

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
February 18, 2020

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

OTHERS PRESENT: Supt. Oakes, Dennis McLam, Sheriff Stiegler, Anne Duncan Cooley – GRDC, County Attorney Marcie Hornick

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

Supt. Oakes arrived to discuss an employee suspension. Dennis McLam was present for the meeting and per RSA 91-A:3 II (a) he requested that the meeting be held in open session.

Supt. Oakes stated that last week he had sent an email requesting the suspension of an employee for one (1) day. Supt. Oakes explained that they have been down a few guys for a while. All his employees are responsible for a specific area of the complex. Dennis McLam is responsible for the three (3) bay parking area in the Maintenance farm building and a section of the Biomass Plant where the boiler is. The assignments are documented as far as who is responsible for what. They are responsible to going through their areas each day and making sure things are clean. Supt. Oakes stated that on December 20th he sent out an email to all of his employees stating that he would like all of the areas cleaned back up to where they should be. He stated that there has been a lapse because of the lack of staff and he has taken that into consideration. He gave his staff until January 10th to get this completed and he would inspect the areas January 15th. He stated that this gave his staff three (3) weeks to take care of something that should be taken care of on a daily basis. The inspection was done January 22nd which gave his staff 33 days and D. McLam's area had not been touched. Supt. Oakes stated that D. McLam was given another email instructing him to take care of the area. When he inspected the area again on February 6th the area was still not been taken care of. Supt. Oakes stated that D. McLam has had many written warnings in the past, and all of his performance evaluations have noted this as an area he is lacking in. He was given the suspension notice in HR Director Clough's office and D. McLam was told that the suspension could have been more but Supt. Oakes was hoping this would get his attention. D. McLam's response was "well I guess we'll see". Supt. Oakes stated that since he was told about the suspension the three (3) bay garage has been cleaned up but the Biomass Plant has still not. He noted that D. McLam is a good employee and brings a lot of things to the department but this is an area that he is lacking in.

D. McLam stated that he thinks that the punishment is severe for the offense. He spoke to the written warning on June 19th stating that he didn't feel that was warranted. He had been working on a major reconstruction of the snow plow that day. Supt. Oakes had pulled him off that job to work with a vendor to replace the air conditioner in the server room of the Administration Building. He worked without a break and by 3:00 the project was all but done. He stated that he tired by the end of the day and went home, leaving the shop a mess. He stated that he was off the

next day and then had a warning when he came back. Commissioner Piper stated that it sounds like D. McLam works very hard at other jobs and from what he is saying, he does not like to clean. D. McLam stated that this was correct. Supt. Oakes explained that the shop had been a mess for multiple days not just that one (1) day.

Supt. Oakes stated that when he sat down with D. McLam he had stated that this problem has no bearing on the other areas he is very good at. He is getting credit where credit is due but this isn't a onetime thing. It has been talked about many times. He stated that he is ready to take this further if he has to but hopes that he doesn't have to. He does not like to do these things. He noted that there was someone else who also received a written warning from that inspection. He is not singling out D. McLam.

Commissioner Lauer stated that she hates to be in a position where they have to support an employee or a supervisor but she is leaning towards the supervisor in this case. Commissioner Piper asked D. McLam what can be done. D. McLam stated that he needs this job so if he needs to clean for 3-4 hours a week then he will do it but it seems like very unproductive time. Supt. Oakes stated that if it is maintained on a regular basis it does not take that long to keep this up. Commissioner Piper asked why D. McLam requested that this discussion be in open session. D. McLam stated that he has a very good ethic. His quality of the work is top notch and he takes pride in his work; he does not have any shame. Supt. Oakes stated that he is not taking away from anything D. McLam does; he is a great employee but this is one area he is lacking in.

MOTION: Commissioner Morris moved to support the one (1) day suspension as requested by Supt. Oakes. Commissioner Piper seconded the motion and all were in favor.

Commissioner Piper requested to go into nonpublic session.

MOTION: * 9:30 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner 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.

* 9:32 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 Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer

Supt. Oakes then gave the following report:

COMPLEX

Elevators – Quarterly inspections due throughout complex systems. Stanley Elevator completed inspections and all passed inspection without incident.

COURTHOUSE

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

Old Law Library Area – Completed renovations and moved staff into new office space.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Dietary

- Walk-in freezer not keeping temp as it should. Replaced low pressure switch. Also needs defrost time delay. Ordered part...awaiting delivery.
- Walk-in cooler temperature trending high...adjusted low pressure switches. Also found Left compressor refrigerant low. Ordered refrigerant and filter dryer.
- Maple kitchenette Someone damaged ½ door lockset beyond repair by reefing on the inside handle to the point where the handles sags and the guts of the lock are ruined so that the door can't be locked from either side. Ordered replacement lockset...item backordered.
- Maple kitchenette hot well leaking into cabinet below...applied silicone to seam between cabinet and hot well.
- Granite kitchenette refrigerator and freezer running way to warm. Troubleshoot refrigerator side to bad compressor. Ordered and received parts...awaiting install. Troubleshoot freezer side to start capacitor. Replaced capacitor. Replaced compressor.
- Upper convection oven will not light. Troubleshoot to bad gas valve...replaced gas valve

HVAC

- 7.5 ton ACCU (kitchen wing AC) compressor 1 tripping breaker. Troubleshoot to bad compressor and crankcase heater. In process of gather parts list for ordering.

Exterior – Right flag light fixture broken and light laying on ground. Vendor gave us a warranty replacement fixture and we installed it.

Beds – Experienced more bed issues...implemented a variety of repairs.

Life Safety – Health & Human Services conducted their annual survey of the nursing home last week and my department was credited with get a deficiency free rating.

ADMINISTRATIVE BUILDING

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

HVAC - HR Director's Office heat not working...replaced zone valve and actuator.

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen/Laundry

- Dishwasher had two wash elements burn out, which caused contactor to burn up. Temporarily repaired contactor and ordered new elements. Replaced contactors and still awaiting one element that is backordered
- RH Washer showed lock error and would not run. Found proving switch actuator bent. Bent back into place and washer worked.

Inmate Housing

- Area D (Minimum security male unit) – Inmate purposely broke the shower tempering valves on two showers. Replaced shower valve guts

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

DAIRY BARN

Water pipe leaking bull barn area. Replumbed section with PEX.

Pulsator system needs in-line filtration system. Ordered and received filtration apparatus. Fabricated a stand that it will sit on. Installed filtration system.

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Kubota RTV - Leaking hydro fluid from channel where lines are routed. Unit has two reservoirs. One for vehicle operation and other for plow and dump. Leak is affecting plow operation. Replaced blown hose.

Nursing Home new Van – Installed Grafton County Nursing Home decals on side doors

OTHER

Staffing – One employee who has been out on FMLA for 4-months returned to work. Also hired a Master Electrician who starts work today, 2/18.

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

Anne Duncan Cooley from Grafton Regional Development Corporation arrived to give an update to the Commissioners. She handed out the attached sheet with information for the Commissioners. She discussed the sheet with the Commissioners, answering questions and told the Commissioners to please send people their way if they are in need of help. The Commissioners thanked A. Duncan Cooley for coming and updating them on the good work they are doing.

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 11th meeting.

MOTION: Commissioner Morris moved to approve the minutes from the February 11th meeting. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed sign check register 1124.

CA Libby submitted the DoC Superior Court Report for the month of January for the Commissioners to review.

CA Libby stated that just as an FYI the jail population has been increasing and today the population in-house is 80.

County Attorney Hornick arrived and reported on the following:

Atty. Hornick stated that Lise Solbeck has given her notice. She was contracted out of their office through Haverhill and Bethlehem to provide Circuit Court Prosecution. The past year she has been out on leave for a period of time and CA Hornick has filled in along with Atty. Bartlett when needed. Atty. Bartlett will now take on her responsibilities for the interim. The Town of Haverhill has stated that they would like more of a full time role for their prosecution services so she will be looking into this as well.

Atty. Hornick stated that there has always been a line in the State budget for Witness Fees. There has been a law that provides all witness in any case that the state calls on to be reimbursed. She explained that her office would send the invoices to the AG's Office for reimbursement. She stated that the Governor took that line item out of the budget so towns and counties have been struggling to figure out what to do as this was an unfunded mandate. The bill has since been repealed so it is no longer an unfunded mandate; they are shifting costs. She stated that the right now they are paying for Witness Fees on a case by case basis but noted that this is something they are having to really look into for the upcoming budget.

Atty. Hornick stated that the new space is working very well. Everyone worked really well together to get the space set up and it looks great.

Atty. Hornick stated that the Drug Court oversight team is onsite today and tomorrow. The team is comprised of Alex Casale, Hillsborough South Judge Coburn, her case manager and one or two (2) other people. They are overviewing the process today at the Drug Court Graduation and they will have individual meetings with the Judge, Case Manager, Prosecutor as well as the Drug Court Coordinator and her team. Atty. Hornick stated that she is glad that there are people that are overlooking the whole process to make sure best practices are being used.

Atty. Hornick requested to go into nonpublic session.

MOTION: * 10:34 AM Commissioner Piper moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) Commissioner 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.

* 10:53 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 Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes

CA Libby submitted an Educational Assistance Application for an employee at the DoC.

MOTION: Commissioner Piper moved to approve the Educational Assistance Application. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that she will be meeting with Erin Cotton from Congresswoman Kuster's Office Thursday morning. She asked if the Commissioners have any issues they would like her to discuss with Erin to let her know.

Commissioner Issues:

Commissioner Piper stated that there has been an amendment to HB1402 regarding group net metering that allows government entities to go outside their municipalities. She noted that this bill has been linked up with HB1218 which raises the CAP for net metering. Commissioner Piper stated that in regards to the IDN funding, Rockingham County Commissioners have agreed to \$700,000 from their fund balance and will have a Delegation Vote in March. The Governor still wants \$1.4 million from Rockingham County. Commissioner Piper was on a call regarding the Opioid Updates. Kate Horgan from the DuPont Group is concerned about how the NHAC is not a party to this lawsuit. Every other week there will be a call to get information on the progress of the lawsuit and anyone can call in. CA Libby stated that right now there is an attempt to coordinate a meeting the first week in March with the counties that are represented by Napoli and Bonsignore and those attorneys to discuss the lawsuit and help everyone understand what is going on. They are looking to do this before the next Executive Committee meeting.

Commissioner Morris stated that she is continuing to meet with people regarding sustainable energy.

Commissioner Lauer stated that she received a letter from Woodsville Water and Light. They received the County's letter stating that they are staying with WW&L. They have requested a written reply to several questions that they have. Commissioners' will discuss this further.

11:06 AM With no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk



Jeffrey F. Stiegler
Sheriff

Grafton County Sheriff's Department

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"In Service to Our County and State"



DISPATCH EMERGENCIES
603-787-6911
ADMINISTRATIVE AND CIVIL
TEL 603-787-2111
FAX 603-787-2005

January 2020

- Prisoner Transports: 71
- CSO movements from the jail to Court: 67
- Involuntary Emergency Admissions (IEA): 12
- Arrest: 47
Arrest on a warrant, superior or civil, instate wanted, and on sight arrest
(people who we send to court)
- Civil: 184....Total Services
 - 93.....Abode
 - 63.....In Hand
 - 20.....Could not locate
 - 4.....Reg. Of Deeds
 - 4.....Canceled
- Motor Vehicle Stops.....15
- Total # of Active Warrants.....369 Criminal
30 Civil
Total = 399
- Total Miles Driven: 28657

Grafton County Sheriff's Department Investigative Services Division Activity



January 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 January 2020. The month of January was slotted as a time to regroup, work on a back log of matters, and work on a grant to identify resources to support our mission.

- 1 Grant completed and submitted to DOJ
- 1 Delivery of Articles Prohibited HOC
- 2 Cyber Tip received
- 1 SART (Sexual Assault Resource Team) meeting attended
- 1 CAC (Child Advocacy Center) Case review meeting attended
- 1 National Conference on Child Abuse Attended
- 13 Police Department Assists w/ devices taken in at the CFU.

Technical Assists to outside Agencies

See Attached CFU Activity