

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
May 18th, 2021

PRESENT: Commissioners Piper and Ahern (via Zoom), County Administrator Dorsett,  
Temporary Admin Jessica Jackson

OTHERS PRESENT: Sheriff Jeff Stiegler, Superintendent Jim Oakes, FD Libby

Commissioner Piper called the meeting to order at 9:02am and AC Dorsett led in the  
Pledge of Allegiance.

Piper began the meeting, taking roll call attendance. Piper attended the meeting in person,  
Ahern attended the meeting via zoom and indicated that no one present at his location  
during this meeting.

## **GRAFTON COUNTY RIGHT-TO-KNOW LAW MEETING CHECKLIST**

As Chair of the Grafton County Board of Commissioners, due to COVID-19/Coronavirus  
crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to  
Executive Order 2020-04, the Board is authorized to meet electronically.

Please note that there is a physical location to observe and listen contemporaneously to  
the meeting, at 3855 Dartmouth College Highway, No. Haverhill, NH. However, in  
accordance with the Emergency Order, this is to confirm we are:

- a) Providing public access to the meeting by telephone, with additional possibilities  
by video or other electronic means;
  - a. We are utilizing the Zoom platform for the electronic meeting. All  
members of the Board have the ability to communicate  
contemporaneously during this meeting through the Zoom platform, and  
the public has access to contemporaneously listen and, if necessary,  
participate in the meeting through dialing the following phone #1 646 558  
8656 and using Meeting ID849 3770 5955 Passcode: 177096, or by  
clicking the following website address: [www.co.grafton.nh.us](http://www.co.grafton.nh.us)
- b) Providing public notice of the necessary information for accessing this meeting:
  - a. We previously gave notice to the public of how to access the meeting  
using Zoom and instructions are provided on the Grafton County website  
at: [www.co.grafton.nh.us](http://www.co.grafton.nh.us).
- c) Providing a mechanism for the public to alert the public body during the meeting  
if there are problems with access:

- a. If anybody has a problem, please contact Andrew Dorsett at [adorsett@co.grafton.nh.us](mailto:adorsett@co.grafton.nh.us) or the Grafton County Commissioners' Office at: (603) 787-6941
- d) Adjourning the meeting if the public is unable to access the meeting:
  - a. In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

### **1. Jeff Stiegler, County Sheriff's Department**

At 9:03 AM, Sheriff Stiegler submitted the Sheriff's Department's monthly activity reports to the Board. **(See attached April 2021 Grafton County Sheriff's Department Report).**

Sheriff Stiegler stated that the Department is slowly getting back to normal. On Tuesday, May 17th, new rules for the courts go into effect where the doors have to be open. Sheriff Stiegler stated that the County will see more trends and statistics related to the courts and civil service by July.

Sheriff Stiegler mentioned that the Sheriff's Department is continuing its contract with the White Mountain National Forest. Last year, the town of Woodstock Police Department had contacted Sheriff Stiegler for assistance, along with a large campground run by Pro-Sports in the town of Thornton/Woodstock that receives a lot of federal funding. Patrols used to be run by Woodstock Police; however, last year due to a staff shortage, Grafton County assisted with these patrols. Pro-Sports asked the Sheriff's Department to help again this year. It is a \$10,000+ contract, 33.3% of which will be made back to the County, which will likely add about \$3K revenue to the Budget.

Sheriff Stiegler reported that Deputy McKay was recognized with a citation from Littleton Police Department and was commended for his actions in a less lethal use of force incident from 2020.

Sheriff Stiegler also reported the Sheriff's Department had received a request from Homeland Security/Secret Service Forensic Lab in Mobile, Alabama for free training for Sergeant Combs to complete a certification course for advanced forensics for handheld devices from May 31<sup>st</sup> to June 4<sup>th</sup>. Sergeant Combs will receive \$5K worth of advanced mobile equipment assigned for him to use with the Grafton County Sheriff's Department. Sheriff Stiegler requested for the Commissioners to approve this travel for Sergeant Combs.

**MOTION: 9:19 AM** Commissioner Ahern moved to approve the travel for Sergeant Combs to attend the Advanced Mobile Device Examiner Course in Mobile, Alabama. Commissioner Piper seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner Piper “yes.” Commissioner Piper stated that a majority of the board voted “yes” and the motion passed.

**MOTION: \* 9:20 AM** Commissioner Ahern 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 Piper seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

\* 10:13 AM Commissioner Ahern 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and would now return to public session.

## **2. Jim Oakes, Maintenance Department**

At 10:16 AM, Supt. Oakes joined the meeting and presented his report. **(See attached Maintenance Report from April 20-May 17, 2021).**

In addition to his written report, Supt. Oakes reported that the BAS Project at its current rate was estimated to be completed in about 3 weeks. Supt. Oakes also noted the possibility of using ARPA funds for water and sewage upgrades, the details of which are included in his report. He reported that due to limited staffing, the Maintenance Department will be reducing groundskeeping operations to highly visible public areas only, but that the embankment areas will benefit from no mowing in order establish better root systems for erosion control.

Supt. Oakes followed up to the previous week’s Courthouse Assessment presentation by E.H. Danson. Supt. Oakes provided Sarah Lineberry of the Bureau of Court Facilities with the report, who will be sharing the findings with the stakeholders on her end to educate them on the condition and E.H. Danson’s recommendations. AC Dorsett has also been in touch with Sarah Lineberry, who will be having a stakeholders meeting this week and will report back to him with their thoughts and idea. AC Dorsett also presented some rough per-square-foot lease figures, and Ms. Lineberry said that while it would be the most expensive lease that the state would have with a County, it would also be the newest

building if a new construction was pursued, so it was not unreasonable. Supt. Oakes noted that he just wants to make sure the Courthouse is addressed soon. Commissioner Ahern stated that he wants the Grafton County Bar Association to be aware and involved as well. Supt. Oakes recommended that the Board gathers all of the information possible and have the state involved in discussions and that further discussions will more clearly define the path.

Supt. Oakes proceeded with the remainder of his written report.

AC Dorsett asked if the County had looked at the total cost of outsourcing equipment maintenance noted that in some cases it has been found that the cost of hiring a fleet mechanic was paid for with savings by doing on-site maintenance vs. outsourcing. Supt. Oakes stated that the County would have to factor in the cost of a garage, a lift, etc. but that it doesn't hurt to do the cost-analysis ahead of time.

### **3. Julie Libby, Finance Department**

At 11:14 AM, FD Libby joined the meeting and presented her monthly reports. (See **attached Monthly Department Variance Report and Grafton County Prorated Revenue/Expense Reports**).

#### **A. Reports**

FD Libby went over the April Financial Reports and stated that currently the County is \$2.4 million ahead in their cash position this year compared to last year. FD Libby also did a comparison from the timeframe of December 2019 to April 2020 to the timeframe of December 2020 to April 2021 and found that the County is \$76K less in interest income, with more money invested. The County was seeing 1.9% interest on their biggest invested funds in 2020 because they were locked in, and interest rates are now 0.3% and the County has earned \$76K less in interest income.

FD Libby went over her Monthly Department Variance Report and stated that not much has changed. The DOC and Nursing Home are still behind in revenue due to lower censuses. The Farm is doing well due to the increase in sale of livestock and milk. The Sheriff's Department will likely finish the fiscal year behind in revenue. The Register of Deeds is ahead and will likely finish the year in excellent shape.

FD Libby went over her Expense report and stated that the County is under expended by \$3.3 million dollars. Some accounts are showing as over expended; some of these are due to COVID and posting errors from the new payroll system, but there is nothing out of the ordinary.

#### **B. American Rescue Plan Act (ARPA)**

FD Libby reported that Grafton County will be receiving \$17,459,302.00 from the American Rescue Plan Act. She is calculating lost revenues according to the formulas in the guidance, which opens up some flexibility on how the County can use the funds. The funds will come in two disbursements with the first half coming at any point and the second half coming in May 2022. She is working through the guides to identify what they

can do and where the funds will be kept with the Treasurer. The County has until December 31<sup>st</sup>, 2024 to obligate the funds, and until December 31st, 2026 to spend the funds.

#### C. Other Reminders and Business

FD Libby reminded the Commissioners that on Monday, May 24<sup>th</sup>, they would be having an Executive Committee Meeting at 4:00 PM in the UNH Coop Extension Conference Room and available via Zoom. AC Dorsett is working on the report to provide the Commissioners for this meeting. The public hearing is to follow immediately at 6:00 PM concerning the Commissioners' Proposed Budget for Fiscal Year 2022, and a power point presentation draft has been provided to the Commissioners which will be presented at the meeting.

FD Libby reported that she had received an email from Meg Kennedy at Voices indicating that the support center at Burch House is no longer a domestic violence shelter, which is how the Commissioners had funded them in the Budget. Voices and WISE are looking to split the funds, which will be brought up at the Public Hearing on May 24th.

#### **4. Andrew Dorsett, County Administrator Overview**

At 11:35 AM CA Dorsett presented his overview.

- CA Dorsett reported he had a Department Head meeting last week and covered a number of topics. He noted that he will likely be sending out an RFP grant services. From there he will gather the results and present to the Commissioners.
- CA Dorsett reported that IT Position interviews were in progress with ITM Ruggles and HRD Clough, and that they were going well. He hopes they will be wrapped up this week.
- CA Dorsett met with Heather Bryant to talk about greenhouses and further agricultural education collaboration. They looked at greenhouse costs estimates and discussed potential return on investment timeframe. They will continue to have some discussions, and information eventually will be brought to back to FM Nelson and the Commissioners. AC Dorsett indicated the effort to move FarmDOC forward could benefit by partnering with UNH for internship programs and decoupling from the HOC for labor. He has asked UNH to develop the internship and educational programming but eventually additional staff would be likely with reduction on the reliance of inmate labor to conduct existing day to day jobs.
- CA Dorsett attended a Broadband meeting on Friday, May 14th, and that the Committee is moving forward with building a preliminary plan and funding packet. The Committee plans to request the use of the ARPA funds. CA Dorsett has been working with FD Libby on this as well.
- CA Dorsett attended a UNH Ext staff meeting last week and indicated that there is much room for increased collaboration.
- CA Dorsett also reported he has been in contact with the NH Film office and is providing images of the courthouse to them for their portfolio use.

- CA Dorsett has been talking to Sarah Lineberry at the NH Court System, but as earlier discussed, many other stakeholders need to be brought in regarding the Courthouse Assessment and plans.

## 5. Commissioner Issues

At 11:48 AM, the Commissioners moved to discuss Commissioner issues.

- The approval of minutes 5/4, 5/10 and 5/11 will be pushed to the 5/25 Commissioners' Meeting.
- Regarding the ARPA funds, CA Dorsett and FD Libby are coming up with a list of items for the Commissioners to consider and will present this at a future meeting.
- Return to Office Memo from CA Dorsett: The Commissioners reviewed and revised the language in this letter.

**MOTION: 12:07 PM** Commissioner Ahern moved to implement the "Return to Offices" as outlined in this memo, and that this memo be sent to the employees. Commissioner Piper seconded the motion. Commissioner Piper called the roll. Commissioner Ahern "yes" Commissioner Piper "yes". Commissioner Piper stated that a majority of the board voted "yes" and the motion passed.

- Commissioner Meeting Location Schedule: AC Dorsett stated that the Commissioners had talked in a previous meeting about having Commissioner Meetings at other locations around the County Complex, and he wanted input from the Commissioners regarding what kind of schedule they would like to see. The Commissioners confirmed that they liked this idea. Commissioner Piper added that a comment from an Employee Survey conducted last term had mentioned that they would like to see the Commissioners more, and the Commissioners had started to implement this prior to the start of COVID. The Commissioners agreed that once a month would be a good schedule. AC Dorsett confirmed that there were good spaces in the Nursing Home, Alternative Sentencing, the Courthouse, the DOC, and the Administrative building.

## 6. Other Business

**Commissioner Ahern** reported that he is still doing his "Just Omer" program. He also invited Steve Curtis from the State of Nevada Nuclear Energy Department and Executive Councilor Kenney to attend the Commissioners' Meeting on Tuesday, June 1<sup>st</sup>.

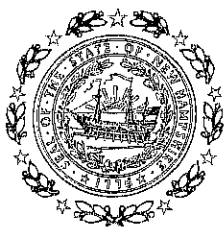
**Commissioner Piper** reported that she had worked the previous week with FD Libby on preparing the slide presentation, and that she had updated the narrative for social services agencies in the TOC and report, along with any changes that had occurred to the programs. Commissioner Piper also reported she was on a legislative call on Friday, May 14th and that she would be going to the NACO business meeting in July in Maryland.

At 12:18 PM, with no further business, the meeting adjourned.

Respectfully Submitted,

---

Omer C. Ahern, Jr.  
Clerk



Jeffrey F. Stiegler  
Sheriff

## *Grafton County Sheriff's Department*

3785 Dartmouth College Highway • Box 6  
North Haverhill, NH 03774-4936  
[www.graftoncountysheriff.net](http://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

### **April 2021**

- Prisoner Transports: **39**
- CSO movements from the jail to Court: **4**
- Involuntary Emergency Admissions (IEA): **4**
- Arrest: **18**
  - Arrest on a warrant, superior or civil, instate wanted, and on sight arrest (people who we send to court)
- Civil: **117 Total**
  - 72** Abode
  - 37** In Hand
  - 4.** Non est
    - 1.** Registry Of Deeds
    - 2.** Canceled
    - 1.** Attempts
- Motor Vehicle Stops.....**21**
- Total # of Active Warrants.....

Criminal	<b>350</b>
Civil	<b>13</b>
<b>Total =</b>	<b>363</b>
- Total Miles Driven: **20,227**



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



### **April 2021**

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Unit had the following activity for the month of April 2021.

- 2 Acts Prohibited / Delivery of Articles Prohibited – House of Corrections (HOC)
- 1 Assault Investigation HOC
- 1 Fugitive From Justice HOC
- 2 Aggravated Felonious Sexual Assault (AFSA) investigations completed for referral for prosecution
- 2 Grand Jury Indictments – Drug Possession at HOC
- 4 ICAC Cyber Tips / Referrals Received
- 1 Child Exploitation Search Warrants – ICAC Operations – Possession of Child Sexual Abuse Images  
(Internet Crimes Against Children)
- 5 Investigative Search Warrants
- 10 Investigative Subpoenas sought
- 1 CAC Attended – PD assist child exploitation (Child Advocacy Center Interview)
- 20 Technical Assists
- 2 Investigators – Model Protocol for the Multidisciplinary Response to Child Abuse and Neglect

**GRAFTON COUNTY SHERIFF'S DEPARTMENT**  
**COMPUTER FORENSIC UNIT**



Technical Support to other Agencies		11
Forensic Exams	Number of Hard Drives	2
	Number of Cell Phones	16
	Number of CDs/DVDs	0
	Number of Other (Thumb drives, SD cards)	0
	Number of Gigabytes Examined	2564
Previews	Number of Items Previewed	0
GrayKey Unlocks	Number of iPhone Unlocks Completed with GrayKey	4
ISP/JTAG	Number of Devices Examined Using Joint Test Action Group (JTAG) or In System Programming (ISP) Methods	0

Monthly Report – April 2021

**Forensic Examination Cases**

There were a total of 10 Examination Requests brought to the Computer Forensic Unit in the month of April.

# WHITE MOUNTAIN NATIONAL FOREST CAMPGROUND CONCESSIONAIRE

## Pro-Sport, Inc.

888-CAMPS NH • Bus. 603-726-7737 • 3039 US Route 3, Thornton, NH 03285 • [www.iCampNH.com](http://www.iCampNH.com)

28 APR '21 AM 10:29

April 26 2021  
Pro Sport Inc  
3039 US Route 3  
Thornton, NH 03285

Grafton County Sheriff  
Jeff Stiegler  
3785 Dartmouth College Highway  
Box 6  
North Haverhill, NH 03774

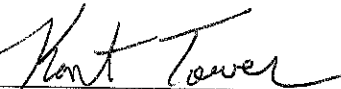
To: Sheriff Jeff Stiegler,

Hi Jeff,

I would like to have a Detail Uniformed Patrol again this year at Tripoli Road, Russell Pond and the other Pemi Campgrounds that we operate. Starting on Memorial Day weekend through Labor Day and maybe up to Columbus Day weekend depending on usage.

We would like the expensive of the patrols to not exceed \$10,000. but may have to go over that if the demand is there.

Thank You  
Kent Tower  
Pro Sport Inc.



Jeff Stiegler  
Sheriff Grafton County NH



# Deputy Sheriff Cody MacKay

of the Grafton County Sheriff's Department

*is hereby presented this*

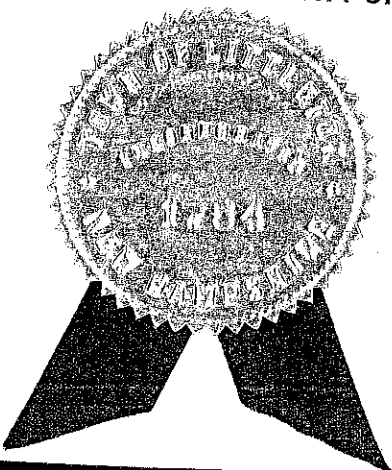
## CITATION

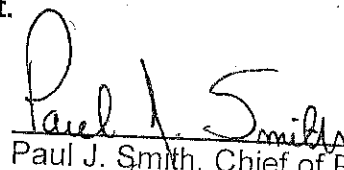


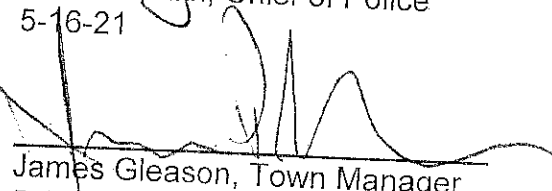
On June 3, 2020, at approximately 6:18 PM, members of the Littleton Police Department and Grafton County Sheriff's Department responded to a report of a disturbance on Saint Johnsbury Road in the town of Littleton. Once on scene it was determined that the involved party was highly irrational, despondent and suicidal. Once the officers on scene made contact with the subject, they observed a large kitchen knife in his right hand and established dialogue to deescalate the incident. Based on statements made to the officers, it was apparent he was not going to relinquish the knife and the situation was going to develop into a "suicide by cop" scenario. Officers on scene quickly established a perimeter to maintain control of the subject and they hastily developed a plan to address the potentially deadly event.

Without hesitation and regard for his personal safety, knowing the suspect was armed and dangerous, Deputy Sheriff Cody MacKay provided assistance and protection for Sgt. Wentworth while he negotiated with the subject. When it became apparent that attempts to deescalate the situation were not working and it was imminent the subject was going to kill himself, Deputy MacKay utilized a less lethal shotgun (bean bag rounds) to safely take the despondent person into custody preventing loss of life. The subject was subsequently transported to Littleton Regional Healthcare to receive a psychological evaluation and further medical treatment.

His determination and devotion to duty exemplifies the highest degree of professionalism and embodies the proud traditions of Law Enforcement. The distinctive accomplishments of Deputy Sheriff Cody MacKay have brought credit upon himself and the Littleton Police Department.



  
Paul J. Smith, Chief of Police  
5-16-21

  
James Gleason, Town Manager  
5-16-21

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 20 – May 17, 2021

## COMPLEX

### **Building Automation System (BAS) Project**

Since we last met I complained to the head of Building Automation Systems at Alliance about the lack of priority our project has received. Since doing that they have given our project the priority it requires. The Administration Building upgrade is approximately 90% complete and the Nursing Home portion is approximately 30% complete.

**Rising Utility Costs** – In last month's meeting I made you aware of an exponential growth in sewage and water costs over the last 10-14 years. The purpose of sharing this information was to educate and solicit your support in exploring long-term strategies to reduce operational cost for these utilities.

Water - In the meeting mentioned above I solicited your approval to spend \$3,000 to have Horizons Engineering update their 2010 Grafton County Water study. I wanted to see if their recommendation to develop municipal wells is still a viable option based on the following considerations:

1. Review county's utility data from 2010 to present
2. Review current design, development and construction cost to install municipal wells
3. Review site selection locations in light of new hydrological developments that have occurred in the last 10-years

Since we last met Horizons reviewed the data mentioned in steps 1 and 2 above. On Friday I meet with their hydrologist to walk the three promising sites identified in the 2010 report to refamiliarize them with the specifics of each location in relationship to item 3 above.

Sewage – On Wednesday Andrew and I will be meeting with Bill Williams and Mike Charbonneau. Bill is a retired NH DES engineer who specialized in waste water treatment that has since started his own engineering company and Mike is a consultant who spent his career working in the same field installing pipe and sand sewage systems for Presby Environmental Products. The purpose of their visit is to view potential sites for a municipal size septic system here at the complex and to discuss the prerequisites that lead up to designing such a system (see attachment at the back of this report).

**Isolation Valve Building** – Lost power to portions of building and equipment, including the isolation valve itself. Discovered absence of one leg of power into the building. Woodsville Water & Light had to replace the triplex power lines feeding the building to correct the problem.

**Kitchen Hood Fire Suppression Systems** – VT Fire Extinguisher completed the 6-month inspections and test of the subject systems at the Nursing Home and DOC...both were discrepancy free.

**Grounds** – Having to now maintain the grounds around the DOC that once was maintained by inmates and due to limited department manning, I intend to reduce the areas we mow around the complex this summer. We will continue to mow the highly visible public areas and grounds around our buildings. However, I plan to forego mowing steep embankments, infiltration ponds, behind the biomass building and silage bunkers and a few other select spaces.

# **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

**April 20 – May 17, 2021**

**Paved Areas** – Started pressure washing cracks around the Administration Building to prepare these surfaces for hot tar filling. This project will take all summer to complete most of the parking lots and drives around the complex.

## **COURTHOUSE**

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

### **Architectural & Engineering (A&E) Assessment Project**

Last week E.H. Danson presented a comprehensive report to you detailing their assessment of the courthouse's declining condition and their recommendation moving forward. Since that meeting I had E.H. Danson provide Sarah Lineberry, Bureau of Court Facilities, a copy of the report to share with the stakeholders on her end to educate them on the facility's current condition and E.H. Danson's recommendation. Because the courts and their role will be a major consideration in any process moving forward, have you given any consideration to holding meetings with them in the near future to explore their thoughts, suggestions and or position? Their input will be pivotal because it will give you greater clarity in deciding what path to follow to address this major issue.

**Sewage Pumps** – In E.H Danson's report they identified the courthouse sewage pumps are not on a generator covered circuit, thus during a power outage the pumps will not work. Following the presentation Sheriff Stiegler voiced his concerns about this potential dilemma and wanted to know if I had a plan. At that moment I had forgotten I purchased a trash pump 2-years ago that could be used in such an emergency to transfer sewage from the courthouse sewage pump station to the Department of Corrections station or vis versa. This is a suitable solution for short periods should the need arise.

## **NURSING HOME**

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

**Lighting** – Converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.

### **HVAC**

- Tandem 10-ton condensing unit that supports kitchen wing A/C had compressor fail. Replaced tandem compressors and serviced them back up with Freon.
- 69 basement pump 1 motor failed...replaced electric motor

**Sewer** – After clearing the basement underground sewage pipes and lining 30' of them with PVC, we continued to experience further backups in the basement. Eastern Pipe Services (EPS) came back and scoped two additional pipe runs on the first floor, one which emptied into the problem area in the basement, and ended up reaming and flushing both as well. Even after this work sewage kept backing up into the basement, so I called EPS to scope the basement PVC line. In an area where they had installed a Y-section a joint was poorly aligned causing debris to build up that eventually plugged the line. They cut it out and replaced it at their own cost. While on site we had them also scope an area on Meadow that had plugged three times in a 10-day period,

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

**April 20 – May 17, 2021**

thinking that area needed reaming too. There was some plaque buildup in that line but nothing that required reaming. Part of the problem was poor pipe pitch, which required more water in each flush to carry waste beyond that point. With that said, we changed several toilet flush-o-meters in that area from a 1.6 gallon capacity to a 3.5 gallon capacity. Since then we haven't experienced any other backups.

**Loading Dock** – SNJ Gutters replaced the smashed gutters at the loading dock area.

## **Kitchen/Kitchenette**

- Lower steamer was down for ruptured heat exchanger, which ruined a water fill circuit board and contactor. Replaced contactor and cannibalized all other parts from upper steamer, which is a smaller unit of less capacity, in order to fix larger capacity lower unit.
- Upper steamer down for parts...awaiting water fill control circuit board and heat exchanger.
- Meadow Kitchenette Waste line 2" tee and 90 coupling rotted out on bottom sweep and leaking into walls behind counters and in walls between steam table area and room 105B. Repaired leak, remove damaged sheetrock, dried out space and fixed wall.

## **ADMINISTRATIVE BUILDING**

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

**ADA Entrance** – Electric door opener stopped working...replaced receiver that had failed.

**Exterior Façade** - In process of power washing fascia, soffits and other painted surfaces in preparation for scrapping and painting. This project will likely take all summer.

## **Dept. of Corrections**

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

## **HVAC**

- 2.5" geothermal source line leaking above hard ceiling onto sheetrock. Accessible through nearby hatch. We received the materials for the repair and have scheduled the repair for this Thursday.
- Heat Pump WHP-B2 has one circuit down for a bad contactor...part on back order.
- Heat Pump WHP-D1 locked out due to failed phase monitor...replaced phase monitor.

## **Security Doors**

- Worked a variety of door shut and locked indication issues, replacing relays and adjusting micro switches
- Security glass in certain wooden doors have slid down, leaving gap at top where inmates can pass things through and more easily break windows. Repaired all locations where this occurred.

**Kitchen Hood Melink System** – System running at 100% all the time, wasting electricity and conditioned air. Should only run at 100% when cooking takes place. Spent countless hours troubleshooting and calibrating

# **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

**April 20 – May 17, 2021**

system. Was able to get system to run at lower setting when temperature probes were calibrated. Still having issues with optic sensors on RH side. Troubleshooting in progress with guidance from Melink.

## **MAINT/FARM BUILDING**

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

## **FARM**

**Dairy Barn** – Bulk tank temperature fluctuating...replaced thermostat

**Pig Barn** – Roof edge flashing slid down in a few locations and one piece fell off completely. Secured all back in place

**Farm Equipment** – Grant relayed to me Commissioner Ahearn's request he speak with me about my department doing his farm tractor and equipment repairs. I relayed to Grant that even when I am fully staffed we can't keep up with our workload and have to constantly triage the work we have and work the more important issues with hopes of circling back to lower priority work sometime in the future. Additionally, we do a limited amount of our own vehicle maintenance, thus more often than not we use local mechanics to service our department vehicles.

## **BIOMASS PLANT**

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

**Boiler** – Shut down boiler for spring cleaning of boiler tubes, breaching and multi-cyclone. All went well...the system is back on line.

## **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**

**Manning** – The department is down one man until I can find someone to fill that position. I also have another that will be out on intermittent FMLA through December, thus projects planned for this summer will be adversely impacted.



04/30/21 **MONTHLY DEPARTMENT VARIANCE REPORT****REVENUE:**

	BUDGET	BUDGET	RECEIPTS		
	FY 2021	10 MONTHS	YTD 04/30/21		DIFFERENCE
Nursing Home	\$ 10,613,013.00	\$ 8,844,177.50	\$8,693,265.51		(\$150,911.99)
ProShare & Bed Tax	\$ 3,701,498.00	\$ 3,084,581.67	\$800,064.19		(\$2,284,517.48)
Dept of Corrections	\$ 325,845.00	\$ 271,537.50	\$197,072.14		(\$74,465.36)
Farm	\$ 446,221.00	\$ 371,850.83	\$403,914.99		\$32,064.16
Sheriff/Dispatch	\$ 979,800.00	\$ 816,500.00	\$670,108.56		(\$146,391.44)
DOJ OVW Grant	\$ 171,830.00	\$ 143,191.67	\$0.00	*	(\$143,191.67)
County Attorney	\$ 30,000.00	\$ 25,000.00	\$20,455.00		(\$4,545.00)
VOCA VOC15	\$ 159,127.00	\$ 132,605.83	\$104,583.51		(\$28,022.32)
CA - Circuit Court	\$ 95,000.00	\$ 79,166.67	\$87,218.26		\$8,051.59
Roving Advocate Grant	\$ 153,136.00	\$ 127,613.33	\$74,114.09		(\$53,499.24)
Alternative Sentencing	\$ 67,000.00	\$ 55,833.33	\$54,322.24		(\$1,511.09)
Register of Deeds	\$ 1,022,100.00	\$ 851,750.00	\$1,268,671.60		\$416,921.60
Extension	\$ 5,000.00	\$ 4,166.67	\$5,000.00		\$833.33
Interest	\$ 120,300.00	\$ 100,250.00	\$78,992.21		(\$21,257.79)
Rent	\$ 341,892.00	\$ 284,910.00	\$287,737.50		\$2,827.50
Taxes	\$ 26,972,548.00	\$ 22,477,123.33	\$26,972,548.00		\$4,495,424.67
Other	\$ 323,000.00	\$ 269,166.67	\$596,161.13		\$326,994.46
SUBTOTALS:	\$45,527,310.00	\$ 37,939,425.00	\$40,314,228.93		\$2,374,803.93
Surplus	\$3,000,000.00	\$ 2,500,000.00	\$0.00		
TOTALS:	\$48,527,310.00	\$ 40,439,425.00	\$40,314,228.93		

**EXPENSES:**

	BUDGET	BUDGET	EXPENSES		
	FY 2021	10 MONTHS	YTD 04/30/21		DIFFERENCE
Commissioners	\$ 456,966.00	\$ 380,805.00	\$364,992.51		(\$15,812.49)
Treasurer	\$ 12,853.00	\$ 10,710.83	\$7,892.46		(\$2,818.37)
County Attorney	\$ 1,640,603.00	\$ 1,367,169.17	\$1,332,708.55		(\$34,460.62)
VAWA Grant Atty	\$ 99,043.00	\$ 82,535.83	\$84,345.68		\$1,809.85
Victim/Witness	\$ 197,049.00	\$ 164,207.50	\$164,009.84		(\$197.66)
VOCA - VOC15	\$ 158,185.00	\$ 131,820.83	\$118,750.56		(\$13,070.27)
Roving Advocate	\$ 153,408.00	\$ 127,840.00	\$75,145.74		(\$52,694.26)
Alternative Sentencing	\$ 625,261.00	\$ 521,050.83	\$508,122.59		(\$12,928.24)
Register of Deeds	\$ 604,936.00	\$ 504,113.33	\$489,992.48		(\$14,120.85)
Human Resource	\$ 96,896.00	\$ 80,746.67	\$80,190.12		(\$556.55)
Information Tech	\$ 578,219.00	\$ 481,849.17	\$ 466,873.19		(\$14,975.98)
Sheriff	\$ 1,878,012.00	\$ 1,565,010.00	\$1,404,064.97		(\$160,945.03)
DOJ Grant	\$ 172,775.00	\$ 143,979.17	\$0.00	*	(\$143,979.17)
Dispatch	\$ 1,337,266.00	\$ 1,114,388.33	\$965,807.96		(\$148,580.37)
Medical Referee	\$ 47,000.00	\$ 39,166.67	\$42,590.87		\$3,424.20
Maintenance	\$ 1,428,092.00	\$ 1,190,076.67	\$1,120,849.92		(\$69,226.75)

**EXPENSES:**

	BUDGET	BUDGET	EXPENSES		
	FY 2021	10 MONTHS	YTD 04/30/21		DIFFERENCE
Human Service	\$ 7,147,824.00	\$ 5,956,520.00	\$5,896,563.00		(\$59,957.00)
GCEDC	\$ 45,000.00	\$ 37,500.00	\$33,750.00		(\$3,750.00)
Dept of Corrections	\$ 5,530,718.00	\$ 4,608,931.67	\$4,218,649.43		(\$390,282.24)
Community Corrections	\$ 534,597.00	\$ 445,497.50	\$410,362.31		(\$35,135.19)
Governor's Commission	\$ 114,317.00	\$ 95,264.17	\$91,562.91		(\$3,701.26)
Nightwatchmen	\$ 64,854.00	\$ 54,045.00	\$49,763.43		(\$4,281.57)
Farm	\$ 597,521.00	\$ 497,934.17	\$443,254.84		(\$54,679.33)
Extension	\$ 340,778.00	\$ 283,981.67	\$284,632.02		\$650.35
Social Service	\$ 525,655.00	\$ 438,045.83	\$349,866.25		(\$88,179.58)
IDN Funding	\$ 651,498.00	\$ 542,915.00	\$0.00		(\$542,915.00)
Conservation	\$ 86,367.00	\$ 71,972.50	\$72,611.15		\$638.65
Capital Outlay	\$ 352,771.00	\$ 293,975.83	\$273,641.47		(\$20,334.36)
Bonded Debt	\$ 3,158,383.00	\$ 2,631,985.83	\$3,158,381.25		\$526,395.42
Other	\$ 404,690.00	\$ 337,241.67	\$285,525.27		(\$51,716.40)
Nursing Home Admin	\$2,664,862.00	\$ 2,220,718.33	\$2,239,341.63		\$18,623.30
Long Term Care Stipend	\$0.00	\$ -	\$74,298.44		\$74,298.44
Dietary	\$1,927,129.00	\$ 1,605,940.83	\$1,458,129.77		(\$147,811.06)
Nursing	\$10,361,517.00	\$ 8,634,597.50	\$7,737,341.86		(\$897,255.64)
Physical Therapy	\$361,310.00	\$ 301,091.67	\$304,653.53		\$3,561.86
Health Info	\$301,905.00	\$ 251,587.50	\$235,875.07		(\$15,712.43)
Activities	\$619,380.00	\$ 516,150.00	\$478,926.01		(\$37,223.99)
Plant Op	\$901,957.00	\$ 751,630.83	\$679,333.22		(\$72,297.61)
Environmental Svc	\$345,280.00	\$ 287,733.33	\$274,147.35		(\$13,585.98)
Housekeeping	\$691,429.00	\$ 576,190.83	\$508,366.43		(\$67,824.40)
Pharmacy	\$162,730.00	\$ 135,608.33	\$47,308.04		(\$88,300.29)
Contracted Svc	\$735,364.00	\$ 612,803.33	\$443,156.89		(\$169,646.44)
Social Service	\$287,910.00	\$ 239,925.00	\$200,813.60		(\$39,111.40)
Transfer to Capital	\$125,000.00	\$ 104,166.67	\$0.00		(\$104,166.67)
TOTALS:	\$48,527,310.00	\$ 40,439,425.00	\$37,476,592.61		(\$2,962,832.39)

## GRAFTON COUNTY PRORATED REVENUE/EXPENSE REPORT

4/30/2021

**FY 2021 REVENUE**

BUDGET		YTD	10
\$	45,527,310.00	\$ 40,314,228.93	83.33%
Pro-rated Revenue - Taxes		(\$4,495,424.67)	
Medicaid PSP & Bed Tax		\$ 2,284,517.48	
Other		\$ 154,167.00	
		-----	
		\$ 38,257,488.74	84.03%
		Over Revenue	\$ 318,063.74

**FY 2021 EXPENSES**

BUDGET		YTD	10
\$	48,527,310.00	\$ 37,476,592.61	83.33%
Pro-rated Expenses:			
Transfers to Capital Reserve		\$ 104,167.00	
State Bill		\$ 59,957.00	
Social Services		\$ 88,179.58	
Bonded Debt		\$ (526,395.42)	
Workers' Comp & Liability Insurance		\$ (58,597.20)	
		-----	
		\$ 37,143,903.57	76.54%
		Under Expended	\$ (3,295,521.43)

**FUND BALANCE**

FY 20 Unassigned Fund Balance	\$ 6,131,249.00
Revenue:	\$ 38,257,488.74
Expenses:	\$ 37,143,903.57
UNASSIGNED FUND BALANCE	4/30/2021 \$ 7,244,834.17