

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
October 20, 2020

PRESENT: Commissioners Lauer, Piper, Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: Supt. Oakes, Sheriff Stiegler, Treasurer Hill

Commissioner Lauer called the meeting to order at 9:00 AM and began with the Pledge of Allegiance.

Supt. Oakes arrived and gave the following report:

COMPLEX

Building Automation System Project – On Thursday 10/22 Brent Ruggles and I meet with Alliance Building Automation to kick off their portion of this project. Nick Santy, our in-house master electrician is approximately 80% complete on all the high voltage wiring changes.

Patch Paving Solicitation – Arlington Paving Co. completed the patch paving of the nursing home parking lot

Fire Alarm Testing – On Monday Alarmco started our annual inspection and test of all fire alarm systems throughout the complex. A number of systems needed new backup batteries and the system at the DOC experienced some issues with one of the air handlers that didn't respond correctly during the smoke control mode. We made some adjustments and will be retesting this week devices tied to that unit.

Sprinkler Testing – Hampshire Fire Protection completed quarterly inspections on all our systems and annual partial trip tests on the nursing home and Maint/Farm building dry systems...no defects noted.

Underground Storage Tank (UST) Testing – Lakes Region Environmental (LRE) completed annual inspection/testing of our four UST systems and passed three of them. The inspector was new and the ratings he arrived at seemed disjointed for what he wrote up. Most write-ups are being addressed by in-house staff.

1. Admin. Building

- a. Day tank high-level sensors not set at correct heights 90% pump off and 95% critical high. *Lowered floats to LRE recommended heights and tested 10/19...tested fine*
- b. Rupture basin alarm did not work. *Tested 10/19...alarm works properly (invalid citation)*

2. Nursing Home
 - a. Copper lines entering building's foundation are low melting point (recommend termination enclosure/firebox)
3. Courthouse
 - a. Fuel pipe in contact with cement in one location. Remove cement around pipe and fire caulk
 - b. Underground piping that enters building needs pipe termination enclosure/firebox
 - c. Spill bucket fail...needs replacement. *On 10/19 signed LRE \$3,721 quote to complete this work.*
4. DOC
 - a. Recommend painting exterior fuel piping and generator base tank due to corrosion

Generator Inspections/Tests – Powers Generator completed our annual Preventative Maintenance (PM) and as part of that took fuel, oil and coolant samples to detect if any are breaking down. All oil and coolant samples came back normal. However, four out of five fuel samples came back showing particles suspended in the fuel as well as fuel degradation due to age.

- Powers provided a quote to add biocides, fuel additives and complete fuel polishing at all four locations for a cost of \$9,111. Last year they completed this process at one of our generators and that same generator is one of the four that failed its fuel test this year.
- Due to the high cost of contracting this work, we started exploring what it would take to do these treatments in-house, the biggest expense being a fuel polishing system
- Because the fuel quality issue is likely affecting our UST's in the same way I invited a fuel system specialist from Lakes Region Environmental to an on-site visit last Friday to see what his recommendations are.
 - He highly advised we use up the fuel in the UST's right away to get rid of it and then add more fresh fuel vs. waiting having the existing fuel goes completely bad and then incur the cost of having it pumped out and disposed of.
 - Secondly, he advised transferring fuel from our generator AST's and replenish the AST's with fresh fuel. The old fuel put into the UST's will get burned by the boilers since they are less sensitive to older fuel than the generators.
 - Thirdly, he advised treating the remaining fuel in the AST's and UST's with biocides, fuel extending additives and start polishing fuel on a regular basis.

DHMC Covid-19 Sewage Surveillance Study - Thus far several samples were taken from the complex's central wet well and none have tested positive.

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Architectural & Engineering Study – Numerous distractions and other priorities have delayed my ability to get this project out to bid. I have most of the work scope completed and anticipate getting it out to bid by the end of this week, barring any unforeseen priority taking precedence again.

County Attorney's Office – In the coming weeks we will be installing a new door from the hall to one of the offices that doesn't have its own private entrance. We will also fabricating and installing Plexiglas sneeze guards throughout various locations in prep of Marcie's staff all coming back by the new year.

Roof – Water leaking into back corridor by Superior Court offices...patched hole in roof and open seam at sidewall flashing

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sprinkler System – Discovered two leaks in section of dry sprinkler pipe in 69 attic next to air handler HRU 3. Temporarily patched until Hampshire Fire can replace that section at their 10/15 quarterly site visit

Kitchen

- Convection ovens - Working with the Steve Miesel and his vendor on the procurement of two new convection ovens and the removal of the ancient pizza ovens. Job will require repiping the kitchen's main gas line to accommodate the new equipment but to also eliminate existing conditions that violate gas code.
- Ice maker water valve failed...replaced water valve

Laundry – Working with the Troy McKean and his vendor on the procurement of two new 120-lb. dryers. The one the vendor specked out will not work due to gas-code space restrictions. I've informed Craig Labore & Troy they need to go back to the drawing board and find equipment that fits the existing space conditions.

HVAC/Refrigeration

- Walk-in cooler temperature alarm activating periodically. Checked with independent temp gauge and found okay. Installed new temperature probe for alarm system

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout.

HVAC

Fire Alarm – I notified JCI of their quote approval and my contact said he would be having his subcontractor order the parts.

Windows – Replaced numerous fogged windows throughout

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen – Ice maker thickness probe failure...replaced probe

HVAC / Refrigeration

- Heat pump WHP-D1 – circuit A failure of elbow at compressor...recovered refrigerant and ordered parts to repair refrigerant circuit. Completed repair
- Heat pump WHP-D1 – reversing valve failure...replaced solenoid valve
- Geothermal loop in F206 mechanical leaking glycol near heat pump WHP-D1. Isolated section, pumped out glycol, took apart and cleaned surfaces and put everything back together...no leak
- Reheat valve RH-A11 actuator failure causing room A111 to overheat...replaced actuator

Safety / Security

- Employee entrance door closer failed...having hard time finding replacement parts. Cannibalized parts from less used door that infrequently gets opened. Still trying to source parts to fix cannibalized location.
- Inmate broke security glass in cell door F011. Replaced glass.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Farm shop – Propane-fire space heater exhaust flue heavily corroded...locked out and ordered new flue pipe

FARM

Dairy Barn – Fabricated and installed three new divided light windows in the pig barn to replace existing ones that were falling apart.

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Boiler PM – We took the biomass plant off line for this week to complete 6-month PM work and cleaning of the boiler.

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks on various vehicles and equipment

OTHER

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

Sheriff Stiegler stated that they were down \$130,000 in revenue in fiscal year 2020 due to lack of transports. They have made up some revenue in other ways. He stated that they won't make up for all of the lost revenue and he does not have any long term solutions but they have been able to make up for some with special detail requests.

Sheriff Stiegler stated that the Governor's Commission on Law Enforcement Accountability, Transparency and Reform has 48 recommendations, the majority of which are changing the Police Academy and how they do business. He stated that there are items that reflect on every law enforcement agency in the state. He stated that he has adopted some best practice policies in their department as some of theirs were outdated. He stated that the Commissioners are welcome to review these recommendations that have been made.

VAWA Grant – Sheriff Stiegler stated that the application was denied, however the representative from Attorney General's Grants Unit said that this is unacceptable. The application wasn't vetted appropriately but he has to go through a process. They said there were no memorandums of understanding attached. Sheriff Stiegler stated that there were in fact multiple MOU's attached so it is going through the process to see if it can be corrected. He stated that it may be too late and the grant may have been awarded to someone else but they will wait to hear from them.

Commissioner Lauer asked if everyone had a chance to read the minutes from the October 13th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the October 13th meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers: 19-20; 1066; 1073 – 1078.

Treasurer Hill arrived to the meeting via Zoom to discuss the Tax Anticipation Note with the Commissioners. CA Libby stated that they are getting low on cash and she requested that the Treasurer establish the line of credit for borrowing so that it is in place if and when they need it. Treasurer Hill stated that instead of sending out requests for bids for Tax Anticipation Notes to multiple banks, she sent a request to Woodsville Guaranty Savings Bank. She explained that she chose to do it this way this year due to the fact that WGSB is the only lending institution that has an established practice of waiving the requirement of an opinion letter with their municipal and county customers for their short term borrowing needs. This results in an additional savings on borrowing costs. Typically, they have the lowest rate and then they have additional savings from the opinion letter. The proposal received was for a line of credit up to \$5,000,000 at a rate of .48%; the bank would charge no fees for originating the borrowing and there is no prepayment penalty. In comparison last year's rate from WGSB was 1.98%. Treasurer Hill stated that based on the information that she received from WGSB she is recommending that the Commissioners accept the proposal from Woodsville Guaranty Savings Bank at .48% for their FY 2021 Tax Anticipation needs.

MOTION: Commissioner Piper moved to accept the proposal from WGSB for a line of credit of up to \$5 million at a rate of .48% with no opinion letter required. Commissioner Morris seconded the motion and all were in favor

Appointment of Farm Manager – CA Libby stated that Grant Nelson was happy to accept the position and therefore the Commissioners need to make a motion to appoint him.

MOTION: Commissioner Piper moved to appoint Grant Nelson as Farm Manager. Commissioners Morris seconded the motion and all were in favor.

Certificate of Authority – VAWA Grant – CA Libby stated that this is \$30,000 that the County Attorney's Office receives on an annual basis. She stated that the grant was awarded again. The Commissioners need to accept the grant and Commissioner Morris needs to sign the Certificate of Authority.

MOTION: Commissioner Morris moved to accept the \$30,000 VAWA grant effective January 1st. Commissioner Piper seconded the motion and all were in favor.

Commissioner Morris signed the Certificate of Authority giving County Attorney Hornick authority to execute all necessary documents.

CA Libby submitted a CDBG Drawdown – NHARDC \$15,634 for Commissioner Lauer to sign.

FY 2022 – Budget Information – CA Libby stated that she received their Guaranteed Maximum Rate for Health Insurance and their Not to Exceed Rates for Workers' Comp and Property Liability insurance. She stated that the workers comp rates are decreasing 14.5% or \$37,374, Property Liability is increasing 5% or \$6,844, and the Health Insurance GMR is 4.6%. She stated that the County's claims history has been good. CA Libby stated that the Retirement System locked in the rates that she had previously given the board. Group 1 covers all employees except

Sheriff Deputies and Correctional Officers. The current rate is 11.17% and the new rate is 14.06%. She noted that this is the is a percentage of the payroll that will go to the retirement system. Group 2, which are Deputies and Correctional Officers current has a current rate is 28.43% and will be increasing to 33.88%.

CA Libby stated they will be receiving a return of surplus of \$214,232.04. In the past the amount of the return that has been paid by the employees has been returned to them. She stated that it is not a large amount per employee but it is a nice return to be able to give them. She will be working on those calculations.

MOTION: Commissioner Piper moved to return the employee paid portion of the Return of Surplus from HealthTrust back to the employees. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that her, NHA Labore and FM Jurentkuff are in discussion regarding Phase III of the Provider Relief Fund, which is CARES Act funding from the federal government. She noted that they have to apply for the funding in this phase where they did not in the previous phases.

September Financial Reports

CA Libby stated that revenue is low except for the Register of Deeds, they are having an excellent year so far. She noted that the farm stand will finish below projections.

Prorated report – CA Libby stated that they are 25% through the fiscal year. They are breaking even with the revenue at this time and are under expended \$1.7 million. They are on the same target as last year but she is worried about the revenue in the Nursing Home especially if the CARES Act Funding ends. She stated that they are getting ready to do the final GOFFER Reimbursement which will include expenses from September 1st through October 15th. She has asked for all expenses to be turned into her by Thursday. She received a call from the GOFFER Office and they have now determined that all Nursing Home and Department of Correction staff salaries can be reimbursed for. She noted that because they are now eligible for those salaries to be reimbursed they will receive the last of the \$193,000 that they are eligible for. She stated that she would not sound any alarms at this point but she does not see an end in sight on financial impacts from COVID.

Commissioner Issues:

Commissioner Piper stated that she talked to Ross Cunningham, Merrimack County Administrator with Chuck Weed, NHAC President last Wednesday. C. Weed asked if they can renegotiate the monthly rent that NHAC pays to Merrimack County for space since no one is using the office space right now. R. Cunningham stated that they can suspend the payments right now.


Commissioner Piper stated that she was contacted by the Valley News asking for comments about Grafton County being a yellow zone and non-essential travel being restricted by VT. She

stated that she worries about the small businesses that are on the border. Commissioner Lauer noted that she was interviewed on WMUR for this as well.

CA Libby stated that she had the first meeting for the organization of the Strategic Planning Committee on Friday. She said the only business conducted was to elect a Chairperson. Sullivan and Cheshire will share that responsibility.

10:55 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'mmorris', followed by a long horizontal line and a large, stylized loop at the end.

Marcia Morris
Clerk



Jeffrey F. Stiegler
Sheriff

Grafton County Sheriff's Department

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North Haverhill, NH 03774-4936
www.graftoncountysheriff.net

"In Service to Our County and State"



DISPATCH EMERGENCIES
603-787-6911

ADMINISTRATIVE AND CIVIL
TEL 603-787-2111
FAX 603-787-2005

September 2020

- Prisoner Transports: **32**
- CSO movements from the jail to Court: **00**
- Involuntary Emergency Admissions (IEA): **18**
- Arrest: **42**
 - Arrest on a warrant, superior or civil, instate wanted, and on sight arrest (people who we send to court)
- Civil: **176**....Total Services
 - 77.....Abode
 - 87In Hand
 - 3.....Could not locate
 - 7.....Canceled
 - 2.....Sheriff Sale Posters
- Motor Vehicle Stops.....**25**
- Total # of Active Warrants..... **345** Criminal
 - 16 Civil
 - Total = 361**
- Total Miles Driven: **22696**

Grafton County Sheriff's Department Investigative Services Division Activity



September 2020

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Unit had the following activity for the month of September 2020.

- 2 Cyber Tips (ICAC)
- 1 CAC Interview identifying known victim
- 1 Conflict Case Child Exploitation / Solicitation
- 3 Search Warrants
- 2 Pre-employment Polygraph
- 1 Bail Jumping
- 1 Assault at HOC
- 2 Acts Prohibited / Delivery of Articles Prohibited
- 2 Manufacture Controlled Drug / (Marijuana Eradication) Assist Other Agencies
- 1 Plea and Sentencing for Possession of Child Sexual Abuse Images
- 5 Technical Assists
- 1 Investigator 1 Week Training NCFI (Digital Evidence Investigations)
- 1 Investigator 1 Week Training Apple Computer Forensics
- 1 Investigator SPOTS / NCIC Training

GRAFTON COUNTY SHERIFF'S DEPARTMENT
COMPUTER FORENSIC UNIT



Technical Support to other Agencies		19
Forensic Exams	Number of Hard Drives	4
	Number of Cell Phones	33
	Number of CDs/DVDs	0
	Number of Other (Thumb drives, SD cards)	14
	Number of Gigabytes Examined	4, 828
Previews	Number of Items Previewed on Scene (Not taken into lab)	9
GrayKey Unlocks	Number of iPhone Unlocks Completed with GrayKey	12
ISP/JTAG	Number of Devices Examined Using JTAG or ISP Methods	0

Monthly Report – September 2020

Forensic Examination Cases

There were a total of 21 Examination Requests and 48 devices brought to the Computer Forensic Unit in the month of September, from the following agencies:

Drug Enforcement Agency (DEA) – 1 Request

Warner Police Department – 1 Request

NH Insurance Department – 1 Request

Franklin Police Department – 1 Request

Hartford Police Department (VT) – 2 Request's

NH Drug Task Force – 2 Request's

Littleton Police Department – 2 Request's

Lancaster Police Department – 2 Request's

NH State Police, Troop F – 1 Request

NH State Police, Mobile Enforcement Team (MET) – 2 Request's

Campton Police Department – 2 Request's

Plymouth Police Department – 3 Request's

Laconia Police Department / NH Fire Marshall's Office – 1 Request

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

Date: August 4, 2020

Jeffrey F. Stiegler
High Sheriff
3785 Dartmouth College Hwy
North Haverhill, NH 03774

RE: Deputy Sheriff Justin Charette-Combs

Sheriff Stiegler,

Sir, Deputy Charette-Combs has been a substantial resource to the Drug Task Force Team B. Deputy Charette-Combs ability to forensically capture data from cell phones and electronic devices has been extremely helpful to our investigations, as well as our County Attorney's Office being able to reach resolutions with defendant's over the last few weeks. We appreciate the assistance provided by Deputy Charette-Combs and your Computer Technology Forensics Laboratory. The continued success of the New Hampshire Attorney General's Drug Task Force is a direct result of collaboration with law enforcement agencies and personnel such as yours. We look forward to continued collaboration with your agency in the future.

Sincerely,

Mike Forti
Deputy Commander
New Hampshire Attorney General's Drug Task Force

Aaron R. Reichert
Team Leader