

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
December 15th 2020

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

OTHERS PRESENT: Sheriff Stiegler, Director of Communications Andross, Maintenance Supt. Oakes, Nursing Home Administrator Labore, HR Director Clough, Andrew Dorsett, Commissioner Elect Ahern, Broadband Committee Members – Mike Sampson, Nik Coates, Corina Park

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

Director Andross arrived to discuss a bid waiver request. He stated that he is requesting to waive the competitive bidding process for the purchase and installation of an unplanned upgrade of their Dispatch audio recorder system. In April of this year, they completed a new server installation and upgrade of their audio recorder system with their long-term vendor Exacom. Prior to that, they had contracted with Motorola to accomplish an upgrade to our radio console system. Motorola has a proprietary software feature called an Archive Interface Server (AIS) that allows the recorder to capture radio traffic received at the console. Motorola has finally engineered and scheduled our console upgrade for early January, 2021 and it was just discovered that their AIS interface to the Exacom recorder would require an update to continue functioning properly. This Exacom/AIS update has been quoted at \$15,570.00 and can be accomplished in time to maintain their Motorola upgrade schedule. While this upgrade was unanticipated and not included in their FY21 or other budget requests, there is sufficient funding within the Dispatch Capital Reserve account to accommodate it and ensure operation of the recorder system.

MOTION: Commissioner Piper moved to waive the bid process to purchase the Exacom upgrade for \$15,570.00. Commissioner Lauer seconded the motion and all were in favor.

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

Supt. Oakes arrived and gave the following report:

Complex

Building Automation System Project Update

- Air handler VFD and disconnect work 100% complete in Administration Building and Nursing Home. Ran BACNET cabling in both locations. Still need to complete thermostat wire pulls.

- Alliance has updated our existing AX JACES and server and loaded N4 software onto Brent's new server. We are still awaiting licenses for the upgrades and new software.
- The project is stalled due to contractor manning issues (I believe COVID related). I have requested the following from them
 - Project Gant chart
 - Schedule of values.
 - Corrected billing
 - Engineer complete our design
 - Confirmation of materials ordered and when they will be in hand
 - Anticipated start date for the bulk of our project

Generator AST & UST Fuel Quality

- We have been burning fuel from the Administration Building and Nursing Home UST's to get rid of it before it gets so bad it is unusable. This is a lot less expensive than having to dispose of it. Additionally, we have been removing water and sludge from the bottoms of all our UST's. We will be adding fresh fuel, fuel stabilizers and biocides to these tanks once the old fuel levels are down far enough. *Most of our tanks will be low enough in the next week or so to complete this process.*
- We completed removing water and sludge from the generator AST's. *We've added all the necessary additives to improve the fuel quality for stable operation.*

DHMC Covid-19 Sewage Pilot Study – The last two samples of the complex's sewage showed positive for Covid-19. As previously discussed we will be doing more granular tests to determine what building it may have come from. This morning we took samples from the DOC, courthouse, nursing home and Administration Building sewage flows. More to follow when we receive test results.

Courthouse

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

Judge's Chamber - Middle thermal panel over window has section below operable window that is disintegrating and appears to be laden with mold. Removed bad section and treated area with AVISTAT. Fabricated new panel.

Electrical – Sheriff requested removal of floor outlets in front office where administrative staff work. Removed floor outlets and removed wires from conduits.

HVAC (Air handler AC-2) Our master electrician discovered numerous electrical code/safety violations: Wire between disconnect and motor starter melted and cracked from overheating. Tee-tap off one leg to freeze stat, motor starter safeties maxed out. Conduit from disconnect to contactors has broken union and someone just electrical taped it back together. Motor too hot to touch when running and conduit from disconnect to motor is too warm. He replaced the wires,

fixed the conduit connection and eliminated the tee tap. He also adjusted the thermal overloads on starters to a normal level.

County Attorney's Office Area – Fabricated and installed four sneeze-guards at various locations throughout office to facilitate bringing staff back into office.

Architectural & Engineering Study – Five A&E firms submitted proposals for our project. After 2-weeks of analyzing the bids and speaking with references I would like to discuss pros and cons of each and make a recommendation.

Our schedule below reflects a 1-week move due to the extra week needed to analyze the bids thoroughly.

The Project timeline:

October 26 – November 27, 2020	Project advertising & site visits
November 30, 2020	Bids due no later than 3 PM EST
December 1, 2020	Bids opened for review
December 15, 2020	Projected bid selection
December 21, 2020	Projected Project start
April 8, 2021	Final report due no later than date

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 next quarterly site visit

Laundry – Working with the Troy McKean and his vendor on the procurement of two new 120-lb. dryers. Daniels Equipment Co. speced out replacement machines but my staff determined they will not work due to gas-code and space restrictions. We since met with their NE regional expert and he was not able to come up with a viable solution. Craig will be requesting funding for two machines that will work from a company called Yankee.

HVAC – Air handler HRU 1 that supplies make up air to Meadow and Granite was running on the cool side. Found frost dampers bound up. Freed up and lubricated. Adjusted damper actuator linkage.

HVAC – Air handler HRU 1 Supply fan acting erratic...found loose connection where wires had arced on lug. Replaced lug and tightened wire.

HVAC – Hydronic pump 2 leaking at discharge flange...replaced gasket

Electrical - IT requested an outlet be added in the Granite dirty utility room to support a new UPS...ran new dedicated circuit from electrical room. Fire stopped penetrations.

Administrative Building

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

Fire Alarm – Contractors JCI and ISD replaced the fire panel yesterday and tested 10% of inputs and 100% of outputs. All tested well. *Alarmco has since tested the rest of the inputs.*

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Showers – A dozen showers throughout experienced bubbling of their epoxy coated walls. To address this problem my staff met with a Tenemec product representative and determined water in the wall is causing the issue. They determined the water is coming from the shower panels that are not well sealed against the epoxy painted walls. They discussed procedures we have to follow to properly correct this problem and the products needed for this work. The Tenemec rep. said it will be a long drawn out process and said we may want to consider using contractors for this work. I would like to try repairing one using in-house staff just to see how well it goes. With that said, I will be ordering just enough product to complete one shower to see how it goes using in-house staff. When I went to place an order for the needed materials, Tenemec wanted to charge close \$2,000 just for the materials to do the showers in one bathroom. I've since gone to Sherwin Williams for pricing on equivalent products.

HVAC – Discovered most of the air handler VFD's do not work in bypass mode. Repaired air handler AHU-G1 by installing jumper between terminals 4 and 7 for supply fan side. Tested smoke control mode to ensure that was not adversely affected.

HVAC – Several offices throughout Area G (program space) are not getting to comfortable temperatures. This has been an ongoing issue since the building was built. Discovered several automatic balance valves were binding up toward the closed position from grit in hot water stream, restricting water flow. Temporarily removed balance valves from system and noticed immediate difference. Ultimately, we need to bleed the entire building loop to rid the system of the grit, but we can't do that until the heating season is over.

Security – We had a few doors in various sections of the building that weren't latching properly and showing secure. At one we replaced the door closer. Another we replaced the lock and the last one we disassembled & cleaned the lock and then reinstalled it and made adjustments to micro-switches.

Kitchen – Walk-in cooler door not latching...bad piston. Replaced door closer.

Maint/Farm Building

Preventative Maintenance (PM) – Performed various PM tasks throughout

Farm

Dairy Barn – Staff were using extension cords as permanent wiring to support an office refrigerator and one in the vestibule. Ran two new circuits and provided hard-wired outlets to each location.

Biomass Plant

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

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

Nothing to report

Supt. Oakes then discussed the bids for the A&E Assessment at the Courthouse. The following five bids were received:

\$20,420 - H.L. Turner Group, Inc.

\$66,443 - EHDanson Associates Architects, PLLC

\$53,355 - Lavallee-Brensinger Architects

\$119,875 - Wiemann-Lamphere Architects

\$65,085 - Oak Point Associates

He handed out the attached spreadsheets that broke down all aspects of the project and bids. He explained that there was a vast difference in cost. He stated that the lowest bid was \$20,420.00 from HL Turner Group and the highest bid was \$119,875 from Weimann/Lamphere. In his opinion, they should not look at these two (2) bids as there should not be more than roughly an 8% spread amongst your bids. He noted that there are many items to take into consideration with these. He wanted an explanation as to why HL Turner's was so low so he had reached out to them. He explained to the Commissioners that they need to look at the amount of hours these firms plan to spend on various tasks, as they could be making large dollar decisions based on the results, the cost breakdown per hour as well as references they have received. HL Turner was only going to have 144 hours invested and the Weimann/Lamphere was going to have 1008 hours invested. The other three (3) were in the middle of those. Averaging all five (5) is about

507 hours. He explained that when he looked at that average he stated that he feels that amount of hours is where they should be at for this project. He stated that the 144 hours submitted by HL Turner is not enough to do this comprehensive study. He spoke with them regarding his concerns and he was told that they have been doing this for a number of years and are very efficient, therefore can get it done in less time. When he spoke to Weimann/Lamphere about their high number of hours they stated that they like to frontload their projects and they also stated that they already had two (2) designs for the courthouse before they have even done the assessment, which concerns him. EH Danson was the closest to the 507 mark. He reviewed, in detail, all of the bids with the Commissioners. He noted that he likes what he is seeing from EH Danson Associates and stated that his gut is to go with them but knows the money is an issue as they are over what they have budgeted for this project. CA Libby stated that they have in the budget, the payment to the IDNs that was \$651,000. She stated that no other county is going to be making a payment to the IDNs for this year. That decision will be up to the board if they contribute to the IDNs but if the Commissioners decided not to contribute money to them, they do have that money that can be used to offset these costs. She noted that if the Commissioners chose to accept a bid above the budget there is that pool but they will need to request permission from the Executive Committee to transfer those funds, as it would be over \$5,000. Commissioner Piper stated that Supt. Oakes should negotiate with EH Danson, deduct 10% from their bid. Supt. Oakes agreed that there is the option of negotiating with EH Danson. There is someone who is capable of doing the work for a lower cost but they would rather work EH Danson. The references he spoke to were so strong and spoke very highly about EH Danson. The Commissioners discussed the bids with Supt. Oakes stating that they feel they should also be looking at Lavallee/Bresinger as their references seem to be good and their cost is lower than EH Danson. They agreed that they also want Supt. Oakes to agree and be comfortable in who is selected, as he is the one working with them. The Commissioners suggested that Supt. Oakes speak with EH Danson and try to negotiate with them to get the cost down. Supt. Oakes stated that he will try to reach out to them this morning and get some answers but cannot guarantee he will have these answers this morning.

Commissioner Lauer asked if everyone had a chance to read the minutes from the December 8th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the December 8th meeting. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 28-29; 1115-1121.

Broadband Committee – Mike Sampson, Nik Coates, Corina Park

Nik Coates stated that they are meeting with the Commissioners to discuss their request for legal services. Commissioner Lauer stated that at their initial meeting, the Commissioners were given the impression there would be no costs at this point and now they are being asked to ask the taxpayers to fund legal services for this Committee. N. Coates took time to discuss the goals of the Broadband Committee and what they have accomplished so far in the three (3) – four (4) months since they have been established. After taking time to do initial evaluation they are leaning towards the county taking the leadership role in creating the backbone across the County to lay the foundation for broadband and then provide best practices and information to the towns

as to how to connect to the backbone. He stated that they are looking for the County to take advantage of funding the Committee feels will becoming available soon. What they were told in the most recent stimulus bill is that there is going to be \$100 billion going to the states for broadband. N. Coates stated that he spoke with members of the Governor's office and if money becomes available, they plan to do another package. He wants the County to be in a position to apply for this money if it becomes available. He explained that in terms of asking for funding for legal services, this is a volunteer effort with five (5) town administrators and they will be looking to expand at some point. They can't do it on their own, they believe strongly in their efforts but they are essentially providing free consultation that would otherwise cost the county thousands of dollars. He noted that they all also have their first priorities, which are their towns and they are going to need help. They are looking for up to \$15,000 for legislative legal support, project management and guidance to help them find what route is the best for them to take and get that advice from people who have done this before.

In response to Mr. Samson, Commissioner Piper stated that the BOC will do the right thing by the Grafton County taxpayers who are their priority; her concern is that she appreciates all of the volunteer effort but it does not seem the county initiated this action. They had a visit from Atty. Shawn Tanguay and she asked him twice what the cost was. The County was sought out to provide bonding authority and facilitate the start of this committee. Commissioner Lauer stated that they were told they are coming to the County because they had bonding authority. Now they have a group of very hard working people that are asking the County for financial support. M. Sampson stated their goal is not to help specific towns, their goal and focus is to make sure that towns have the access to these connections. They need legislative changes and they need someone with the knowledge to help guide them to these changes. Commissioner Morris stated that the Commissioners will need to discuss this further and bring it to the Delegation, as they need to be brought in to this conversation as well. Commissioner Lauer stated that while they are concerned about spending tax payer money they are extremely grateful for the work that this committee is doing as well. She agreed that the Commissioners will need to discuss this further and involve the Delegation if legislative changes need to be made. The Commissioners thanked the Committee for all of their hard work and for taking the time to come in and discuss these issues with them.

NHA Labore arrived to discuss the COVID positive staff members in the Nursing Home. He stated that he has four (4) LNA's and a dietary aid that have tested positive for COVID. He has an email from the Valley News that he needs to respond to, and told the Commissioners that it will more than likely be in the news tomorrow. He stated that they need to start planning for knowing there has been a series of outbreaks taking place. The numbers have increased dramatically across the state. They have identified that the potential for staff not willing to work in a COVID positive unit is becoming more likely to happen and there needs to be financial compensation to work in that area. He explained that he is looking into paying double time to staff that will be working in that environment. This is essentially hazard pay. The hope is that, if they have COVID positive residents, they will be on their COVID unit and those specific employees would be eligible but in the event this goes down the road they don't want it to it could be staff throughout the nursing home that are being exposed. CA Libby stated that if Thursday they find out they have COVID positive residents they should have a plan put into place.

MOTION: Commissioner Morris moved to approve double time pay for Nursing Home staff working on COVID positive units. Commissioner Piper seconded the motion and all were in favor.

NHA Labore stated that they are also starting to run into struggles with staffing nurses on both the evening and night shift. They are having a harder time finding agency staff to come to this area for the pay they are receiving. He stated that in a way to try to help the nursing staff, he is looking to have a shift incentive of \$25 for picking up a four (4) hour shift or \$50 for an eight (8) hours shift. The hope would be that this would help with the holes they are running into. NHA Labore stated he is not set to put this into place as of yet but would like to have something ready in the event they need it. He suggested authorizing it as of today and making it effective through January 31st.

MOTION: Commissioner Morris moved to approve the shift incentive of \$25 for a four hour (4) block and \$50 for an eight (8) hour block for RNs and LPNs for evening and night shift through January 31st.

Tax Collections – FY2021/TAN Borrowing – CA Libby stated that as of this morning, they have collected \$16 million in taxes and they are waiting on payments from eighteen (18) communities totaling just over \$10,213,000. They have only borrowed once for a total of \$750,000 and the tan was repaid this morning. There was only \$453 in interest charges.

CA Libby submitted the Livermore Manifests for Payments from Coos County for all three (3) Commissioners to sign. She stated that this is for the 2020 county taxes of \$226.00, \$750 for all administrative fees and a \$75 software bridge for tax purposes.

Swearing – in January 6th – CA Libby stated that she has been told that they are not allowed to use the Courthouse to have their swearing in because the courts are not allowing any in person hearings through January 7th. She stated that she is in the process of finding a Justice of the Peace and have that person here to swear in the three (3) Commissioners at the beginning of their meeting that morning. She will work on coordinating with the other four (4) elected officials to have them sworn in as well.

Mid-State Health – Public Facilities CDBG – CA Libby stated that Mid State Health is looking for the County to sponsor a \$500,000 Public Facilities CDBG to build a Children's Learning Center in Plymouth. She discussed the request more with the Commissioners and answered questions. The Commissioners agreed to sponsor the CDBG. CA Libby stated that they will be sending out the RFP for a grant writer and will then set a public hearing date.

CA Libby stated that Supt. Oakes has contacted EH Danson regarding their bid and they stated that it will be Thursday or Friday before they are able to get back to him with an answer so he will return to meet with the Commissioners at next week's meeting.

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

MOTION: * 11:20 AM Commissioner Piper moved to enter into non-public session for the purposes of the hiring of any person as a public employee pursuant to RSA 91-A: 3, II (b) Commissioner Morris seconded the motion. This motion requires a roll call vote. Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

* 12:34 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper 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 Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

MOTION: * 12:34 PM Commissioner Piper moved to enter into non-public session for the purposes of the hiring of any person as a public employee pursuant to RSA 91-A: 3, II (b) Commissioner Morris seconded the motion. This motion requires a roll call vote. Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

* 12:47 PM Commissioner Lauer declared the meeting back in public session.

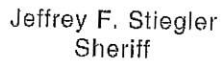
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12:47 PM with no further business the meeting adjourned.

Respectfully Submitted,

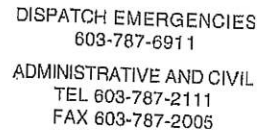


Marcia Morris
Clerk



3785 Dartmouth College Highway • Box 6
North Haverhill, NH 03774-4936
www.graftoncountysheriff.net

"In Service to Our County and State"



- Prisoner Transports: **22**
- CSO movements from the jail to Court: **00**
- Involuntary Emergency Admissions (IEA): **8**
- Arrest: **14**
 - Arrest on a warrant, superior or civil, instate wanted, and on sight arrest (people who we send to court)
- Civil: **100....Total Services**
 - 50.....Abode
 - 40.....In Hand
 - 6.....Could not locate
 - 1.....Registry
 - 3.... Canceled
- Motor Vehicle Stops.....**10**
- Total # of Active Warrants..... **331** Criminal
20 Civil
Total = 351
- Total Miles Driven: 21,718

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



November 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 November 2020.

- 2 Acts Prohibited / Delivery of Articles Prohibited HOC
- 4 Drug Results Received back from State Lab – with Cases submitted for prosecution
- 2 Assists with Witness Interviews with County Attorney's Office
- Grand Jury Continued due to Covid Backlog
- 2 Cyber Tips
- 2 ICAC Case Referrals
- 2 Child Exploitation Search Warrants
- 2 ICAC Ops
- 2 Theft Search Warrants
- 5 Technical Assists
- Create ICAC Part time position
- 2 Deputies – 1 week training Cellebrite (\$4,000 each Deputy supplied / funded by NH ICAC)
- 2 Deputies – 3 day training on ICAC / Computer Crimes Investigation (Free)
- Rifle and low light Range
- Develop/ Install new computer forensic lab management program

GRAFTON COUNTY SHERIFF'S DEPARTMENT
COMPUTER FORENSIC UNIT



Technical Support to other Agencies		19
Forensic Exams	Number of Hard Drives	2
	Number of Cell Phones	21
	Number of CDs/DVDs	0
	Number of Other (Thumb drives, SD cards)	4
	Number of Gigabytes Examined	3096
Previews	Number of Items Previewed on Scene (Not taken into lab)	12
GrayKey Unlocks	Number of iPhone Unlocks Completed with GrayKey	7
ISP/JTAG	Number of Devices Examined Using JTAG or ISP Methods	0

Monthly Report – November 2020

Forensic Examination Cases

There were a total of 22 Examination Requests and 27 devices brought to the Computer Forensic Unit in the month of November, from the following agencies:

- NH Insurance Department – 1 Request
- Thornton Police Department – 1 Request
- Laconia Police Department – 2 Requests
- Berlin Police Department – 2 Requests
- Grafton County Sheriff's Department – 2 Requests
- Littleton Police Department – 2 Requests
- NH State Police MET – 2 Requests
- Hartford Police Department (VT) – 1 Request
- NH DOC Probation Parole – 2 Requests
- Campton Police Department – 1 Request
- NH State Police Troop F – 1 Request
- Conway Police Department – 1 Request
- Gorham Police Department – 1 Request
- NH Drug Task Force – 2 Requests
- Franklin Police Department – 1 Request