

GRAFTON COUNTY COMMISSIONER MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

June 23rd 2020

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

OTHERS PRESENT: Sheriff Stiegler, Director of Communications Andross, IT Manager Ruggles, AS Director DePalo, Pat Garvin, HR Director Clough, Supt. Elliott

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

Commissioner Piper participated electronically according to RSA 91-A: 2 with the reason being she was unable to attend the meeting in person. Electronic participation was at her request. It was noted that all votes must be taken by a roll call.

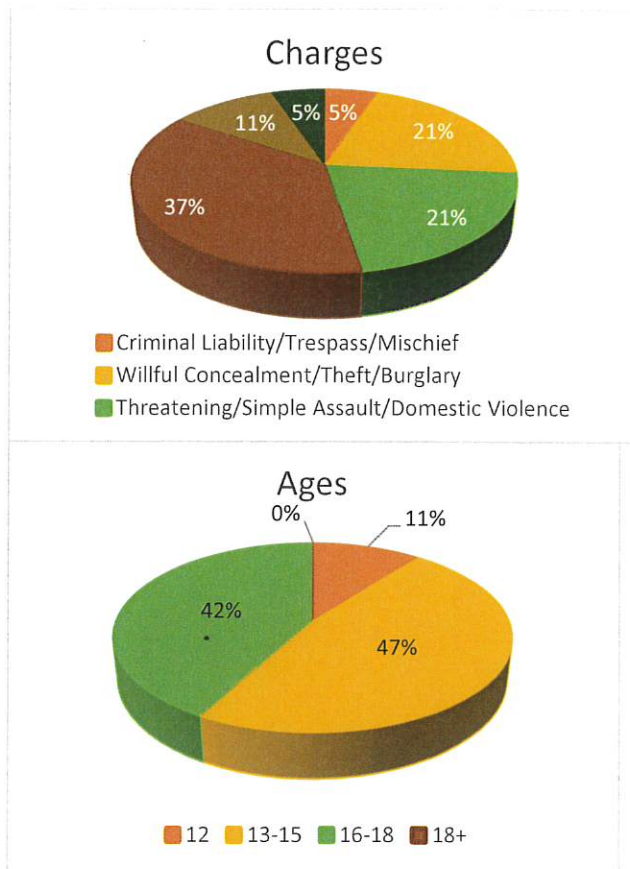
AS Director DePalo gave the following report via Zoom:

Director's Report: With COVID-19 the AS building has been closed for all of May, staff have continued teleworking while the Administrative assistant has remained in the building. We signed a contract with Dominion Labs to collect substance abuse tests for us during the pandemic, this has been a great solution and they have worked hard with us over the past month. We have seen an increase in mental health issues as well as substance misuse throughout the pandemic which can be associated with seclusion, lack of social interaction and stress.

Juvenile Restorative Justice

Grafton County Juvenile Restorative Justice Program is to promote community-based alternatives to the formal court process that; promote positive youth development, safer communities, integrates restorative justice practices, intervenes at the earliest possible opportunity and promotes reduction in juvenile crime and recidivism

Program	Active Participants	New Participants	Completed	Cases Returned
CADY	7	0	1	0
VCD	7	0	4	0
GCJRJ	3	0	0	0
TOTALS	14	0	5	0



In the month of May we worked hard with juveniles to ensure they were able to successfully complete with their programming regardless of COVID-19. We have become creative in the community service requirement as well as monitoring juveniles through FaceTime, Facebook, Zoom and email. Due to the circuit courts still closed to cases we have not received any juvenile referrals. We have been assured through Littleton PD there will be referrals once the circuit court reopens.

The Director has completed a DHHS grant for juvenile programs in Grafton and Coös County which was accepted and we were awarded \$30,000 for FY20 and 21, totaling \$60,000.

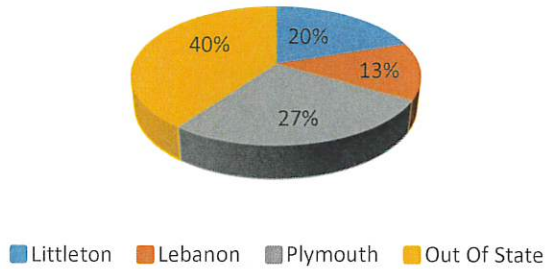
Adult Diversion & Program

Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and other punitive sanctions including fines, probation and incarceration.

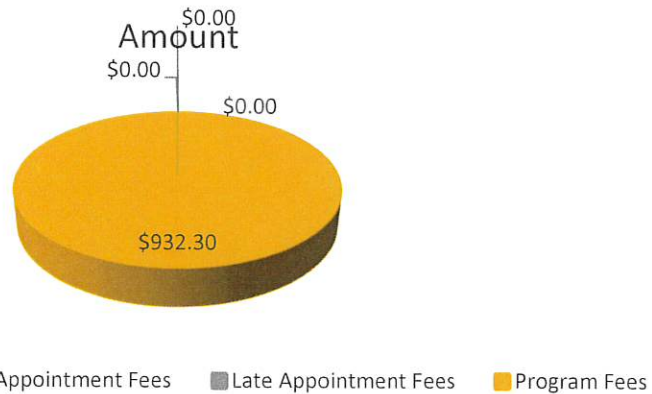
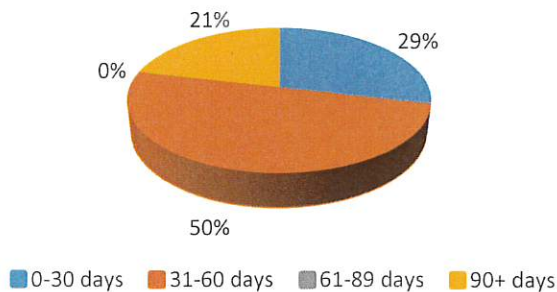
Program	Active Participants	New Participants	Graduated	Fees	Prospective Participants
Felony	15	0	2	\$937.30	4

Misdemeanor	2	0	0	\$0	2
-------------	---	---	---	-----	---

Geographics



Plea to Acceptance



This month all participants have continued to participate in virtual meetings and conferences which has been well received and seems to be working well for all involved. This will be our method of communication to ensure program compliance until we are able to have in person meetings again. While we hope to see participants in person again soon, we would like to continue with a telehealth option moving forward in cases where it is appropriate.

We have seen a decrease in referrals during the COVID-19 pandemic, likely due to limited Superior Court hearings. We continue to inform the County Attorney's office of our availability and will work with them when courts resume to ensure all appropriate individuals are placed in the programs accordingly.

C.A.R.E & C.A.R.E+

The Grafton County C.A.R.E+ Program designed to support individuals who have been convicted and are under supervision to connect to services and stay active in a therapeutic environment. C.A.R.E+ stands for Community, Assessment, Re-Entry and Education + Supervision, the focus of this program is to assist individuals in giving back to their community while creating a successful foundation and becoming a productive member of society.

Program	Current	New	Completed	Program Fees	Prospective
C.A.R.E	7	2	0	\$0	6
C.A.R.E+					

C.A.R.E has been a great addition to the Alternative Sentencing Programs, while offering support to probation and parole we have increased our community connections through the needs of the participants. We have been working with Farnum on a regular basis to ensue those who need inpatient are able to get in within a timely fashion and have increased communications with community mental health providers as well as primary care.

Although there was a request for C.A.R.E+ from the County Attorney's office as a means to add more teeth to the Diversion program, we have not seen any referrals come through our office for the program. We will continue to keep it as an option.

Mental Health Court

Grafton County Mental Health Court seeks to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with a mental health illness. Our goal is to promote prompt intervention, education, treatment and recovery in order to improve the quality of the individual's life, reduce recidivism and improve community safety

Location	Active Participants	New Participants	Veteran Participants	Prospective Participants	Completed
ASSERT Littleton	5	0	1	4	0
HOH Lebanon	12	0	4	3	0
PMHC Plymouth	5	0	0	3	0
TOTALS	22	0	5	10	0

MHC has continued to accept referrals throughout the COVID-19 pandemic. We are providing telehealth treatment and holding bi-monthly tele-meetings with the MHC teams and participants. We continue to struggle to find participants housing/shelter and treatment services are not adequate at this time. We have seen an increase in drug and alcohol relapses as well as mental health crises. Although we are seeing increases in negative behaviors we are also seeing many participants that are thriving and overcoming the challenges being presented by COVID-19, mental illness and SUD.

Budget Report

	JAN	FEB	MAR	APR	MAY
JRJ	\$100	\$100	---	---	\$3000
AD	\$520	\$670	\$190	\$40	\$937.30
MISSE D	\$25	---	\$25	---	---
LATE	---	---	---	---	---
+ UA's	\$50	\$125	\$100	---	---
MRT	\$65	\$35	---	\$5	\$5
CARE	---	---	---	---	---
MISSE D	---	---	---	---	---
+ UA's	---	---	---	---	---
BDAS	\$5525.30	\$3923.70	\$3807.10	\$5573.70	\$5898.20
Totals	\$6285.30	\$4853.70	\$4122.10	\$5618.70	\$9840.50

HR Director Clough arrived to discuss a policy in regards to teleworking with the Commissioners. She stated that they haven't had employees working from home before this pandemic. They decided to be more understanding when this first went into play and if the employee couldn't work 40 hours a week from home they still got paid. She stated that most employees are back in the office now that the stay at home order has been lifted. The Attorney's Office and some of Alternative Sentencing staff are still working from home. There are no parameters on the equipment that employees have at their home and no structure on how they are reporting their time or what they are doing from home. HR Director Clough stated that she would like to have a policy in place to discuss the reporting of their hours, structure of their days and the equipment that they are using at home. She stated that it is important to know what the employees are doing. HR Director Clough further reviewed the policy with the Commissioners and answered questions.

MOTION: Commissioner Piper moved to adopt the short term telecommuting agreement as proposed by the HR Director. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

Commissioner Morris asked for an update on the Director of Nursing position. HR Director Clough stated that they still do not have anyone at this time.

ITM Ruggles arrived and stated that he has bids for their replacement email server. He received four (4) bids as follows:

- Dell Government Sales - \$5,883.40
- SHI - \$11,119.90
- Insight- \$7,193.14
- CDW-G \$6,820.52 & \$11,772.32

ITM Ruggles stated that he recommends the Commissioners select Dell Government Sales.

MOTION: Commissioner Piper moved to accept Dell Government Sales' bid of \$5,883.40. Commissioner Morris seconded the motion. Commissioner Lauer called the role. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

ITM Ruggles then gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
June 23rd, 2020

Summary:

- New Computerized Cash Register POS system for Farm Stand
- Scale Hyper Converged Cluster – Moving to new network location.
- DoC working with new Medical Coordinator Shay Albee on CorrecTEK
- DoC – 37 Computers were updated from MS Office 2010 to MS Office 2019, completely automated installation with 0 downtime and no work disruption to staff. Excellent Job by Work Jason Richardson or new team member and IT Help Desk specialist.
- Administration – Accounting Software Year End Roll over completed
- Email Server – Source Bids for replacement email server
- Video Conferencing – Waiting on Quotes from Vendors
- New Free IT Equipment Recycling Program

- ITM – The ITM has been training the IT Team on the following items over the last couple months. Training will continue each and every month to hone our skills, share our knowledge and increase our efficiency.

1. Teamwork
2. Improvement on Help Desk Tickets. - Communicate, Resolve, and Report Back.
3. Inter Team Communication – a critical role in the IT Department.
4. Policies and Procedures
5. IT Quality Control – Test, Verify, Validate.
6. Email as a Communication tool in Day to Day operations - it's benefits and it's shortcomings. When to email and when to use the phone.

Monthly IT Department Report

AO – Attorney's Office

- Unshared an employee's email folder that was being shared to all VicWit employees.
- Created a couple meetings in our Video Conferencing software for VicWit to use.
- Support Staff employee could not work within a PDF document and make changes, as the program would crash. Connected remotely and ran the program as an Admin and searched for Updates, which there was one. Installed it and rebooted, and it did resolve the issue.
- That same employee who was working remotely from home needed to log into her desk PC. Had to install remote software on both devices and create her an account.
- PDF editor would crash on another employee's remote laptop. Remoted in and installed the one needed update for it.
- Travel on site to assist setting up new Cell Phone and Mobil Hotspot and train Attorney to work remotely from home using new Cell Phone Internet Service.
- Worked with Dispatch Communication Director to change the account settings of a phone issued to an employee.
- Completed review, update of software, download of documentation for the Software used by the AO. This part of a larger project IT is doing to have proper documentation for our department.
- Resolved email issue for attorney their email client needed clearing of its cache.
- Resolved email question for Support staff member as to if an email was valid or not. It did not appear to be as they did not know the sender and it had suspicious content. The email was deleted.
- Completed setting network changes on Support Staff member that is working remotely, in preparation for their return to the campus. Without the changes user would not connect to campus network resources.
- Resolved printing of PDF's for Support staff member. Application for printing PDF's had stopped working. Print jobs were cleared and application restarted. This resolved the issue.
- Resolved printing to PDF issue in web app used by the AO. Received tech document from vendor tech support on fixing the issue.
- Resolved viewing video issue for attorney. Video from store was in a format that needed

additional codec software installed to play correctly.

- Resolved print to PDF issue for support staff. PDF's were not saving correctly.
- Resolved PDF issue for attorney. The attorney was trying to use older PDF software to view a large PDF and was crashing. Had the attorney use new PDF software and it was fine.
- Worked with IT manager to resolve email issue between court system and Grafton. Resolve is still being worked on.
- Tuned up an offsite laptop intended for use by the office administrator.
- Diagnosed issues surrounding a PDF reader for an attorney. The PDF reader was having issues opening .pdf files straight from a program. The performance issues with opening .pdf files were mitigated when opened straight from the hard drive.
- Upgraded an employee's laptop to the latest version of the laptop's operating system. This was the last computer on campus that needed to be upgraded. The laptop was also tweaked to be able to communicate with Grafton's servers.
- An employee was having issues with files not opening from a program used for case management. I did a tune up on the computer and added a shortcut to a program for the employee that will run the same tune-up that fixed the issue previously.
- Installed Dell Command Update and ran a thorough update on the offsite computer for the office administrator.
- Fixed the microphone by installing a workaround driver on the offsite computer for the office administrator.
- Installed an Epson scanner on the offsite computer as well as defragmented the hard drive for the office administrator.
- Worked with IT-3 to configure remote access for a support staff to be able to log into their computer from off campus.
- Upgraded the office administrator's offsite computer to the latest version of the laptop's operating system.

AS – Alternative Sentencing

- Renamed a current phone extension for Drug Court staff to use.
- Deleted a phone extension that was no longer being used.

CE – UNH Cooperative Extension

- no calls

CO – Commissioners Office

- Assisted one of the Commissioners that could not connect to a Zoom meeting. Turned out to be that she was using an older email invite. Spoke with one of the Commissioners that could not connect to a Zoom meeting. Turned out to be that she was using an older email invite.
- Resolved connectivity issue to remote recording system for executive secretary. System was switched between wired and wireless networks causing an issue.
- Resolved problem of poor network performance with County Administrator during a video meeting with the Commissioners

DoC – Department of Corrections

- Reached out to the support team of the Inmate management software, and have them remote into the on-site server to change the DNS entries for our domain.
- Had to log into the on-site commissary and banking server to update the DNS entries on one of the NIC's to reflect the new Domain Controllers.
- Had to reset a new CO's domain and email passwords, so the employee could get logged in.
- During the night shift, Officer's couldn't log into the SMU domain PC because of the domain change. The DNS entries on that device was overlooked. The Cpl replaced that PC with the spare one in Central. The change was made the next day, and the two computers were swapped out to their original locations.
- Employee had recently changed her name due to a marital status change. Renamed her email and domain accounts, phone extension name, and her Network storage folder.
- Investigated why the three spare keyboard/joystick's for the cameras would not work with the camera system. Noticed that the part number was not the compatible version that is needed.
- Removed 6 of the laptops from the computer lab, to be used by staff to complete their annual training. Set them all up in the Training room. Performed OS Updates, disk cleaning and defrag, installed remote access and antivirus software, got them all connected to our wifi, created a local profile to be used by all the staff, created shortcuts for four websites they must have access to.
- Investigated an issue with a signature pad that all of a sudden stopped working.
- Resolved word processing application issue. Upgrade had not installed correctly due to file corruption.
- Resolved login issue for new user, user could not change her password for her domain account. Helped her to change it.
- Deployed new Office software to all of the computers that were running previous versions.
- Installed software and configured a label printer for an administrative employee working in the DoC.
- Replaced a UPS in the medical section of the intake area. The old battery in the old UPS has been replaced.
- Helped an employee in medical sign into their user account to access the computer as well as their county issued email.
- Updated a laptop used for teaching to the latest version of its operating system. The laptop was updated to the latest set of drivers and updated to the latest Office software version.
- Replaced an older .pdf reader with a new reader that is more secure on an intake computer.
- Created computer and email accounts for two new nurses that are starting in the medical unit in the DoC.

HR – Human Resources

- Completed removal of separated employees from employee contact list per request of HR

staff.

- Worked with IT manager on wireless connectivity issue for HR staff. A resolve is being worked on.

FA – Farm

- Configured and activated a device that will be used for internet access for the Farm Stand when it opens.
- Configured and tested cash register device that will be used at the Farm Stand once it opens. Training with the Farm manager on the register is current and ongoing.

IT – Department of Information Technology

- Changed DNS entries on our VoIP switches.
- Had to update our Domain Controller IP information in our Email Admin console.
- Updated DNS Entries in our older virtual host Server. The Console could not be logged into, and that server could not be accessed remotely.
- Created a new Antivirus policy that is specific to the DoC training laptops to use.
- Racked our new Virtual servers and Backplane switches. Got the cluster built and IP's assigned to all three nodes. Uploaded the configuration file on both the backplane switches.
- Deployed Browser security updates to campus computers
- Deployed updates to utilities used to maintain computer performance.
- Completed update of NAS devices to latest OS.
- Deployed security updates for word processing, spreadsheet application on campus computers.
- Continued work compiling documentation for all aspects of IT.
- Completed backup and optimization of databases and applications used for software deployment and inventory.
- Completed pairing of 6 wireless mice with receivers.
- Changed name of computer and set an IP for system used to share a label maker per request of IT manager.
- Completed update of OS on my work Laptop for testing of stability of the new version. New OS version proved to be not ready for deployment.
- Created reports to gather information on applications and hardware on campus systems. The information will be used to help in deployments
- Did training with co-worker as part of hand off of task of managing monthly OS updates and security updates for campus and server systems.
- Created a deployment package to roll out Office 2019 to the DoC.
- Created a deployment to enable encryption on all laptops on campus. This deployment also creates backup keys and stores them in an encrypted file on the network.
- Tested the latest version of an operating system used by the IT department. It was ruled that this operating system is not stable enough yet for general use.
- Deployed updates to all county computers on campus.
- Rebuilt the software for the home laptop issues to IT-4. The software is now more secure and encrypted, bringing it to modern security standards.

MT – Maintenance

- Resolved issue for user getting a prompt to change a setting for his account. Configured his account to not get the prompt
- Worked with vendor to get them access to server to work on HVAC system x 2.
- Resolved connectivity issue for two Maintenance systems. Network setting needed to be adjusted after a campus wide change.
- Changed the networking records for a system that governs the climate control in the nursing home. The unit is now contactable by network again.
- Created a laptop loaded with maintenance department software that allows maintenance employees to manage HVAC systems while they are outside of buildings.
- Used outside Vendor to repair Excel Spreadsheet file for Maintenance Superintendent

NH – Nursing Home

- A nurse could not print from their web-based EHR from her laptop. The issue was because pop-ups were blocked and preventing the dialogue box from opening. Probably from a recent update.
- Changed phone extension name in Unit Secretary's office in one of the Nursing Units, to reflect a staff change.
- Set up a laptop with a mouse and networking in the kitchen office for a new employee.
- Found a spare cord for an employee that needed to plug a camera into their computer to extract pictures from.
- Changed networking records for all of the nursing home nursing unit computers after network connectivity was knocked out. This restored network connectivity to those machines.
- Worked with IT-2 to update a medical coding program for two employees.
- Rebooted and checked on a computer in activities. Computer seemed to refuse to boot but was actually frozen on a black colored screen. The computer is running just fine now.
- Worked with an employee to clean up some unused shortcuts in network folders used by for speech recording software.
- Added a whitelisted website to all of the laptops due to a URL being changed for a critical piece of software used by the nurses for patient management.
- Responded to a call about an outage of a critical software used in the nursing home. After calling the vendor, the vendor admitted to temporarily taking their software down without telling anyone.
- Fixed a software configuration for the director of nursing that related to their printer. This allowed the printer to print double-sided pages after not being able to previously.
- Uninstalled and replaced outdated encryption software with a new properly held standard.
- Replaced an older .pdf reader with a new reader that is more secure on an activities laptop. This laptop was updated to the latest drivers available.
- Created computer accounts as well as email accounts for two new employees. One is an RN and the other is a unit aide.
- Downgraded a PDF reader to retain features no longer available in the newer version for the volunteer coordinator.

RD – Registrar of Deeds

- no calls

SO – Sheriff's Office\Dispatch

- Searched for monthly OS Updates for all servers, which there was none. Did have to schedule reboots for them all.
- Resolved Network connection issue for Sgt. Network settings need to be changed. Additional had to re-install remote connection software.
- Completed training with new dispatch hire.
- Completed setup of new remote PD user accounts.
- Fixed a shortcut that led to employees being able to view cameras on certain parts of campus.
- Fixed folder access permissions for deputy scheduling. Dispatch is now able to view the needed files and folders.

Yours in Service,

Brent Ruggles

IT Manager

Grafton County Department of Information Technology

DoC Supt. Elliott arrived and gave the following report:

June 23, 2020

Commissioners Report

1. Population:

In House: 45	F Unit: 17
	E Unit: 6 (2 Coos)
	D Unit: 7
	C Unit: 8
	Intake: 7

Out of Facility: 29

Intakes since 7/1/19: 906 Male: 611 Female: 295

2. Community Corrections Report:

- a) **Electronic Monitoring:** 8 (6 FIRRM level 2 – 2 FIRRM level 3)
b) **Daily Work Release:** 0
c) **FIRRM:** 10 (1 level one- 7 level 2 -2 level 3)
d) **Pre Trial Services:** 18 - 3 on GPS monitoring
e) **Operation Impact:** Currently not active. Nothing to report.

f) Community Work Program:

Sergeant Griffin spent his time on the County complex working on the farm and garden. There will be no work details out in the community until further notice.

General:

a) Inmate mental health issues – Supt. Elliott stated that he has four (4) active mentally ill inmates. Two (2) were just sent to the state hospital and two (2) were sent to the psychiatric unit and they still have four (4) waiting to be sent to these facilities. This takes a lot of staff time to handle these inmates.

b) Continuation of COVID restrictions – Supt. Elliott stated that they have not changed anything. The current restrictions will continue until July 6th where they will then review them and discuss whether to lift the restrictions or not.

Commissioner Lauer asked if everyone had a chance to read the minutes from the June 16th meeting. Commissioner Piper had a few edits.

MOTION: Commissioner Piper moved to approve the minutes from the June 16th meeting as amended. Commissioner Morris seconded the motion. Commissioner Lauer called the role. Commissioner Piper “yes”, Commissioner Morris “yes”, Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

The Commissioners signed check register 1191.

6/30/20 Meeting – CA Libby suggested cancelling this meeting as it is a 5th Tuesday. The Commissioners agreed.

Letter – Town of Littleton – The Commissioners discussed the Town of Littleton’s letter regarding their concerns with the increase in the County budget. The Commissioners discussed it and Commissioner Lauer stated that she will visit the Town Manager to discuss the final budget as it has a tax decrease and will discuss this with the Selectboard as well if it is needed.

10:06AM Commissioner Lauer opened the Mid Grant Public Hearing.

Commissioner Lauer noted that handouts were available.

Pat Garvin gave the following update:

This public hearing is to report on the results of CDBG grant #18-405CDCA. This grant provided funds to the members of the NH Alliance of Regional Development Corporations to provide technical assistance to businesses. In exchange for up to \$19,000 to each RDC, they had to provide evidence that they had provided at least \$19,000 worth of staff time providing business technical assistance to businesses in each of their regions. In addition to the business technical assistance funding there was a consultant fund available to provide services that could

not be provided with RDC staff. Each RDC had to provide documentation that at least one job was created and filled by a low-to-moderate income person by a business receiving that technical assistance and an additional job for utilizing consultant services.

So far I have received documentation for 12 jobs created, all filled by LMI persons. Other RDCs are still tracking down the documentation for additional jobs. A total of 10 jobs are required for the business technical assistance and up to 3 more for the use of the consultant fund, depending on how much of that fund is actually spent. So I am confident that we will exceed the necessary job creation. Commissioner Piper asked whether the jobs that are created by the federal money pay wages that are significantly above the state minimum wage. She also asked if the jobs were full-time or part-time. She said that given that Grafton County is acting as a channel for this federal money, she would like to know that the money is helping to lift people out of poverty or significantly improve their economic situation. Pat Garvin said that she would find these answers.

Three RDCs had approval for using consultant services:

The Monadnock Economic Development Corp was approved for \$15,000 of these funds to match a consultant contract to prepare a plan for an arts and culture corridor in downtown Keene. Rockingham Economic Development Corp was approved for \$20,000 to pay half the loan closing costs for LMI businesses that accesses REDC's New American Fund. Covid19 drastically cut into this lending and therefore REDC is anticipating only using about \$5,000 of this allocation. And Strafford Economic Development Corp was approved for \$20,000 for a business consultant to advise at-risk businesses, and as you can imagine this service has been in high demand.

Commissioner Lauer asked if there were any comments from the public. There were none.

10:14AM Commissioner Lauer closed the public hearing.

Director Andross arrived to discuss the FY21 Dispatch Fees with the Commissioners. He stated that most all towns see a decrease with the new fee structure with the exception of Waterville Valley. He explained that they had a 70% increase in activity this assessment year. This is why they are the only town with an increase in the upcoming year. The activity numbers didn't fluctuate much with the other towns. Director Andross stated that he suspects that the reception will be positive once towns receive their new numbers.

MOTION: Commissioner Morris moved to accept the dispatch billing proposal as presented by Director Andross. Commissioner Piper seconded the motion. Commissioner Lauer called the role. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

The Commissioners opened bids for the sale of the following two (2) Sheriff's Cruisers:

Year: 2013

Model: Taurus Police Interceptor Sedan, front wheel drive

VIN: 1FAHP2L82DG213241

Year: 2016

Model: Explorer Police Interceptor Utility, All Wheel Drive

VIN: 1FM5K8AR8GGC41703

Four (4) bidders submitted the following bids:

Name	2013 Taurus	2016 Explorer
Yousef Dabbagh	\$1,268.00	\$2,368.00
Stephen Hillbrunner	-	\$5,045.15
Thomas Maciejewski	\$1,862.00	\$3,625.00
William Doucette's Auto Sales	\$2,323.00	\$4,242.00

MOTION: Commissioner Piper moved to accept William Doucette's Auto Sale's bid of \$2,323.00 for the 2013 Ford Taurus Police Interceptor. Commissioner Morris seconded the motion. Commissioner Lauer called the role. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

MOTION: Commissioner Piper moved to accept Stephen Hillbrunner's bid of \$5,045.15 for the 2016 Ford Explorer Police Interceptor Utility. Commissioner Morris seconded the motion. Commissioner Lauer called the role. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

The Commissioners opened bids for the sale of a 1995 170 Mariner StarCraft Boat with a trailer and accessories. Nine (9) bids were received as follows:

Scott Powers - \$2,001.00

Lee Lemieux - \$2,001.00

Tom Matthews - \$1,567.89

Jacob Morris - \$2001.01

Randal Chapman - \$3,001.54

Cody MacKay - \$4,500.00

Glenn Libby - \$2,777.17

Michael Norcross - \$2007.00

Steven Canton - \$1,200.99

MOTION: Commissioner Piper moved to accept Cody MacKay's bid of \$4,500. Commissioner Morris seconded the motion. Commissioner Lauer called the role. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes".

Grafton County Commissioners' Meeting

June 23, 2020

Page 15 of 17

Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Sheriff Stiegler arrived to discuss an increase in the pay rate for Special Deputies. He explained that last year he had come to the Commissioners requesting to increase the Special Deputies to a flat hourly rate of \$25.00 per hour. The Commissioners were worried about such a large increase and met him in the middle at \$23.00. He stated that he is back to request that the Commissioners increase that amount to \$24.00 in order to stay focused on his original goal of eventually getting that pay to \$25.00. He is not looking for this to go into effect until the 14th pay period of Grafton County’s 2021 Fiscal year. Commissioner Piper asked if Sheriff Stiegler is having difficulty recruiting and if he has lost anyone due to current pay. Sheriff Stiegler stated that this is a decent competitive rate compared to other departments but they have been behind for years.

Commissioner Piper stated that she appreciates Sheriff Stiegler wanting to take care of his employees but she does not see a need for this increase. There would have to be a demonstrated need in order for her to support spending tax payer money in this way. It does not sound like he is having difficulty recruiting or retaining and she wouldn’t be able to support it for that reason. Commissioner Morris stated that she supports and agrees with Commissioner Piper at this time. Commissioner Lauer stated that she also agrees. With the budget just being passed yesterday this is not the appropriate time to be increasing rates. She is not opposed to readdressing it in the future. She stated that they are receiving concerns from the towns regarding the budget and they can’t be increasing it more. Sheriff Stiegler stated that he has to ask the question as a supervisor. Commissioner Piper stated that she appreciates him going to bat for his staff and his doing this does help with morale. Sheriff Stiegler stated that the forecast isn’t good for the economy and he is fine with revisiting it down the road. Commissioner Lauer thanked Sheriff Stiegler for talking on behalf of his staff and she is glad he is supporting them.

Healthcare System – Relief Fund – Long Term Care – CA Libby stated that last week during the County Administrators call, they received answers to the questions they submitted regarding the Healthcare System Long Term Care Relief Fund. The first question was if they split out the Nursing Home from the rest of the GOFFER money they are receiving. The answer was as a government owned facility the County Nursing Homes cannot be compensated under this program for lost revenue. She stated that both she and NHA Labore decided not to submit an application for funding from this program. The application seemed as though it was geared more towards private facilities and facilities that are really struggling. CA Libby stated that we are not one of those facilities and therefore decided not to submit the application. Commissioner Piper stated that this demonstrates good functioning of County Government and that that was a good decision to be made.

CA Libby submitted the Coos County Manifest – Livermore Payment – for the Commissioners to sign.

CA Libby submitted the following CDBG Drawdown Requests for Commissioner Lauer to sign:

- MicroEnterprise – BEDC - \$37,500
- MicroEnterprise – NCIC - \$17,500

MOTION: * 10:49 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. pursuant 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.

* 11:44AM 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.

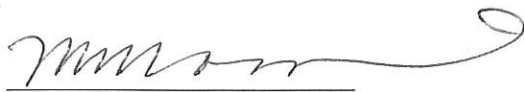
Commissioner Issues:

Commissioner Morris stated that she heard the NH Electric Coop is working to provide Broadband to New Hampshire. They are meeting tomorrow to discuss the issue and she hopes to be able to attend.

Commissioner Lauer stated that Rockingham County doesn't like the dues structure, she will be joining the meeting NHAC Dues Committee meeting after they finish with their Commissioner meeting.

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

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Marcia Morris', written in dark ink.

Marcia Morris,
Clerk