

GRAFTON COUNTY COMMISSIONER MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
June 16<sup>th</sup> 2020

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

OTHERS PRESENT: Sheriff Stiegler, Supt. Oakes

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

Supt Oakes arrived and gave the following report:

**COMPLEX**

Nothing of significance to report

**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 replaced the outdoor air temp/humidity sensor
- Discovered we need to leave AC1 air handler/DX cooling system running 24/7 to keep Sheriff's forensic computer lab cool enough so computers don't lock up or shut down. Extremely inefficient and is another reason to add to the growing list of building issues for architect and engineering review.

**Window** – Left front entry glass fogged. Granite State Glass replaced pane.

**Elevator** – Car intermittently hanging up on 2<sup>nd</sup> floor. Stanley Elevator tech replaced outer door rollers.

**NURSING HOME**

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

**Sprinkler System** – New leak in dry system in attic over purchasing. Temporarily patched to stop leak. Hampshire Fire Protection technician was on site a few days ago to fix but hurt his head in the attic and left without making repairs. Rescheduled work for 6/25.

## **HVAC**

- 10 ton ACCU (kitchen wing AC) compressor 1 tripping breaker. Troubleshoot to bad compressor and crankcase heater. Replaced compressors and reserviced with R22 refrigerant. Ran for a few weeks and RH compressor failed. Requested a warranty replacement from vendor.
- Unit ventilators UV-1 and UV-2 low on refrigerant. Serviced both units.
- ACCU5 (69 Building North wing AC) low on refrigerant...serviced system with refrigerant

**Lighting** – Converted several fixtures to energy efficient LED lighting

**Bathing Systems** – Rebuilt both Apollo bathing system tubs by replacing cracked panels, doors, UV lights on one unit and detergent reservoirs.

**Laundry** – Installed inspection panels in dryer ductwork and trunk line to facilitate inspection and cleaning to prevent fires. Also installed new air blow down solenoid and lint bag on lint collection system.

**Beds** – 0238755 HI/LO actuator for head end of bed inoperable...replaced actuator

## **ADMINISTRATIVE BUILDING**

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

**Exterior Façade** – Painted surfaces need scrapping and painting. Painted commissioner's porch area and North façade fascia and soffits.

**HVAC** – Chiller unit, which provides AC to all office areas throughout the building, failed. Ordered replacement parts and was able to repair one of two circuits, so the unit will provide limited cooling. Power supply for second circuit is back ordered and supposed to ship from the manufacturer on Friday 6/18.

## **Dept. of Corrections**

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

### **HVAC / Refrigeration**

- Public bathrooms cold in winter. Discovered duct temp sensor for reheat coil A14 in wrong duct. Relocated sensor to duct that better represents that area
- CO's placing wet, hot or cold paper towels on wall temp sensors to induce temperature change in space. Replaced reheat coil B1 wall temperature sensor with duct temperature sensor
- Heat pump B19 not cooling...replaced bad actuator

- Kitchen walk-in freezer stopped working...replaced compressor contactor. Also found ice shrouding middle fan. Found too many defrost cycles programmed on clock. Adjusted from three 30-minute intervals to one 45-minute interval at midnight. Also found low pressure switch set too low. Adjusted from 10 psi cut in and 0 psi cut out to 25 psi cut in and 12 psi cut out.

**Kitchen** - Dishwashing area lacks a good surround to shed water. Had EZ steel fabricate a stainless steel pieces for the surround. My staff fitted everything up and welded the pieces in place.

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

#### **MAINT/FARM BUILDING**

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

#### **FARM**

**Farm Stand Rehab/expansion project** – Installed and compacted 14 yards of crushed gravel for pad area. Built forms and leveled concrete in forms. Installed new rim joist and returned building to new pad. Secured building to new rim joists and built new 12x12 addition onto existing building. Completed all electrical work to include new LED lights. Sheathed interior walls with plywood and stained exterior siding. Still need to hookup plumbing and sinks at back of building and construct rolling vegetable racks for interior.

**Pig Barn** – Discovered pig barn water is directly fed from water main and not being metered. Installed water meter for Woodsville Water & Light

#### **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**

**Senior Center Generator** – In-line coolant heater failed. Installed new heater.

**Window Washing** – Purchased new reverse osmosis window washing system for courthouse windows. Steve Whitcomb trained custodians on how to use it. Don't need detergents with this system.

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

Sheriff Stiegler stated that he wanted to inform the Commissioners as to why he has put the Sheriff's Department boat out to bid. He stated that they were told he could only have one (1) deputy on the boat and he felt that was not safe. There was no policy in place for the operations of the boat. He is watching his Captain and a Deputy going to test once a year and register it any having their day's work be used for that. He stated that they are not using it and he feels that it is time to let it go. It is twenty – five (25) years old and there is no current need for it. He doesn't feel it is the right type of vessel for the waterways in the County. It is now more of a liability than an asset. There are no other Sheriff's Departments in the state that have one and if there is ever a need they have other resources. He stated that they have been receiving a lot of calls of interest.

Sheriff Stiegler stated that there has been a lot of concern in the national media concerning changes in the criminal justice system. He stated that he is thinking about putting together a panel to discuss use of force issues that happen. He stated that he wanted to let the Commissioners know in case any of them were interested in sitting on that panel or members of the Delegation. He stated that outside people should be reviewing things that go on and becoming more educated. He stated that his request for body cameras in the upcoming budget is very important especially given the current events that are happening in the country. He further discussed this topic with the Commissioners and answered questions.

Sheriff Stiegler requested a nonpublic session:

**MOTION:** \* 10:43 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 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 pursuant to RSA 91-A: 3, II (I) 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.

\* 10:46 AM Commissioner Lauer declared the meeting back in public session.

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**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 June 9<sup>th</sup> meeting.

**MOTION:** Commissioner Piper moved to approve the minutes from the June 9<sup>th</sup> meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers: 57-58; 1186-1190.

CA Libby submitted the CDFA Close-out Paperwork – Cottage Hospital Feasibility for the Commissioners to sign.

Grafton County Proposed Broadband Committee – CA Libby submitted the following list of recommended committee members as presented by Atty. Tanguay to the Commissioners for their review:

Andrew Dorsett, Town Manager  
Town of Littleton

Nicholas Coates, Town Administrator  
Town of Bristol

Brigitte Codling, Town Manager  
Town of Haverhill

Carina Park, Town Administrator  
Town of Campton

Michael Samson, Town Administrator  
Town of Canaan

CA Libby stated that all of these members have agreed and would like to be a part of the committee. She stated that the next step would be to initiate a first meeting and have the Commissioners or a Commissioner be a part of that to kick it off and then let them do whatever work needs to be done. Commissioner Morris stated that she would like to have the members come into meet with them.

**MOTION:** Commissioner Morris moved to establish a Grafton County Broadband Committee with the five (5) members as presented. Commissioner Piper seconded the motion and all were in favor.



CA Libby submitted the attached spreadsheet breaking down information from the Department of Corrections of the savings that are made with their minimum staffing plan for when the inmate population hits below 65. The spreadsheet also had a breakdown of all ten (10) counties' current populations and their average 2019 inmate population. She stated that every county jail is going through the same thing with low populations. She stated that the point of this spreadsheet is to prove that they are taking measures to save money with the low inmate population. Supt. Elliott's point is that they cannot be mixing the populations. She stated that Rep. Stringham had suggested in the Executive Committee meeting that the inmates can be sent out to another facility to save the county money. Commissioner Morris stated that she feels that in the coming year there are going to be discussions regarding this at the state level and the direction that they foresee Department of Corrections going in the future. The populations have changed. Commissioner Morris stated that there is going to be a nationwide movement to take the mentally ill out of the jails and they may need to repurpose all Department of Corrections. CA Libby stated that our facility was built for that purpose. Getting the mentally ill populations out of the jails is not a new thing, it has been discussed for years and our Department of Corrections was designed to be a Department of Corrections, to have a focus on programs and treat/rehabilitate inmates. Our facility is already set up to be able to do these things and make these changes. CA Libby stated that she could see some possibilities of discussing the regionalization of rural county jails. Commissioner Lauer stated that from the information Supt. Elliott gave her they are concentrating on the low population but they also have bail reform to deal with and their numbers were back into the 80s before COVID 19. The Commissioners and CA Libby further discussed this issue and stated that it will be something that will be talked more so as they move on it.

County Administrator's Update – CA Libby stated that she participated in the County Administrator's Zoom meeting last Wednesday. She stated that there is now funding for long term care facilities and there is \$30 million available. The applications came out last Friday and are due this Friday. She stated that in terms of lost revenue and COVID related expenses they do not have much lost revenue as of right now due to receiving the CARES funding from the Federal Government. She has asked NHA Labore to have Finance Manager Jurentkuff do a month by month break down to track expenses and lost revenues. Kate Horgan is going to have a list of questions to bring to the state from the Administrators. CA Libby stated that she wants to make sure they are not applying for funds that they have already received elsewhere. There is so much money out there in different places it can be hard to keep track of everything. She wants to make sure there is no double dipping on their part. CA Libby also noted that they discussed the Opioid Trust language. The Senate is working through that and there was a floor amendment that wanted to add to more seats to the committee that they are wanting to form. CA Libby stated that there has also been a Commission put together to come up with a plan to reopen nursing homes. That first meeting was held on Friday and more information from the Governor will be coming. She stated that the Administrators also met with Henry Lipman and discussed proshare payments. Grafton County's payment is going to be \$3.1 million which is the lower amount of the two (2) amounts they were given. They are still trying to work with CMS to get the COVID related additional monies. If CMS does approve that, it will be allocated at a later date so it will not hold up the proshare payments that need to go out in June.

## May Financial Reports

CA Libby stated that she tracks on a monthly basis a comparison to their actual cash flow. She stated that last year they didn't draw down TAN monies until the beginning of December. They are \$3.2 million up in their cash position compared to last year and they are going to get \$3.1 million in proshare. She stated that they are in a really good cash position. They may not need to borrow money this year until November.

### *Monthly Variance Report*

#### *Revenue*

She stated that the Nursing Home is up \$605,000 in revenue. They have received \$706,000 in CARES money. She thinks the Sheriff's Department will finish behind in revenue as they are not doing transports and bailiffs are not working. She stated she feels the rest of the departments will finish above revenue projections.

#### *Expense*

Long Term Care Stipend – CA Libby stated that they are behind on collecting checks from the state so that number is showing behind but will correct itself by the end of the year.

CA Libby stated that many departments are under expended. They have some significant under expenditures. She feels they budget very conservatively. The jail's staffing line is generally under expended due to their change in staff. She stated that if the finance director position is funded that position can look at the budget more in depth.

### *Prorated Report*

CA Libby stated that by using the updated proshare report they are over revenue by \$2.2 million and under expended \$1.6 million.

### *Budget Discussion*

CA Libby explained that when she did the last projection compared to now they haven't spent as much money as she projected they would. Their expenditures are roughly \$750,000 less and revenues are \$1 million more. These projections were originally done at the height of COVID 19 and they were projecting a loss in revenue. She stated that she is recommending using \$3 million from surplus to reduce taxes. She stated that doing that scares her, but she feels if any year is the year to do this it's this year. This would bring them in at a -.49% overall decrease in the amount to be raised by taxes from last year. CA Libby stated that although they are not having a tax increase, they are decreasing the taxes there are still towns that will have a tax increase due to their equalized valuations.

**MOTION:** Commissioner Piper moved to use \$3 million from surplus to reduce the amount to be raised by taxes. Commissioner Morris seconded the motion and all were in favor.

Commissioner Piper stated that they need to make sure the Executive Committee knows it is not their position to cut line items, they can cut a certain amount from the budget but it is the Commissioners decisions where those cuts are made.

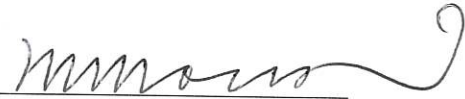
Commissioner Issues:

Commissioner Piper stated that she participated in the NHAC call last Friday.

Commissioner Lauer stated that she received an email from NHA Labore stating that the state surveyor arrived to conduct an infection control based survey and everything has appeared to go smoothly.

11:53 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'Morris', with a long, sweeping horizontal line extending to the right.

Marcia Morris,  
Clerk





Jeffrey F. Stiegler  
Sheriff

## Grafton County Sheriff's Department

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"In Service to Our County and State"



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### MAY 2020

#### COVID #'s

- Prisoner Transports: 33
- CSO movements from the jail to Court: 00
- Involuntary Emergency Admissions (IEA): 6
- Arrest: 15  
Arrest on a warrant, superior or civil, instate wanted, and on sight arrest  
(people who we send to court)
- Civil: 38....Total Services
  - 11.....Abode
  - 23 .....In Hand
  - 4.....Could not locate
- Motor Vehicle Stops.....25
- Total # of Active Warrants..... 343 Criminal  
18 Civil  
Total = 343
- Total Miles Driven: 16,978

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



**May 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 May 2020.

3 Cyber Tips

1 Criminal Mischief

1 Acts Prohibited

1 Unlawful Dissemination of Private Images

1 Background Investigation

1 Possession / Distribution of CSAI initiated

Evidence room inventory / audit continued

1 Search Warrant executed in a sexual assault case

1 ICAC Search Warrant Operation

1 Arrest Warrant Issued for AFSA / FSA

1 Arrest on Warrant AFSA / FSA

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



Technical Support to other Agencies		5
Forensic Exams	Number of Hard Drives	4
	Number of Cell Phones	15
	Number of CDs/DVDs	1
	Number of Other (Thumb drives, SD cards)	7
	Number of Gigabytes Examined	5274
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 – May 2020



### **Forensic Examination Cases**

There were a total of 12 Examination Requests brought to the Computer Forensic Unit in the month of May, from the following agencies:

Berlin Police Department: 2 Requests

Tilton Police Department (ICAC Investigation): 1 Request

Cheshire County Sheriff's Department (ICAC Investigation): 1 Request

Center Harbor Police Department: 1 Request

Lancaster Police Department: 1 Request

Lincoln Police Department: 1 Request

Franconia Police Department (ICAC Investigation): 1 Request

Thornton Police Department: 2 Requests

Laconia Police Department: 1 Request

Carrol Police Department: 1 Request