

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
May 17, 2022

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

OTHERS PRESENT: Sheriff Stiegler, Supt Oakes, Bethlehem Energy Commission - Mary Lou Krambeer, Chuck Philips, David Van Houten,

Commissioner Piper 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 reported that the glass wall in his department has been removed and thanked Supt. Oakes and his crew for their work on that project. They are a few weeks away from it being complete. He noted that their new office furniture should be here next week, they have received their new shredder and the new copier will be in soon. He thanked the Commissioners for their support on that request.

Sheriff Stiegler stated that his department has a vacancy with the departure of Deputy MacKay. He is looking for a certified police officer and is disappointed to report that they only had four (4) applicants and two (2) were qualified.

**Supt. Oakes arrived and gave the following report: (\* see attached)**

**Agenda Items:**

1. Memo for Consideration – Register Monahan – CA Libby stated that Register Monahan is seeking an exception to the referral bonus in the Department of Corrections for one of her employees who referred an employee to the DoC. The DoC policy states that the referral bonus can be distributed to a current employee of the Department of Corrections. Commissioner Lauer noted that the Nursing Home referral bonus is only for Nursing Home employees as well. She stated that she could see the advantage to having all 350 employees looking for Correctional Officers. Commissioner Ahern stated that the first paragraph of the policy does not state that the referral is only for DoC employees and therefore could raise some confusion. He feels they need to revise that policy. CA Libby stated that if the Commissioners were going to discuss opening up the referral bonus to all employees, they would need to change both the DoC and Nursing Home policies. Commissioner Lauer stated that she feels it could be an advantage to having all employees looking for nursing staff and Correctional Officers, rather than only incentivizing those two (2) departments. CA Libby explained that the theory behind the policies was that people in those departments could speak best to what it is like to work for those departments. Commissioner Piper noted that this approach could result in a better hire because these employees have a more informed perspective on the type of job it is. To her, the reasoning

behind the initial policy is sound. Commissioner Ahern stated that, in going with Commissioner Lauer's comments, if there are 350 employees looking to find employees, an employee does not receive the referral bonus until someone is hired. The DoC is not going to hire someone who is not qualified for the job. He stated that for the morale of the employees, they should give everyone the chance. CA Libby noted that in regards to this specific case with the Register of Deeds employee, there were two (2) employees listed as referrals on the application and the DoC employee has received their referral bonus. CA Libby stated that this situation has not happened before.

**Bethlehem Energy Commission (BEC) – Mary Lou Krambeer, Chuck Philips, David Van Houten**

D. Van Houten stated that they heard that the County had received ARPA funds and there had been decision-making as to how to spend that money. He stated that the Bethlehem Energy Commission would like to see some support for energy efficiency and renewable energy throughout the county. He explained that things have changed since they last met with the Commissioners in November. The members of the Commission presented the attached document outlining their proposal. They discussed it with the Commissioners and answered questions.

M. Krambeer stated that they want to make a responsible and doable proposal to Grafton County. Energy in New Hampshire is a huge part of the municipal budgets and they are excited about their work in Bethlehem because everything they do is saving Bethlehem money. They discussed possible grant opportunities, through ARPA funds, that the County could provide to municipalities for energy projects. CA Libby explained that the County is responsible for the ARPA funding and if they were to give \$50,000 to every town, she is going to be responsible for the reporting, and logistically for the County it is not easy. M. Krambeer also discussed the possibility of the County using ARPA funds for matching funds. CA Libby stated that the County is not in the business of awarding grants, it is not something that the County has done in the past and therefore would be a learning curve and she would need to spend time figuring out how it would need to be handled. D. Van Houten asked how the County is handling the Broadband Committee. CA Libby explained that the County is not giving money to any communities for broadband. The County is working with one (1) vendor who is doing the work for Grafton County.

Commissioner Piper stated that there might be a way for this committee to take on the model of the Broadband Committee. She agrees that a plan would have to be articulated. The Commissioners can further discuss this with CA Libby and get back in touch with the BEC.

**Agenda Items:**

1. Minutes – Commissioner Piper stated that bearing in mind that the minutes are for the public, she is making sure they are understandable. She made a couple of simple corrections and edits and changed a sentence. She reviewed those corrections with the Commissioners. She also asked questions about particular passages to be sure that the meaning was understandable.
2. Register of Deeds Memo – Commissioner Piper stated that Commissioner Ahern had suggested giving all employees the opportunity to refer employees to the Nursing Home and DoC and receive the referral bonus. She stated that the original intent, that the employees in these two (2) departments are most informed to speak to the jobs, was a solid reason for the policy. She stated that CA Libby had also noted that this is the first time that two (2) people were

listed as referrals. CA Libby stated that she has spoken with both HR Director Clough and Supt. Elliott about this request and they both stated they are ok with any decision the Commissioners were to make. Commissioner Lauer stated that she would support a policy that any employee would be eligible for the referral bonus and if more than one (1) employee is listed on the referral, that the bonus be split among the employees.

**MOTION:** Commissioner Lauer moved to modify the referral policy for the Department of Corrections and Nursing Department to encourage referrals from all full time and part time employees and if multiple Grafton County employees are listed on the referral form, that the bonus be split among the employees. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes”, Commissioner Ahern “yes”, Commissioner Piper “no”. With the vote being two (2) in favor and none in opposition the motion passes.

Commissioner Piper further stated that she would like to avoid the possibility that Commissioner Lauer previously stated, which would be multiple employees listed as the referring party.

CA Libby stated that in regards to the memo from the Register of Deeds, the Commissioners have not addressed the exception that has been requested. She stated that this would be an exception to the existing policy and the new policy will go into effect from this date forward.

**MOTION:** Commissioner Lauer moved to make an exception and award a referral bonus to the Deeds employee who referred a DoC employee. Commissioner Ahern seconded the motion and all were in favor.

4. CA Libby submitted a CDBG Drawdown – Mid-State Health for \$272,685.46 for Commissioner Piper to sign.

5. CA Libby informed the Commissioners that the Twin Pines Housing Ribbon Cutting and Annual Meeting would be held June 14<sup>th</sup> at 4pm.

6. CA Libby stated that Alternative Sentencing Director DePalo has given her resignation and will be leaving June 15<sup>th</sup>. HR will be posting the position internally today.

7. CA Libby stated that she, the Commissioners and HR Director Clough received a letter from the Register of Deeds regarding the salary survey. The Register of Deeds would like justification for the figures for the rates of pay in their department, a list of the comparators that were used and what research was conducted that contributed to the figures that were set by the Board of Commissioners. The Deeds staff would like to schedule a meeting with the Board of Commissioners as soon as possible to discuss this matter. CA Libby stated that HR Director Clough is putting together that information. The list of comparators was in the report that was given to employees in March. She stated that they would provide them the same information that has been provided to others who have had questions regarding the wage study. She stated that they could provide the information and go from there. Commissioner Piper stated that Register Monahan is requesting a meeting with the Commissioners and her staff and she believes that the Commissioners should honor that request. She stated that they can provide Register Monahan the information requested and ask Register Monahan to contact CA Libby to ask to be added to an upcoming agenda.

Commissioner Piper requested to go into nonpublic session.

**MOTION:** \* 11:15 AM Commissioner Ahern moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c). Commissioner Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer “yes”; 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.

\* 11:20 AM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner Lauer 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 Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

**MOTION:** Commissioner Lauer moved to approve the minutes from the May 5<sup>th</sup> meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

**MOTION:** Commissioner Lauer moved to approve the minutes from the May 10<sup>th</sup> meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

8. Bethlehem Energy Commission Discussion - CA Libby stated that she currently does not have the time for the administrative workload that the energy project as proposed would require. She stated that what the BEC is doing is a good thing but for her, until they at least get a Finance Director on board, she does not have time. She explained that she would still look into the ARPA guidelines to see what the County would be allowed to do. Commissioner Lauer stated that it would take some thinking as to how they can do the administrative piece. Commissioner Piper thinks in terms of the accounting and administrative work, this could only be done when another position is filled. Her wish is that the County would be able to assist and would like to be able to move forward in some way when the time is right. Commissioner Piper noted that she wonders about the possibility of the Bethlehem Energy Commission having a conversation with the Broadband Committee to see if that model is transferable. She respects and appreciates the work the BEC has done. They are asking for something that in her opinion is very reasonable. She asked if the Commissioners could reach out to the Broadband Committee. CA Libby stated that the concept of the Broadband Committee is a good one, but the broadband project is one big project where with the energy project, each individual town would have their own project. CA Libby stated that she would have an update for the Commissioners next week as to what the guidelines state the County is allowed to do.

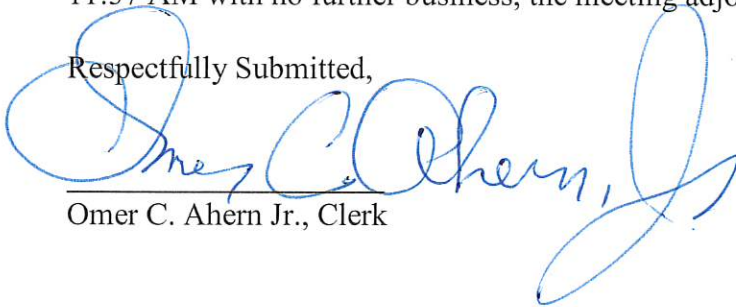
9. CA Libby noted that the Delegation and Executive Committee would be meeting Monday the 23<sup>rd</sup> at 9:00 AM. Next week’s Commissioners meeting will be on Wednesday at 3:00 PM and the public hearing will be that evening at 6:00 PM.

**Commissioner Issues:**

1. Commissioner Lauer stated that the Caledonian Record contacted her and they will be writing an article on the budget.
2. Commissioner Piper gave a budget presentation to the Hanover Selectboard last night and stated that it went very well.
3. Commissioner Ahern stated that he would be attending the Wentworth Selectboard meeting tonight.

11:37 AM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Omer C. Ahern Jr.", written over a horizontal line.

Omer C. Ahern Jr., Clerk



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 19 – May 16, 2022

## COMPLEX

**Building Automation System (BAS) Project** (97% complete) Alliance Building Automation (ABA) Has to complete our final punch list and provide training. Once complete I will release their 10% retainage.

**Elevator Systems** – Stanley Elevator completed quarterly inspections on all of our six elevators and annual inspections on the Admin. Building, Nursing Home 69 and Courthouse elevators. All were in good working order.

**Kitchen Hood Fire Suppression Systems** – VT Fire Extinguisher completed the 6-month inspection and test of the fire suppression systems in the DOC and nursing home hood systems. No defects noted.

## **ARPA Projects Status**

1. Jetter – System arrived and we've done some familiarization training on it.
2. Tractor and implements – Placed orders and are awaiting delivery
3. Sewage Grinder – Finalized submittal review...new grinder will deliver sometime in July
4. Generator – Working through logistics to finalize my department's scope vs. a contractor's portion and will seek proposals within the next couple weeks.
5. Admin Building Flooring – Placed order and scheduled install for mid-July
6. Test Well – Soliciting bids from engineers thus far. The ones I've contacted are extremely busy so it has been difficult to get proposals in a timely manner.
7. Septic System Feasibility Study – Finalizing scope of work and I am having the same issue trying to get timely engineering feedback due to extremely busy schedules.
8. BACnet Full Integration - Alliance has started to receive material for this project. My staff are in the process of plotting BACnet Bus (wiring) routes and determining which devices will connect to each BACnet Bus. We are scheduled to meet with Alliance on 5/24 to start fine tuning a schedule.
9. Sheriff Dept. Wall - Granite State Glass removed the glass curtain wall and my staff constructed wood/sheetrock walls in their place. We are in the process of building a new service counter and window and installing a new entry door.

## COURTHOUSE

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

**Judge Chamber 1** – Granite State Glass replaced the broken window in this space on May 3<sup>rd</sup>.

**HVAC** – The 60-ton AC system that supports the Southern ½ of the building would not run during our first warm days this past week. This unit has six compressors, three on each circuit. The odd numbered compressors would not run due to faulty relays in the control circuit and the even number compressors would not run due to low refrigerant. Lee Pennock repaired the relays on the odd circuit and partially serviced the refrigerant on the even one. We are awaiting delivery of more refrigerant from F.W. Webb, scheduled for delivery Wednesday 5/18.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 19 – May 16, 2022

## 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.

**New Dryer** – Installed new 175-pound dryer. Yankee Equipment rigged the old one out and the new one in place. My staff did the gas work, ducting and pneumatics and Young's Electric did the electrical.

## **HVAC**

1. Air handler HRU 5 (Maple/Profile North Section) tripping on freeze stat...replaced freeze stat
2. Air conditioning unit 1 (Meadow & Granite Dining Rooms) threw belt and stopped working...replaced belt
3. Kitchen hood make up air unit heater gas regulator stuck and solenoid pilot gas valve leak...replaced both parts

## **Kitchen**

1. Ice machine not keeping up with ice production...ordered new thermistor
2. Dishwasher hot water booster kicking out on high limit...replaced thermostat
3. Maple kitchenette Model T-23DT / serial 1-3735337 fridge and freezer door seals bad...replaced seals

**Electromechanical Beds** – Replaced a couple actuator control boxes on beds hung up in one position or another.

## **Plumbing**

1. A 2003 Building domestic hot water line distribution pipe at the hot water storage tank is leaking at a union. We need to disassemble and clean the union pieces and put it back together...*This job did not go well. Had to order more parts to complete...* part on hand and awaiting scheduled install.
2. 3/4 copper pipe to mixing valve has minor leak...part on hand awaiting scheduled install
3. Isolation valve on heating system in ramp area has minor leak at valve...part on hand and awaiting scheduled install

## ADMINISTRATIVE BUILDING

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

**IT Server Room** – SNS requested 110V drop down circuits for this space to eliminate cords draped across the floor to outlets. Met with an electrical contractor on this work and had SNS approve their quote once received. The electrical contractor is awaiting the materials for this job and will start once he has them.

**Deeds Vault** – Humidifier not working. Installed new circuit board and tested system. Working now but needs new auto-tank drain and probe housing and gasket. Received & installed new auto-tank drain. Still awaiting other parts.



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 19 – May 16, 2022

**Roadside Sign** – The Human Resource Office portion of the sign fell off due to rot. We are in the process of constructing new sub signs and will mount them when fabrication is complete.

**HVAC** - Air handler HRU 1 energy recovery wheel drive belt broke...replaced belt

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

## Dept. of Corrections

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

### **HVAC**

1. Heat pump WHP-F2 main controller circuit board bad...operating unit in manual mode via slave controller as interim measure until we can get a replacement part. The circuit boards in our heat pumps are obsolete and hard to find. Multistack found one and wanted to charge us \$2,260 for the part, installation and programming. However, they could not provide a warranty. They do have newer versions of this circuit board, but for it to work they must replace the circuit board in the slave controller too so the two controllers are compatible. The material, installation and programming for the two newer versions will cost \$4,900, but at least they will come with a 1-year warranty. I had them order the two newer version controllers, which are slated for delivery sometime in the Feb/Mar timeframe. Checked on part back order... vendor has not received it from the manufacturer and has no delivery date.
2. Heat pump WHP-G1, circuit B shut down on low pressure...troubleshoot to bad slave controller. Will use one from WHP-F1 when contractor upgrades the controllers on that unit. Operating off circuit A as interim measure.

### **Laundry**

1. Right hand dryer thermistor failed causing dryer to shut down on ALARM...ordered a new thermistor
2. Right hand washer chemical feed hose leaking...installed a new hose

**Non-contact Visitation** – Visitors were able to pass contraband through sound gaps surrounding windows. Installed heavy mesh material in gaps in all five rooms to prevent exchange without eliminating ability to communicate.

**Sewage Pump 2** – Pump seal failed and hour meter as well. Rebuilt pump and replaced hour meter

## MAINT/FARM BUILDING

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



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 19 – May 16, 2022

## FARM

Preventative Maintenance (PM) – Performed various PM tasks throughout

## BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout. Scheduled plant shutdown 5/15 – 5/20 to clean boiler and replace gear box oils

Distribution Pipe – Scheduled to repair leaking distribution pipe in vault near barns and insulate while system is cool.

## ALTERNATIVE SENTENCING BUILDING

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

Rear Steps – Joist hangers rotted away from rust...in process of replacing them

Front Entrance Overhang – Corner post rotted...On list to replace soon

## VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks on various vehicles and equipment.

## STAFFING

1. Custodial vacancy filled 5/17/22
2. Master electrician - vacant
3. Skilled Maintenance Assistant - vacant



Jeffrey F. Stiegler  
Sheriff

## Grafton County Sheriff's Department

3785 Dartmouth College Highway • Box 6  
North Haverhill, NH 03774-4936  
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 2022

- Prisoner Transports: 27
  - CSO movements from the jail to Court: 18
  - Involuntary Emergency Admissions (IEA) 3
  - Arrests 27
    - Arrest on a warrant, superior or civil, instate wanted, and on sight arrest (people who we send to court)
  - Civil: Total
    - 70 Abode
    - 51 In Hand
    - 7 Non est
    - 2 Posting Sheriff Sale Poster
    - 5 Cancelled
- total: 135
- 
- Motor Vehicle Stops..... 11
  - Total # of Active Warrants.....

Criminal = 383
<u>Civil = 26</u>
<b>Total = 409</b>
  - Total Miles Driven: 19,516

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



### April 2022

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Units had the following activity for the month of April 2022.

1 Bail Jumping HOC

2 Delivery of Articles Prohibited Investigations HOC

1 Assault Investigation

1 Conflict Investigation

2 Grand Jury Investigative Subpoenas

9 ICAC Cyber Tips Received

7 Child Exploitation Investigative Search Warrants

1 Arrest for Possession of CSAI

13 Technical Assists

Refer 1 Child Exploitation Investigations Out of State

Defense Expert 2 days at GSO reviewing case files in CSAI case

7 Investigations or Assists with electronics or storage medium reviewed, examined, delivered or taken into the Computer Forensic Unit (CFU).

Cell Phones: 8

Other: 1





## BRISTOL POLICE DEPARTMENT

*James P. McIntire, Chief of Police*

*chiefmcintire@townofbristolnh.org*

*230 Lake Street*

*Bristol, New Hampshire 03222*

*(603) 744-6320 Fax (603) 744-2527*



April 15, 2022

Sheriff Jeffery Steigler  
Grafton County Sheriff's Office  
3785 Dartmouth College Hwy  
N. Haverhill, NH 03774

Dear Sheriff Jeffery Steigler,

I wanted to thank you for the participation provided by the Grafton County Sheriff's Department for assigning numerous Deputies and their vehicles during the funeral procession of Retired Chief, Barry W. Wingate.

Your Deputies provided two days of support with their presence. The professionalism in their appearance and demeanor for the calling hours, funeral, and the escort of the procession to the NH State Veterans Cemetery provided for a fitting send off for Chief Wingate. I know that all the Law Enforcement support was greatly appreciated by his family. They felt that the presence and the escort was an honorable display of respect by the men and women of the profession to which he dedicated his life.

Thank you again for your continued support and know that the Bristol Police is always standing ready to assist you and the Grafton County Sheriff's Department with your mission as well.

Best regards,

James P. McIntire  
Chief of Police

25 APR 22 AM 10:42

*"Others before Ourselves."*