**Introduction:**

On July 31, 2024, Major David Parenteau and I conducted a compliance audit of the:

Grafton County Sheriff's Office ("GCSO")  
3785 Dartmouth College Hwy  
North Haverhill, NH 03774  
603-787-2111

The current Agency head of the GCSO is:

Jeffrey Stiegler, High Sheriff

Sheriff Stiegler started his appointment as High Sheriff on January 2, 2019.

Prior to conducting this audit, I reviewed the "End of the Year Compliance Reports" for: 2019 – 2023. Reports were submitted to Police Standards & Training by the Audited Agency. The following three affidavits submitted by the GCSO were on file at Police Standards & Training:

- "Annual In-Service Training Compliance Report" per Pol 403.01
- "Annual Firearms Training and Qualification Affidavit" per Pol 404.03
- "Affidavit of Hours Worked for Part-Time deputies." per Pol 302.11

**Investigative Narrative:**

Upon arrival at the GCSO, we were met by Sheriff Stiegler. We initially met with both Sheriff Stiegler and Lieutenant Daniel Hamilton. The purpose of this audit was that Sheriff Stiegler requested this audit as he was not running for Sheriff in November and wanted to provide a "clean house" to the incoming sheriff. As of the date of this audit, GCSO was comprised of 18 full and part time certified deputies. One was hired in June of 2024, so he was not included in

this audit. I was told that all deputies were full time certified, and based on my preliminary research that appears to be correct.

Prior to my arrival for the Audit, I received some documents from Sheriff Stiegler. One was the pursuit policy, and one was a roster for 2020 with markings on it.

The first item for the audit to be reviewed was:

**RSA 265:8-a Police Pursuit and Emergency Response**, which states:

Each state, county and local law enforcement agency that conducts emergency response and vehicular pursuits shall adopt a written policy or policies that set forth the manner in which these operations shall be conducted. Such policy or policies shall conform to state or national accreditation standards as adopted by the police standards and training council or the national commission on accreditation for law enforcement agencies and shall be kept on file and available for inspection by the police standards and training council and the attorney general.

**Finding:**

The GCSO does have a pursuit policy which complies with NH RSA 265:8-a.

The next portion of the audit, was an examination of:

**Pol 403.01 Annual In-Service Training**

It should be noted that when Sheriff Stiegler was appointed to Sheriff in 2019, he developed a practice that he would only retain personnel who worked for his agency. Sheriff Stiegler decided that he would not be an agency that will just “hold” certifications for people. Based on this, his roster became shorter as his tenure went on. There was discussion regarding the rosters for each year of the audit being available. It was determined that the GCSO did not appear to have a practice of keeping a roster to determine who was employed in any given year. There were some rosters provided, but they did not appear to have end dates on them. This means, it may be an October roster, however it would not include people who left before or after that date, or were hired after that date, but before the end of the year. We discussed why this is helpful and how this should be a practice going forward, with a roster with names, and their hire date and termination date if they separate during the year in question. The roster should start with current employees as of January 1, and either adds separation dates or new hires as the year goes on, until the last day of the year, where the process starts over again.

I also noted that the files for 2019-2023 of Inservice training were unorganized. They contained duplicates and were missing items, such as certificates of completion or proof of a course being taken. I did note that 2019 was the sparsest, despite being their heaviest roster year. As the years



progressed the files became more full of proofs of training. The following is a breakdown of the Inservice training:

In 2019, the GCSO had approximately 43 sworn deputies<sup>1</sup>. Of the 43 sworn deputies, I was only able to verify that five deputies had eight hours of in-service training. One officer had seven hours of in-service training hours, and the remaining 37 had no proof of training.

In 2020, the GCSO appeared to have 44 sworn deputies. 18 of the deputies had all of their training. Seven other deputies showed that there was training but did not have certificates of completion as proof. This information was derived from a form with their listed hours of training and the class they took.

In 2021, I was not provided a roster, so this is an approximate number of deputies based on the 2020 Roster in combination of NHPSTC records. It appeared that by December 31, 2021, there were only 24 sworn deputies. Out of those, 19 completed all required in-service training.

In 2022, there was 22 sworn deputies. 20 completed all in-service Training requirements.

In 2023, there was 18 sworn deputies. 15 completed all in-service Training requirements. One did not do any of the training, and two still needed three hours of additional training.

Finding:

It is clear that after Sheriff Stiegler was appointed in January of 2019, he was battling a culture of “holding certs.” There is clear improvement with compliance as the years went on. It should also be noted that during the audit, Sheriff Stiegler stated that one part-time officer, Thomas Andross, had quit after 2021, but there are still part time hours submitted for him in the 2022, and 2023 annual compliance reports. Based on this, Deputy Andross was considered an active employee for purposes of this audit. Additionally, a sheriff’s office holds unique issues, as it historically hires many part time and per-diem officers who are full time at other agencies. With that said, it is likely that these officers may have completed their training requirements and did not update their part time agencies with the information. It was discussed with Lt. Hamilton, the importance of everyone sending their trainings to all employing agencies.

The next portion of the audit, was an examination of :

**Pol 404.03 Firearms Training Requirement**

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<sup>1</sup> Approximately because the roster was dated 10/18/2019 and only contained “startdat.” It is unclear who may have resigned in 2019 prior to December 31, 2019, which could lessen the in-service training requirement for this agency. Based on a combination of rosters and PSTC records it was determined this is as accurate of a number as possible.

The GCSO had similar issues with record keeping with its Use of Force and Firearms Qualifications, as it did with its in-service training.

In 2019, out of the 43 sworn deputies, 21 met all requirements. Four additional deputies did the Use of Force and two of those may have done the qualifications, but there was no indication if there was a pass or fail score. Two others only did the firearms qualifications and passed.

In 2020, out of the 44 sworn deputies, 25 met all requirements. Five additional deputies did Use of Force and three of those who may have done the qualifications but there was no indication if there was a pass or fail score. Two others only did the firearms qualifications and passed.

In 2021, out of 24 deputies, 18 met all requirements. Five additional deputies did Use of Force with three of those who may have done the qualifications but there was no indication if there was a pass or fail score. One deputy's qualifications sheet didn't have the deputy's name on the qual sheet to confirm it was theirs.

In 2022, out of 22 deputies, 16 met all requirements. Three additional deputies did Use of Force with two of those who may have done the qualifications but there was no indication if there was a pass or fail score. One deputy did the qualification but no Use of Force

In 2023, out of 18 deputies, 16 met all requirements. The other two fulfilled no requirements.

Finding:

Similarly to the In-Service training, the amount of compliance in this section increased as Sheriff Stiegler decreased the superfluous deputies. It is also noted that at some point, Sheriff's Deputies were allowed to use their own firearm, or that of their full-time agency. Sheriff Stiegler changed this to have all deputies assigned a firearm specifically for work with the Sheriff's Office. The way NH law enforcement works allows for officers to qualify with agencies other than their own. The only requirement is they are qualified with a certified firearms instructor. This being said, based on the nature of the sheriff's office, there needs to be attention to part time or per diem deputies to make sure their proof or firearms requirements are provided to the Sheriff's Office.

The next portion of the audit was an examination of:

**Pol 302.11 Limitation of Hours, Part-Time Officers, and Pol 602.03 Time and Compensation Records**

Sheriff Stiegler obtained from the Grafton County Commissioners' Office payroll coordinator; the following number of hours worked for part-time deputies.



**2019**

Thomas Andross	32 hours
Michael Clark	5 hours
Gary Emerson	577.5 hours
Ronald Fournier	42.5 hours
Philip Tucker	54 hours

**2020**

Gary Emerson 748.5 hours

**2021**

Thomas Andross 5 hours

Finding:

The GCSO was in compliance with hours for their part time officers.

The next portion of the audit was an examination of:

**Pol 301.05 Background Investigation.**

The Form "I" Affidavit of Background Investigation submitted by the agency during the hiring process was used as a template to verify that requirements were being met under Pol 301.05 (c) (1-10).

GCSO provided three backgrounds for review:

Benjamin ADAMS (Deputy Sheriff)	PSTC # NH-003-338
Cody MACKAY (Part-Time Deputy Sheriff)	PSTC # NH-17023
Hunter TORREY (Deputy Sheriff)	PSTC # NH-24232

Each background was presented in a large three ring binder. The same investigator completed all three backgrounds. The investigations and reports were thorough, complete, and very well done.

Finding:

The GCSO is following Pol 301.05 in conducting background investigations.

Conclusion:

At the completion of the audit, Sheriff Stiegler was notified that a report would be written with our findings, and he would receive a copy of the report. Sheriff Stiegler was made aware of the above noted issues, except for follow up on rosters from research done on hard files at PSTC.

The audit of the GCSO revealed a medium sized agency that, for the past five years, has had an agency head changing a culture of “holding certs.” The current Sheriff is not running for re-election and is looking to provide a clean house for his successor. It is this auditor’s suggestion that a follow up audit be conducted at the beginning of 2026, after the next Sheriff has completed their first year in office.

Prepared by: Lieutenant Anna Croteau



Sheriff Christopher D. Connelly  
Chairman

# State of New Hampshire

## POLICE STANDARDS & TRAINING COUNCIL

Arthur D. Kehas  
Law Enforcement Training Facility & Campus  
17 Institute Drive, Concord, N.H. 03301-7413  
603-271-2133 – Fax: 603-271-1785  
TDD Access: Relay NH 1-800-735-2964



John V. Scippa  
Director

September 1, 2023

### VIA EMAIL ONLY

Kathleen A. Davidson, Esquire  
PASTORI | KRANS, PLLC  
82 North Main Street, Suite B  
Concord, NH 03301  
kdavidson@pastorikrans.com

Re: Allegation of Misconduct

Dear Attorney Davidson:

On June 16, 2023, you submitted an allegation of misconduct to Police Standards and Training against Grafton County High Sheriff, Jeffrey F. Siegler, reporting discriminatory conduct and retaliatory investigation against your client, former Grafton County Sheriff Sergeant Jillian Myers.

Based on the nature of the complaint, the matter was referred by this office to the New Hampshire Attorney General's Office Public Integrity Unit and was declined for criminal investigation on July 19, 2023. The complaint was reviewed by the Conduct Review Committee (the "CRC") on August 18, 2023. The CRC found that the allegations, if sustained, would not constitute an act of misconduct under NH RSA 106-L:2, V. The CRC therefore voted to dismiss the complaint pursuant to RSA 106-L:18, III.

The CRC makes no finding as to the merits of the complaint. You indicated that this matter had also been filed with the New Hampshire Commission for Human Rights. If the complaint alleges a policy violation, any appropriate follow-up would also be within the jurisdiction of the Grafton County Commissioners, to whom a copy of this correspondence is being provided.

Please do not hesitate to contact me with any questions or concerns.

Respectfully,

Stacie M. Moeser  
Attorney  
Bureau of Standards, Conduct Review Committee  
(603) 271-0723  
stacie.m.moeser@pst.nh.gov

Cc: Grafton County Commissioners [c/o Julie Libby, County Administrator, 3855 Dartmouth College Hwy., North Haverhill, NH 03744]

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

August 14 – September 16, 2024

## American Rescue Plan Act (ARPA) Project Updates

Administration Building Front Steps – On 9/11/24 Copia Specialty Contractors conducted a site visit to discuss the logistics of this project. This work will be completed over a 2-3-week period, starting 9/30/24.

Administration front and rear porch roofs – Kendall Standing Seam is scheduled to install standing seam roofing the first week of October

Alternative Sentencing Building Roof – Kendall Standing Seam is scheduled to install snow rails on this roof in early October.

Dept. of Corrections Showers – On 9/11/24 Copia Specialty Contractors conducted a site visit to discuss the logistics of this project. This work will be completed over a 2-3-week period, starting 9/30/24.

Nursing Home Landscape Project – The Pavilion is 95% built and awaiting its standing seam roof and post trim. Kendall Standing Seam is scheduled to install the roofing in early October. We are still awaiting concrete planters to cordon off the front awning sitting area to the right of the main entrance.

## EECBG GRANT PROJECT UPDATES

Ecoazur kitchen hood control system for DOC – Contract documents are signed and equipment has been ordered. I am in the process of trying to coordinate this coming Thursday as the installation of this new equipment.

## Complex

Lightning Strike - I met with an insurance adjustor from Colonel Adjustment, Inc. who represents Primex. As of today, the claim amount is \$49,803 (see attached spreadsheet for details).

Boiler & Pressure Vessels – A couple of weeks ago an inspector from Travelers Insurance inspected all of the boiler and pressure vessels within the complex. He reported his findings to the NH Dept of Safety and they subsequently issued us operator certificates for this equipment that cover the next 2-years.

HVAC Preventative Maintenance (PM) – Alliance Mechanical spent the last 3-weeks inspecting all of our HVAC equipment across the campus. Most of it is in good working order. We corrected the few issues the technician found.

Underground Storage Tanks (UST) – On 9/4/24 Tanner Hill Petroleum completed the annual testing of the county's four UST systems and one fuel sump at the DOC. Two of the USTs had fixed refuel adapters, which NH DES has outlawed. Last week we changed them to approved swivel adapters.

Water Tank – We pressure-washed and painted the tank.



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

August 14 – September 16, 2024

## COURTHOUSE

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

Courtyard – While using a tractor bucket to pull a dying hedge from the top of the wall garden, the courtyard wall tumbled. We are in the process of restoring the wall.

Pressure Tank – The Travelers Insurance inspector discovered this air tank was missing a pressure relief valve...we immediately installed one once he brought it to our attention.

HVAC – The Dispatch AC system condensing unit stopped working...To fix it we replaced a contactor.

## NURSING HOME

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

### HVAC

- Several rooms throughout the building had stuck open zone valves, causing the heat to run when not commanded. We replaced the valves and actuators in all of the subject locations.
- Hydronic pump 3 stopped working...we replaced it motor starter to correct the problem.

Laundry – Dryer 1's drum wheel bearings failed...we replaced it drum wheels.

### Kitchen

- One of the kitchen refrigerator fans failed...we replaced its fan motor.
- The walk-in freezer thermostat and fan time delay switch failed...we replaced both items.
- The walk-in cooler right condenser had a fan fail...we replaced its fan motor.

Fire Alarm – Minuteman Security corrected the battery non-charging problem by correctly programming the fire panel for the correct battery size. In a previous visit they had missed this.

Elevator – Someone smashed the 1<sup>st</sup> floor elevator call key button into its socket and broke it. A Stanley Elevator technician replaced it yesterday.

## ADMINISTRATIVE BUILDING

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

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

August 14 – September 16, 2024

HVAC – A few rooms throughout the building had stuck open zone valves, causing the heat to run when not commanded. We replaced the valves and actuators in all of the subject locations.

Elevator – A couple of weeks ago the elevator became stuck at the first-floor landing and smoke detectors 51 and 73 were in TROUBLE. We replaced the faulty smoke detectors and reset the elevator.

## **Dept. of Corrections (DOC)**

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

### HVAC

- Heat pump WHP-D1 is now fully operational with its new controller. The new non-OEM controller saved the county \$16,500.
- Heat pump HP-H8 kept tripping off line due to a low-pressure fault...An Alliance Mechanical technician repaired this units leaking service valves, reserviced its refrigerant and one of my staff replaced this units freeze stat.
- Heat pump WHP-F1 circuit A kept tripping off line due to a high-pressure fault...an Alliance Mechanical technician discovered it was over serviced with refrigerant. He removed 5 lbs. to correct the issue.
- Heat pump WHP-H3, compressor B, module 1 kept tripping on thermal fault...we replaced its thermal protector.

Propane Field Leak – Since we last discussed this issue I met with the owner of Crown Energy Solutions to get his assessment on the logistics for fixing this issue. He recommended draining the liquid and vapor lines and then conduct a pressure test of each to determine which side is leaking. Since then Rick Colbeth has drained the subject lines and pressure tested both. Neither line failed its pressure test. At this juncture we suspect our gas detection equipment may be out of calibration, so we ordered equipment to calibrate it and awaiting its delivery.

Cameras – This past week my staff assisted COMTEC replace numerous interior cameras, upgrading them from analog to digital. The outside cameras slated for replacement were not compatible for the exterior locations so COMTEC will have to replace them at a later date.

## **MAINT/FARM BUILDING**

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

Sprinkler System – A section of dry sprinkler pipe failed due to corrosion. My staff temp repaired it and on 10/3/24 Hampshire Fire Protection will replace that one bad section of pipe.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

August 14 – September 16, 2024

## Farm

Dairy Barn Fire Alarm – This system was completely ruined by a lightning strike on 8/4/24. Alarmco replaced the whole system on 9/12/24.

Dairy Barn Bulk Tank – The thermostat and tank agitator timer failed...we replaced both items.

Dairy Barn Milking System – On 9/11/24 Lyons Dairy fixed the milking vacuum pump system by replacing the variable frequency drive and a controller circuit card.

Pig Barn Fire Alarm – A couple of weeks ago we discovered the pig barn fire alarm was also damaged by the 8/4/24 lightning event. During a power outage the momentary loss of power between utility and generator sources, caused the panel to go into full ALARM but the message Dispatch received was a TROUBLE, not a full-fledged ALARM. Alarmco replaced a number of shorted circuit cards to restore the system.

Tractor Fuel Tank – Someone from the farm accidentally ran into the fuel tank emergency stop switch with a skid steer. We've since replaced the switch and switch cover.

## BIOMASS PLANT

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

### HVAC

- The boiler make-up water Pressure Reducing Valve (PRV) failed...we replaced the PRV.
- The boiler low water cutout safety switch intermittently buzzed...we replaced the low water cut out switch before it fully failed.

## ALTERNATIVE SENTENCING BUILDING

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

Sump Pump – We replaced the basement sump pump because it had failed.

## SENIOR CENTER

Nothing to report

## OTHER

Staffing – Darrel Dietlein is retiring, and his last day of employment is 9/27/24. I am currently trying to fill his position.

**MAINTENANCE DEPARTMENT REPORT  
TO GRAFTON COUNTY COMMISSIONERS**

**August 14 – September 16, 2024**

Training – Steve Whitcomb’s 2-year backflow device testing certification expires in November. To become recertified, he must attend a 1-day training/certification seminar held by New England Water Works Association (NEWWA). NEWWA is NH DES’s sole approved source for this specialized training/certification. Their next class is in Holliston, MA on 10/7/24, which is the class I want to send him to. If that class is full by the time I am authorized to sign him up, then I will instead have to send him to a class in Portland, ME scheduled for 11/4/24. I need your authorization to allow Steve to attend one of these out of state training/certification sessions so he can maintain his backflow prevention device testing certification. The training/certification costs \$455 biennially, which I budgeted for in the FY25 budget.



8-4-24 Lightning Event - Grafton County Complex

<u>Items Damaged</u>	<u>Cost to Repair</u>	<u>Quote Source</u>	<u>Date of Repair</u>
Dairy Barn - fire alarm system	\$ 26,050.00	Alarmco	9/12/24
Dairy Barn - milk line vacuum pump system	\$ 5,057.38	Lyons Dairy Equipment	9/11/24
Dairy Barn - phone	\$ 280.00	Consolidated Communications	8/8/24
Dairy Barn - Printer	\$ 269.74	Secure Network Systems	8/9/24
Dairy Barn - computer	\$ 733.36	Secure Network Systems	8/8/24
Pig barn - fire alarm system	\$ 7,200.00	Alarmco	9/12/24
Administration Building - IT equipment	\$ 10,184.52	Secure Network Systems	8/5/24 temp fix
Nursing Home - Condensor unit coil	\$ 28.51	Webstaurant	8/5/24
<b>Total Claim</b>	<b>\$ 49,803.51</b>		



# **Grafton County Treasurer**

## ***Karen Liot Hill***

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3855 Dartmouth College Highway Box 1 ♦ North Haverhill, NH 03774  
(603) 787-6941 ~ (603) 252-2542 – Cell ~ karenliothill@gmail.com

September 17, 2024

Commissioners:

Requests for bids for Tax Anticipation Notes were sent to all banks on the attached spreadsheet. on September 4, 2024, with bids due back by the close of business on Friday, September 13, 2024.

We received proposals from six (6) banks. I have attached the spreadsheet detailing the banks that were sent the RFP and the response received, if any. This spreadsheet shows the various proposals and requirements the different financial institutions provided.

Based on the bids received, I recommend we accept the proposal from Woodsville Guaranty Savings Bank at 4.125% for our FY 2025 Tax Anticipation needs. WGSB's bid is far below any other financial institution's bid. The overall borrowing costs are equivalent across all the banks. Additionally, our main operating accounts are at WGSB, which will save time and provide better efficiency when funds are needed.

Thank you for your consideration of this recommendation. I welcome your questions and thoughts.

Respectfully Submitted,

  
Karen Liot Hill  
Treasurer

Fiscal Year 2025  
 Tax Anticipation Notes

Bank	Bid Received	Rate	Opinion Letter	Loan Fee
Passumpsic Savings	9/13/2024	See Below	Yes	
Woodsville Guaranty Savings	9/10/2024	4.125%	Yes	\$500
Mascoma Savings	9/13/2024	6.70%	Yes	Yes
Northway Bank	Declined to Bid			
Bar Harbor	No Response			
TD Bank	Declined to Bid			
Franklin Savings	9/10/2024	5.50%	Yes	\$500
Claremonth Savings	9/12/2024	5.50%	Yes	Yes
Bank of NH	9/9/2024	5.48%	Yes	

Passumpsic Savings

All Options Require the County to invest money at Passumpsic Savings.

Option 1	5.45%	\$100,000 Investment Required
Option 2	5.25%	\$500,000 Investment Required
Option 3	5.10%	\$1,000,000 Investment Required

The County does not have any funds to invest thus the need for TANs

## **Public Comment at Commissioners' Meetings**

The primary purpose of the Board of Commissioners meetings is to conduct the County's business. The Commissioners always encourage residents to attend the meetings so that they may become acquainted with the operations and programs of the County. All official meetings of the County shall be open to the public. However, the Commissioners reserve, consistent with RSA ch. 91-A, the right to meet and to adjourn or recess a meeting at any time. The Commissioners also reserve the right to enter non-public session at any time, in accordance with the provisions of RSA 91-A:3.

The policy regarding public comments in the Commissioners' regular meetings assures that persons have an opportunity to comment on agenda items. To ensure that meetings are conducted in an orderly and efficient manner, the Commissioners adopt the following content neutral procedures and rules pertaining to public participation at Board of Commissioners' meetings.

1. Purpose:

The purpose of this policy is to provide the Commissioners with an opportunity to hear, in an orderly and peaceable manner, concerns, desires, or hopes for the County that citizens may have.

2. Applicability:

This policy applies to all members of the public wishing to speak at a Board of Commissioners Meeting, including those participating virtually.

3. Procedure:

- a. When public comment is permitted, the meeting agenda will designate the time for public comment.
- b. The Chair of the Board of Commissioners will conduct the public comment session.
- c. The Chair will indicate the total amount of time allotted for public comment.
- d. The Chair will call on those wishing to be heard on an agenda item.
- e. When called upon, speakers must clearly and audibly speak and state their name, address and the agenda item they want to comment on.
- f. Speakers may be allotted three (3) minutes per person to speak to the Commissioners on a subject relevant to an agenda item. This per-person allotment may be adjusted at the discretion of the Chair. To the greatest extent possible, each speaker will be given the same amount of time to address the Commissioners.

4. Rules for Public Comment:



- a. Members of the public are encouraged to keep their comments respectful despite any differences of opinion on the matters discussed. Proper decorum is expected at all times.
- b. Speakers may offer comments on agenda items.
- c. Speakers are encouraged to bring complaints regarding specific County employees to the County Administrator during normal business hours.
- d. Members of the public shall not disrupt the functioning of the meeting.
- e. Threats of violence or comments inciting imminent lawlessness are prohibited.
- f. Members of the public shall not interrupt individuals who have been authorized by the Chair to speak.
- g. Speakers must direct their comments to the Commissioners and not to anyone in the audience.
- h. Public comment is a time for members of the public to speak to the Commissioners. The Commissioners are not obligated to answer any questions posed to them during public comment. The Commissioners may choose to address an issue raised by the speaker, decline to address the issue, or take the issue under advisement.

5. Enforcement:

- a. The Chair shall provide at least one verbal warning to a speaker if they do not abide by these rules. If, after one verbal warning, a speaker persists in violating the rules, the Chair of the Board, may end the person's privilege to make public comment. If a speaker's conduct becomes disruptive, violent, disorderly, or unlawful they may be removed from the meeting.

Adopted by the Grafton County Board of Commissioners on September 17, 2024

Wendy Piper

Omer C. Ahern, Jr.

Martha McLeod