

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
May 19th 2020

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

OTHERS PRESENT: Sheriff Stiegler, Maintenance Supt. Oakes, Nursing Home Administrator Labore

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

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

Sheriff Stiegler stated that he is looking for approval to send Detective Combs to Hoover Alabama from July 6th – July 24th for the Network Intrusion Response Operations training. He has been invited to this training and will receive \$8,000 worth of equipment as a part of going. The training is covered and is no cost to the county.

MOTION: Commissioner Morris moved to approve the out of state travel.
Commissioner Piper seconded the motion and all were in favor.

Sheriff Stiegler stated that he wanted to commend Detective Eric Bates, who works part time. He stated that two (2) weeks after he started as Sheriff, Detective Bates approached him about his desire he has always had to be a polygraph operator. Sheriff Stiegler stated that this is a regional need but he couldn't justify coming to the Commissioners to make that request. It is not as expensive as a forensic lab but there is initial set up costs. Detective Bates was persistent and came back requesting if he could attend the training himself and be paid his normal rate of pay. Sheriff Stiegler stated that he wouldn't be able to do that because he would be violating the retirement rules and if something happened after his 29.5 hours the county would be liable for a workman's comp issue. He stated that he told Detective Bates that if he would like to take a leave of absence to attend the training he could, but Wayne Fortier would need to step up and fill in during his absence. Detective Bates attended this 12-week program and graduated close to honors. The Sheriff's Department now has a mobile polygraph service. Detective Bates is a disabled Veteran and was able to secure the equipment from the VA. Anyone who has a criminal or pre-employment polygraph they are now able to help them with it. They have the room in their office to conduct polygraph and they can provide that service for Grafton County Police Departments.

Sheriff Stiegler requested a nonpublic session.

MOTION: * 9:23 AM Commissioner Piper moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or

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against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A: 3, II (e) 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.

* 9:37 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 "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 12th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the May 12th meeting. Commissioner Morris seconded the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

COMPLEX

Fire Alarm Systems – An Alarmco technician completed our annual secondary inspections and found three systems requiring new batteries. We replaced the batteries in all three.

Sprinkler Systems – Hampshire Fire Protection completed a variety of quarterly and annual inspections on our sprinkler systems throughout the complex. No discrepancies were noted.

Above Ground Storage Tanks (AST) – Installed vent whistle and 5-gallon spill bucket on AST 3 and emergency shutdown switch on AST 5 per NH DES requirement. Received new tank fill decals and installed them in all required locations.

Fire Hydrants – Performed 6-month flushing of hydrants throughout complex.

In-ground Isolation Valves

- Exercised 44 in-ground isolation valves that serve hydrants, domestic water feeds and sprinkler feeds to buildings

- Isolation valve cover between barns was buried under 3-4" of pavement. Chiseled pavement off of cover to access valve. Had Blaktop install riser to bring cover to finished surface and then pave up to it.

COURTHOUSE

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

HVAC

- Air handlers AC1 and AC2 - DX cooling kicked on even though outside temperature was well below outside air enable set point. An Alliance Building Automation technician troubleshot the problem to a faulty outdoor air temperature/humidity sensor, which indicated it was 85 degrees out when the actual temperature was 60 degrees. He made some ad-hoc adjustments to the Building Automation System (BAS) to trick the sensor into thinking it was cooler and then ordered a replacement sensor. He will be back on site when he receives the sensor.
- Air handler AC2 - System ran hot. Found the pneumatic actuator that controls the opening and closing of the bypass and exhaust dampers had a torn diaphragm. Installed a new actuator and adjusted it for proper operability.
- Radio Room Mitsubishi AC System shut down on error code P8 (wiring issue)...found wires brittle and worn. Replaced wiring to thermostat.

Courtroom 1 - Bannister rail finish worn and tired. Sanded and applied two coats of polyurethane

Windows – Several operable windows throughout had fogged glass. Granite State Glass replaced all but one. Still awaiting new glass for the remaining one.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Aiphone System – Had intermittent issues where remote door unlock button wasn't working. Installed a new Aiphone main station.

Domestic Hot Water – Large and small mixing valves in 03 basement were heavily pitted, which caused the water temperature to be erratic...replaced both mixing valves

Sprinkler System – New leak in dry system in attic over purchasing. Temporarily patched to stop leak. Due to Covid-19 concerns Hampshire Fire Protection does not want to come on site until June 10th.

PT Equipment – Hydroculator would not heat. Replaced element

Security

- PT Exercise Room exterior door access controls stopped working...replaced shorted transformer and keypad controller
- Profile to Admin Area access controls stopped working...replaced keypad controller
- Profile to North stairwell access controls intermittently working...replaced keypad controller
- Laundry corridor janitor closet - Lockset wore out so keys kept getting stuck...replaced lockset and core

Laundry – Dryer 3 would not light...replaced high temperature sensor

Dietary

- Granite refrigerator/freezer – door activation light switch broken...replaced switch
- Granite Hot Cart - 3rd well from left would not heat...replaced infinite switch
- Activities refrigerator - Fans were making annoying noise. Removed evaporator fan motor. Drilled hole in bearing cap, oiled bearing wick, plugged hole and reinstalled motor. Also did same for condenser fan motor.
- Dishwasher hood exhaust fan motor failed...replaced motor
- Upper and lower steamers – door seals cracked...replaced seals
- Lower steamer fan motor failed...replaced motor
- Kitchen hood fan - Contractor ran MC cable in last few feet of hood ductwork. Per NFPA 96 wiring should never have been brought into duct. Rerouted wires outside duct to motors and patched hole in duct

HVAC

- 10 ton ACCU (kitchen wing AC) compressor 1 tripping breaker. Troubleshoot to bad compressor and crankcase heater. Evacuated refrigerant from compressors and prepped compressors for removal.
- Air handler HRU-2 exhaust fan motor failed...replaced motor

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

Covid-19 Wing – Installed door and closer on Farm-short wing to create isolation between Covid-19 ward and resident's on Maple

ADMINISTRATIVE BUILDING

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

Exterior Façade – Painted surfaces need scrapping and painting. In process of painting commissioner's porch area.

Security – Maintenance shop exterior door lockset wore out...replaced core

HVAC

- Corridor 201 baseboard heat stuck on...replaced zone valve.
- Storage room zone valve leaked at stem...replaced zone valve.
- Boiler 2 kept tripping into ALARM...adjusted ignition electrodes to clear ALARM

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC

- Reheat coil RH-F4 was not working. Discovered dept. employee unknowingly shorted out field controller when relocating system temperature sensor. Alliance Building Automation technician replaced field controller.
- Air handler ERU-F1 energy wheel motor bearings was going bad. Replaced motor.
- Heat pump WHP-G1 high pressure transducer failed...replaced transducer
- Heat pump WHP-F1 circuit B low pressure fault due to Freon leak at suction line at compressor. Repaired suction line leak and reserviced system.
- Heat pump HP-H6 Water valve cycled repeatedly between open and closed. Replaced actuator.
- Pump 11A had leaking shaft seal...installed shaft seal rebuild kit and new volute gasket.
- Reheat coil wall temperature sensors throughout inmate housing areas - Inmates and CO's were placing wet, hot or cold paper towels on wall temp sensors to induce temperature change in space. Replaced wall sensors with in-duct sensors and also adjusted temperature set points a few degrees.

Kitchen – Upper LH convection was not heating...replaced Ignition Spark Module

Lighting

- Converted numerous light fixtures to LED bulbs throughout
- Installed new LED light fixture in area D pipe chase to improve lighting

Security – Inmate cracked two security windows in Intake & Booking cell. Ordered new security glass and temporarily fixed by securing plywood in openings.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

DAIRY BARN

- Worked on water reclamation project to reuse plate & frame water chiller water for watering cows...job 100% complete
- Bulk tank washer was leaking...replaced door seal
- Milk Line Washing System was not working...No hot water. Replaced hot water solenoid valve.
- Milk Line Washing System liquid level circuit board shorted out. Lyons Dairy tech replaced circuit board

Farm Stand

- Water line to farm stand froze up in two locations. Replaced ruptured parts
- Rehab/expansion project – Installed new power pedestal and breaker panel and split power to greenhouse and farm stand at pedestal. Reinforced interior of stand and jacked building up. Skidded stand off to side and are in the process of prepping subsurface for new concrete pad. Purchased & stored materials for renovation/expansion.

BIOMASS PLANT

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

Conveyor – belt idler wheels worn out...replaced several wheels

Boiler & Multi-Cyclone Exhaust Scrubber

- Shut down plant for 6-month cleaning of both items
- Replaced 10 boiler grates
- Multi-cyclone induced draft failure ALARM for dirty multi-cyclone. No access to upper section of cyclone that seems clogged. Cut access point in ductwork to access both sides of cyclone tubes and swirl cups. Fabricated door with asbestos heat shield cover and cleaned upper side of cyclone. Put system back on line. Also found recirculation damper spun on shaft. Readjusted. Also called Messersmith tech for help. Tech said check recirculation fan damper. Removed recirculation damper and cleaned ash from it and reinstalled. Also changed the damper motor because it was growling.

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

Staffing – Several weeks ago I hired a new custodian for the Administration Building to replace the one who retired. Thus far he is doing quite well.

Training – Held biennial Underground Storage Tank Class C training. This training is site specific for responding to fuel spills.

Senior Center Generator – In-line coolant heater failed. Ordered new one.

Supt. Oakes stated that he wanted to make the Commissioners aware of a situation that had happened over the weekend. His assistant had worked in the Nursing Home on the Profile Unit when he had a dog come out from under the nurse’s station growling at him. Supt. Oakes stated that it was one of the traveling nurse’s dogs. NHA Labore was present and stated that this is the first he is hearing of this and will have to look into it. He stated that this is a service dog for seizures and is supposed to stay in the nurse’s station. If this is how the dog is acting it isn’t acceptable and he will have to look into it.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioners’ Report:
May 19th, 2020

Census:	FY20’ Budgeted Census
Medicare: 3	Medicare: 5
Medicaid: 86	Medicaid: 91 (Daily Rate = \$185.20)
VA: 1	VA: 1
Hospice: 4	Private: 28
Private: 19	Total: 126
Total: 113	

Year to Date Numbers:

2020 YTD Numbers:

Admissions: 19
Deceased Residents: 20
Discharges: 7

Other Topics:

NHA Labore stated that they are adding extra layer of discussion before testing a resident for COVID-19. He explained that when a nurse calls a provider to express a concern, a quick conversation will be had between himself, their Interim Director of Nursing, their Infection Preventionist and their two (2) providers to ensure that these symptoms are not outside of the normal for a resident. He stated that one (1) resident who was tested because she had a fever

typically runs in the 99 range for a temp therefore that was not out of the ordinary for that person. He stated that everyone is on heightened awareness and by adding this level of discussion in it may help with some of the apprehension in the building. Commissioner Piper stated that was an excellent decision by management in an attempt to help comfort the staff and alleviate some stress. He stated that they have put a door up along the short hallway on maple unit to segregate a COVID Unit. When residents are being tested for COVID they will be moved into that hallway until test results are back. They created a COVID 19 unit in the rehab room, there are six (6) beds in that area as well. Commissioner Piper stated that the fact that the one (1) positive case was held to just one (1) and not spread is tremendous. It is a testament to the great work being done by the staff. NHA Labore stated that he is working on putting together something for the staff to relay all of the positive feedback they are receiving for that. Commissioner Piper stated that is very happy that NHA Labore is commending his staff; if he wants any help from the Commissioners in terms of making the staff understand how good they have done and risen to the occasion, please let them know.

1) COVID-19 Update

- State of NH Resident and Staff testing program – NHA Labore stated that there is an outline of a program in place. They are trying to mirror the testing they did for Hillsborough and Rockingham County Nursing Homes. They started going to Strafford and Merrimack County as well. The goal is to test all 74 nursing homes and employees in the state. They just received the testing supplies for residents and also wanted to tie in the testing of staff as close to the same time as possible. The state is now looking to test 10% of residents in 10% of the nursing homes every 7-10 days. All Nursing Home staff have to be done every 7-10 days and that is up to the Nursing Homes to coordinate. They are working on how to set that up. There is supposed to be a formulized document this week telling them how the staffing testing will go. They are currently working on trying to establish how to get testing easily available to the staff and possible get someone on site to provide testing. He will keep the Commissioners updated as he finds out more.

- National Health Safety Network (NHSN) Reporting – NHA Labore stated that there is new reporting that he wanted to make the Commissioners aware of to avoid any misinterpretation by the reader. He stated that in regards to PPE, the question is if they have N95 masks, gowns, surgical masks, gloves and hand sanitizer. The next question is if you have enough for one (1) week based on standard utilization of the product. NHA Labore stated that he will be answering no to those based on the guidance he has been given. They are putting extended use guidelines from the CDC in place to maximize the use of their PPE. They have a tremendous amount of PPE in the building, they are upwards of 82,000 surgical masks, upwards of 500 disposable gowns, 150 reusable ones they made and many gloves. He stated that they are not changing out PPE every time they go into a room therefore they have to answer no to that question. There are new regulations that if you do not report this you get a deficiency and a fine. He stated that if they were to follow the specific guidelines for the PPE they would go through 60,000 masks in a month and then they are back to trying to find them. They continue to put in requests with the state for more PPE but just wanted to make the Commissioners aware that they do have plenty of PPE but do not feel they should make changes to how they are

operating right now. They have a system in place for PPE that is working well and the staff is in a good rhythm. NHA Labore stated that all of this information will be publically reported so if constituents are asking about not having enough PPE the Commissioners can tell them that they have enough PPE but they are adhering to the CDC guidelines for extended use.

- Coronavirus Commission for Safety and Quality in Nursing Homes – NHA Labore stated that this Commission is starting in June and they are currently taking nominations to sit on this commission. The goal is to help nursing homes insure the safety of their residents in response to this pandemic and the possibility of future pandemics. He stated that he does not see them coming out of lockdown until next year. There is possibly a second round coming this fall which is supposed to be worse. There is also a possibility coming of mandating that nursing homes have an isolation area which would require taking beds out to create this area. This means a reduction in the census. He stated that he thinks this commission will come out with many new regulations.

- Nursing Home Visitation – NHA Labore stated that they are trying a scaled down outside social distancing visitation program. There will be two (2) families coming tomorrow to visit with their loved one. They will be screened at the employee entrance. They will be given surgical masks and gloves. They will be escorted into the courtyard and their loved one will be brought out. Public Health Officials have given their support for this. They have visits scheduled for the next three (3) days and will see how things will go. They are starting with residents on the top floors as they have not been able to have window visits like residents on the bottom floor. They are calling families and scheduling visits. They will see how it works. It is being arranged by the Social Services Department. He stated that some families have said they aren't ready to come yet.

- Family Support Group Conference Calls – NHA Labore stated that he will be having these conference calls as some families haven't been able to participate in the virtual visitation program. This gives them an outlet to talk. The first call will be next Thursday at 3. He stated that they will be limiting it to ten (10) people to start.

Cindy Putnam Retiring – NHA Labore stated that C. Putnam will be retiring after 44 years. She was very clear about no retirement party but did agree to having an ice cream party in her honor.

Commissioner Lauer stated that NHA Labore and his staff have been heroes through this whole thing. NHA Labore stated that he thinks this has been a great team building experience. They have done an excellent job.

Long Term Care Stabilization Stipend – CA Libby stated that she has gone through multiple feedback and interpretations of the program. They are really stressing those who provide direct care to residents are the ones eligible for the stipend. She stated that she had NHA Labore go through seventeen (17) positions and determine based on actual direct care work who qualifies for this stipend. There are four (4) positions that didn't change. There are thirteen (13) positions that it did change. CA Libby stated that last week was a pay week with stipends and based on all conversations that have been had with the Commissioners she made the decision that if the

employees are working in the building they are given the stipend. The 13 employees will be paid by the county and this will be a maximum of \$3,000 a week. She stated that a decision needed to be made by the time payroll was processed. The stipend they received was based on their actual hours worked in the building, either \$150 or \$300. She noted that IT and Maintenance hours in the DoC and Nursing Home Facilities are also being tracked for the stipend. The Commissioners thanked CA Libby and agreed with her decision.

The Commissioners signed check registers 53-53;1171-1175.

IDN Reporting – CA Libby asked the Commissioners if they are interested in receiving updated reporting information. The Commissioners agreed to have the IDNs submit the same report they had done before. They can then review it and discuss if they want any changes to be made. Commissioner Morris stated she would like to invite them to a meeting at a future date when they are able too.

GOFERR Grant Agreement – CA Libby stated that the easiest way to do this grant is for the Commissioners to designate her to have the signing authority if the Commissioners are comfortable with that. Commissioner Morris signed the Certificate of Authority giving CA Libby authority to sign off on the grant agreement paperwork.

MOTION: Commissioner Morris moved: That the County Administrator is hereby authorized on behalf of this County to enter into the said contract with the State of New Hampshire Governor's Office for Emergency Relief and Recovery (GORERR) and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate. Commissioner Piper seconded the motion and all were in favor.

CA Libby submitted the lease agreement with Probation & Parole for Commissioner Lauer to sign and initial. Commissioner Morris signed the Certificate for Municipalities.


CA Libby stated that the Governors announced \$595 million out of the GOFERR Fund with \$10 million in emergency funding given out through NH Agricultural Grants. She stated that as soon as an application is available they will put one through for the farm. She doesn't know if they will be excluded but they will try. Commissioner Lauer stated that if they are told they are excluded they will need to try and get an exception as they are the last county dairy farm.

CA Libby stated that the GOFERR Committee has established the Health Care System Relief Fund which will fund \$30 million to support long term care providers. There is no guidance as to what that means. She will continue to monitor that. She would assume that means money will be going directly to the Nursing Home from that fund. CA Libby also noted that yesterday there was FMAP Update, as a part of the CARES Act. New Hampshire DHHS is developing an increase in the Bed Tax payments. There is about \$1.2 million per quarter to be allocated to all healthcare facilities., In June they will receive a lump sum payment for the first two (2) quarters of the year then \$1.2 million per quarter will continue as line as the F Map is in place.

CA Libby noted that the Commissioners need to be thinking about how and when to open up their buildings to the public. They will need to discuss what the procedures and protocol will be.

11:39 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'mmorris', with a decorative flourish at the end.

Marcia Morris,
Clerk



Jeffrey F. Stiegler
Sheriff

Grafton County Sheriff's Department

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

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APRIL 2020 **COVID #'s**

- Prisoner Transports: 22
- CSO movements from the jail to Court: 00
- Involuntary Emergency Admissions (IEA): 14
- Arrest: 12
Arrest on a warrant, superior or civil, instate wanted, and on sight arrest
(people who we send to court)
- Civil: 49....Total Services
 - 11.....Abode
 - 30In Hand
 - 3.....Could not locate
 - 5.....Canceled
- Motor Vehicle Stops.....2
- Total # of Active Warrants..... 377 Criminal
19 Civil
Total = 377
- Total Miles Driven: 17,152

Grafton County Sheriff's Department Investigative Services Division Activity



April 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 April 2020.

GJ Canceled due to Covid-19

1 Acts Prohibited – HOC

1 Witness Tampering

1 Cyber Tip

2 Possession of Child Sexual Abuse Images Cases

1 AFSA on a JV reported but identified in another jurisdiction

1 AFSA former investigation reviewed and revisited for prosecution in another jurisdiction

1 Missing - Endangered Child assist with Interview and CFU - AFSA

1 Background Investigation Initiated

2 Federal HSI Summons Requested

1 Case Possession of CSAI disposed of with a plea

1 Case Possession / Manufacture and Distribution of CSAI disposed of with a plea

4 Investigators qualify at range

Policies reviewed and developed

Evidence room inventory / audit commenced.

4 Technical Assists

GRAFTON COUNTY SHERIFF'S DEPARTMENT

COMPUTER FORENSIC UNIT



Technical Support to other Agencies		17
Forensic Exams	Number of Hard Drives	0
	Number of Cell Phones	16
	Number of CDs/DVDs	0
	Number of Other (Thumb drives, SD cards)	2
	Number of Gigabytes Examined	560
Previews	Number of Items Previewed	5
GrayKey Unlocks	Number of iPhone Unlocks Completed with GrayKey	10
ISP/JTAG	Number of Devices Examined Using JTAG or ISP Methods	2

Monthly Report – April 2020

Forensic Examination Cases

There were a total of 14 Examination Requests brought to the Computer Forensic Unit in the month of April, from the following agencies:

Center Harbor PD: 1 Request

Holderness PD: 1 Request

NH Drug Task Force: 3 Requests

Littleton PD: 2 Requests

Lisbon PD: 1 Request

GCSO: 1 Request

Plymouth PD: 1 Request