

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
August 22, 2023

PRESENT: Commissioners Piper, Ahern and McLeod, County Administrator (CA) Libby,  
Assistant County Administrator Burbank, Administrative Assistant Norcross

OTHERS: Ed Wargo – Secured Network Services (SNS), Alternative Sentencing Director  
Mitchell, DoC Superintendent Elliott, Captain Kendall, Helen Mrema

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

**Ed Wargo from SNS arrived and presented the following report (\* see attached)**

**MOTION:** \* 9:11 AM Commissioner Ahern moved to enter into non-public session for  
the purposes of consideration of security-related issues bearing on the immediate safety  
of security personnel or inmates at the county correctional facilities by county  
correctional superintendents or their designees according to RSA 91-A: 3, II (g).  
Commissioner McLeod seconded the motion. This motion requires a roll call vote.  
Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod  
“yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board  
voted “yes” and would now go into non-public session.

\* 9:18 AM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner Ahern moved to permanently seal the minutes from the just  
completed non-public session because they could affect the reputation of someone other  
than those of the Board of Commissioners. Commissioner McLeod seconded the motion.  
Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod  
“yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board  
voted “yes” and the motion passes.

**Alternative Sentencing Director Mitchell arrived and presented the following report (\* see  
attached)**

AS Director Mitchell noted concerns about the lack of affordable housing available. She stated  
that low-income housing isn't even affordable for a single person making minimum wage. She  
reported that their Mental Health Court Coordinator has participants staying at campgrounds for  
\$50/night and there are some people staying in hotels for roughly \$120/night so they have a safe  
place to go.

AS Director Mitchell asked the Commissioners if they have any thoughts on how the County  
could support people in their programs or people coming out of the jail. She would like to  
support them staying in safe housing if they are participating in and following the rules of the  
County's programs. AS Director Mitchell wondered if there would be a way to raise funds to

support these people. The Commissioners discussed this issue with AS Director Mitchell and shared various ideas they had. Commissioner Piper asked what was still available for ARPA funds and CA Libby stated that there is roughly \$2 million left. Commissioner Piper stated that she would like to look further into the possibility of using ARPA funds or other funding the County has received to support these individuals. The Commissioners agreed that this was an important topic that would need further discussion.

**Department of Corrections Superintendent Elliott arrived and presented the following report (\* see attached)**

Inmate Transfer – Supt. Elliott stated that Sullivan County Department of Corrections has asked Grafton County to house one of their inmates because that person was involved in a relationship with a Correctional Officer. He stated that Sullivan County covers any medical costs.

**MOTION:** Commissioner McLeod moved to approve the inmate transfer from Sullivan County DoC to Grafton County DoC. Commissioner Ahern seconded the motion and all were in favor.

Supt. Elliott stated that this is his last meeting with the Commissioners before he retires. He thanked them for their support over the years, specifically the recent approval of the wage increases for the Correctional Officers. The Commissioners thanked Supt. Elliott for his dedicated service to the County.

**Agenda Items:**

1. Approval of Minutes – Commissioner Piper stated that she would like to implement a new procedure for reviewing the minutes. She stated that the Commissioners should make their revisions during the meeting, which would allow their edits to be known by all. Commissioner Piper reviewed a few grammatical edits she had in the August 15<sup>th</sup> minutes. There were no content changes.

**MOTION:** Commissioner McLeod moved to approve the minutes from August 15<sup>th</sup> as amended. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers 1020-1024; 2023-08.18.2023; 2023-08.18.2023 Direct Deposit.

3. Maintenance Department Mower Quotes – CA Libby stated that last week Supt. Oakes discussed the mower that was broken and the quote of \$8,226.00 from United Ag and Turf to replace it. After the meeting last week, Supt. Oakes received a quote from Champlain Valley Equipment of \$10,297.22 for a comparable Kubota mower. CA Libby stated that Supt. Oakes was not able to meet with the Commissioners this week but he is requesting the Commissioners approve the quote from United Ag & Turf, as it was \$2,071.22 less. Supt. Oakes had stated in his email that he knows of no other companies that have mowers in this same class and therefore contacting any other vendor would not be an “apples to apples” comparison. Commissioner Ahern asked if Champlain Valley Equipment knew they were bidding against another company and asked what the process that Supt. Oakes used was. CA Libby stated that Supt. Oakes asked for a quote for a Kubota or other manufacturer equivalent to a John Deere X580 with a 54” deck.

She noted that she feels this would indicate that he had a quote for a John Deere mower and is looking for additional quotes.

**MOTION:** Commissioner Ahern moved to approve the quote from United Ag and Turf for the John Deere X580 Select Series Tractor with 54-inch deck for \$8,226.00. Commissioner McLeod seconded the motion and all were in favor.

4. Dispatch Center Out-of-State Travel Request – CA Libby stated that the Commissioners received an out of state travel request from Director Andross for himself and four (4) additional staff members to attend the APCO-Atlantic Annual Training Conference in Albany, NY from October 23<sup>rd</sup>-25<sup>th</sup>. The cost for this is up to \$4,540.00.

**MOTION:** Commissioner McLeod moved to approve overnight travel for five (5) Dispatch employees to attend the APCO-Atlantic Annual Training Conference from October 23<sup>rd</sup> -25<sup>th</sup> in Albany, NY for up to \$4,540.00. Commissioner Ahern seconded the motion and all were in favor.

5. COVID Relief Pay – CA Libby explained that a couple of years ago the County implemented COVID Pay, which was up to 14 days of pay for employees to use instead of their accrued time, if they were out due to COVID. She stated that this was discussed at the last Department Head meeting and everyone feels it is time for COVID to become the same as the flu or other illnesses and end the COVID Relief pay. CA Libby explained that the first three (3) days of COVID would come out of an employee's earned time and the rest would come out of the employee's extended sick leave.

**MOTION:** Commissioner McLeod moved to discontinue the COVID Relief Pay Program. Commissioner Ahern seconded the motion and all were in favor.

6. CA Libby submitted the following paperwork from the New Hampshire Alliance of Regional Development Corporation's new grant for the Commissioners to sign and initial:

- a. Authorization to Submit Claims
- b. Subrecipient Agreement
- c. Professional Services Agreement between Grafton County and North Country Council

7. Letter to Register of Deeds Monahan – Commissioner Piper stated the Commissioners asked Register of Deeds Monahan to meet with the Commissioners to discuss an employee complaint. The Commissioners received an email from Register Monahan stating that she would not meet with the Commissioners. Commissioner Piper read the following letter into the public record:

August 14, 2023

Kelley Monahan  
Grafton County Register of Deeds  
3855 Dartmouth College Highway  
North Haverhill, NH 03774

Re: Employee Complaint



Dear Register of Deeds Monahan:

The purpose of this letter is to address recent concerns regarding your actions towards employees of Grafton County (the "County"). As the duly elected Grafton County Commissioners (the "Commissioners"), we are responsible for the orderly administration of the County, care of its property and buildings, and overall management of and responsibility for County employees.

We have received complaints from two (2) employees that you have been photographing them while they have been performing the work duties here at the Administration Building. Both employees have reported that this was without their consent and both employees have been upset about this occurring.

We are instructing you going forward to refrain from taking photographs or videos of any Grafton County employee who is performing their work functions within the County buildings or non-public area of the county complex unless you have their written consent to do so or you reasonably believe in good faith that you are documenting a safety violation or a violation of local, state or federal law or regulation. Likewise, we make the same request for the public areas of the county complex, although we recognize we cannot mandate this request. Your actions in taking these photographs have been interfering with the employees' performance of legitimate county operations.

Our intent with this request is to create a professional working relationship within the County and to ensure our employees feel safe and welcome in their workplace each day. We are fortunate to have so many reliable, long-term and hard-working employees in our County. We are happy to discuss the situation with you and believe that having an open dialog on this important matter would be productive.

Thank you for your anticipated cooperation.

Sincerely,

GRAFTON COUNTY COMMISSIONERS

Commissioner McLeod stated that she does not believe what Register Monahan wrote in her response email to the Commissioners is accurate. Commissioner McLeod stated that her name is spelled wrong and that she does not have a reason to confide in Register Monahan.

Commissioner Piper read the following paragraph from Register Monahan's email:

"Prior to 9/18/2023 I would like confirmation from Sheriff Steigler that Commissioner Ahern will be unarmed that day. Commissioner McCleod confided in me that she was now concerned about that new behavior in their Commissioner meetings. She mentioned this to me back in June when she toured the situation of the storage in the vault. I have attached the letter to the board from my last encounter with Commissioner Ahern in the registry. A small typo is present in the letter- cat allegories should be cat allergies. I type as fast as I speak. I know that is a problem for some of you. We most certainly will not be speaking again anyway."

Commissioner Piper stated that Commissioner McLeod is disputing the comment that she confided in the Register of Deeds.

**Commissioner Issues:**

1. Commissioner Ahern stated that he contacted the Wentworth Historical Society to let them know the County appreciates the offer to bring the decorated artificial Christmas trees to the Nursing Home.
2. Commissioner McLeod stated that she attended the NH Long-term Care Summit in Portsmouth. She noted that the New Hampshire Association of Counties was one of the sponsors. There were speakers on the topic of unbundling and implementing the System of Care for Healthy Aging. The Department of Health and Human Services spoke on how they will be implementing the new system. Long Term Care workforce challenges were also discussed and Rockingham County Human Resources and a recruiter spoke about what they are doing to handle these challenges. Commissioner McLeod reviewed the other topics that were discussed at the Summit with the Commissioners.
3. Commissioner McLeod stated that the Bridal Path in the Franconia Notch State Park is being rebuilt and there is \$1.8 million in federal funding being used. The Forest Service and the State Park Service are involved and there are many volunteers helping those professionals as well. She noted that this is one of the most traveled trails in Franconia Notch State Park.
4. Commissioner Piper stated that the Commissioners should get back in touch with AS Director Mitchell with questions they have regarding the housing situation and invite her back to their next meeting to discuss it further. She asked that Commissioners submit their questions to CA Libby and asked CA Libby to keep in contact with AS Director Mitchell.
5. Non Public Session per RSA 91-A:3, II (a)

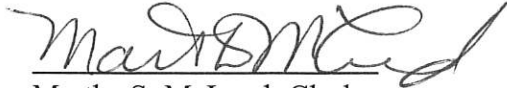
**MOTION:** \* 10:29 AM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be according to RSA 91-A: 3, II (a). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

\*12:10 PM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

12:10 PM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Martha S. McLeod". The signature is written in black ink and is positioned above a horizontal line.

Martha S. McLeod, Clerk



08/22/2023

IT department update

August 1 to August 22nd

242.7 million data points investigated

6 potential events were identified that warrant further investigation

Tickets have been created for these and they are actively being investigated.

We are seeing a very sharp spike in traffic from Russia, inbound to the county. Arctic Wolf continues to monitor the situation. As a proactive measure, we will be taking a look at the current firewall rules and eliminating any that pose a threat or are no longer needed.

The new password policy will go into effect on August 28<sup>th</sup> at 7:00am.

At that time, all existing accounts will have their passwords set to an expired status and all accounts will be forced to enter a new password.

11 character minimum, 90 day maximum password age, 12 password history and complexity requirements will all be enforced going forward

@FA will require more time to coordinate and plan properly and will be scheduled asap

A new help desk person has started working at the county, replacing Anson Hastings. Nathan Voisine will be taking over the on-site responsibilities from Anson.

Alternative Sentencing  
Commissioners Report July 2023

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**Directors Report:**

Alternative Sentencing Director joined the NH Juvenile Court Diversion Network Board. Director continues to participate in the transfer of the Plymouth Area Recovery Center (PARC) to Archway as a PARC Board member.

NH Juvenile Court Diversion Network completed a site visit at Alternative Sentencing. They provided helpful suggestions and were happy with the overall functioning of the program. North Country Health Consortium is applying for accreditation to cover the Coos County Juvenile Restorative Justice program.

Director attended a Plymouth Circuit Court Brown Bag Session and discussed Alternative Sentencing programs as an alternative to incarceration.

**\*Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

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

Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

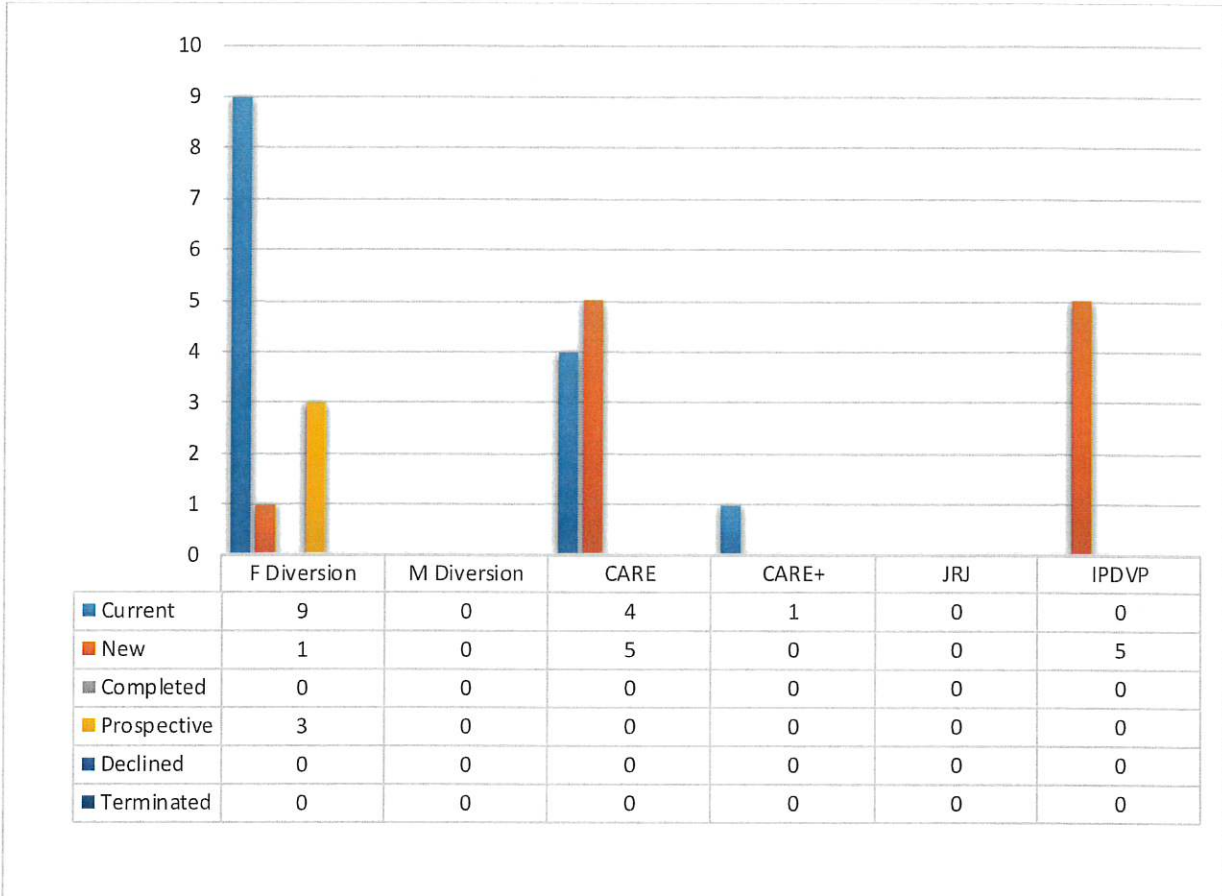


Alternative Sentencing  
Commissioners Report July 2023

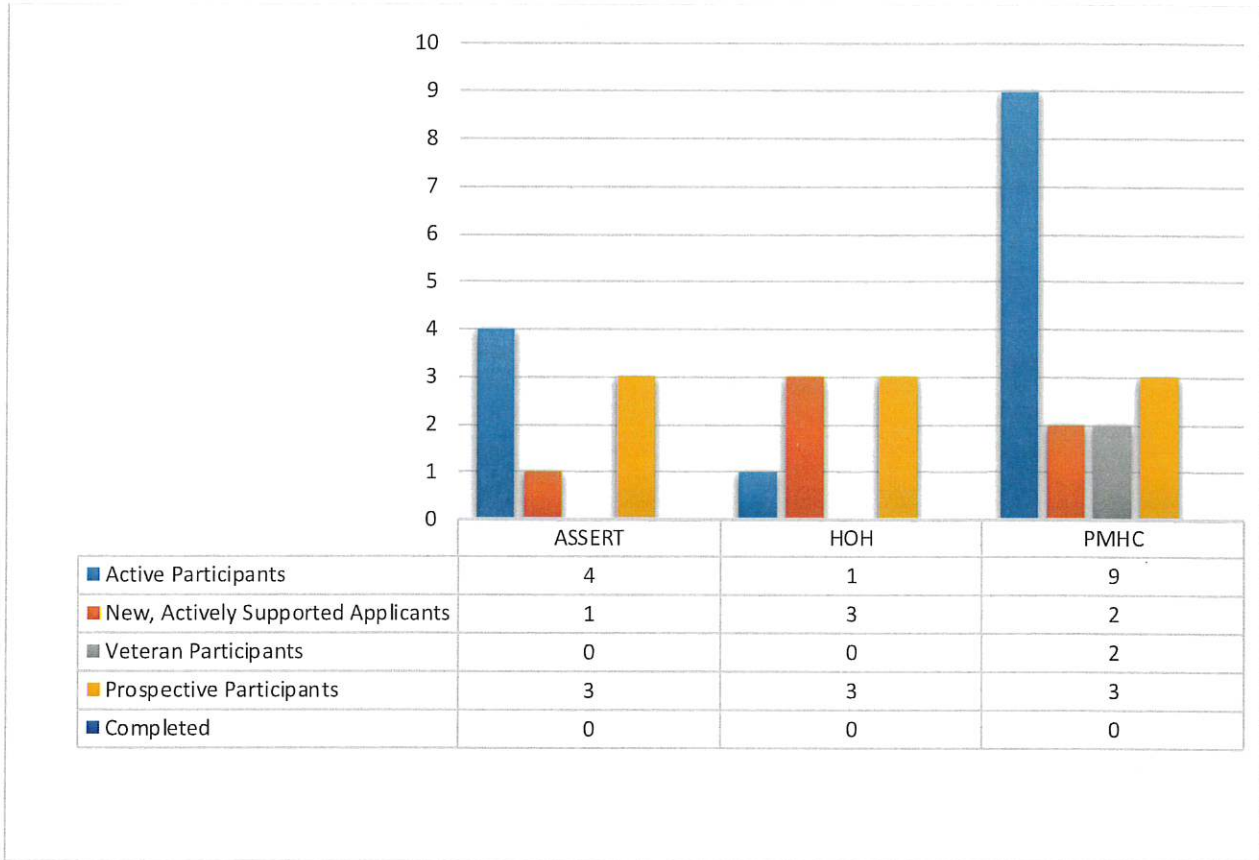
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Alternative Sentencing Programs

July 2023



## Mental Health Court July 2023



Alternative Sentencing  
Commissioners Report July 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>JRJ</b>	---	\$100	---	---	---	\$100	---	---	---	---	---	---
<b>AD</b>	\$100	\$40	\$275	\$565	\$420	\$442	\$235.07	---	---	---	---	---
<b>MISSED</b>	---	---	\$25	\$25	\$50	---	---	---	---	---	---	---
<b>LATE</b>	---	---	---	---	---	---	---	---	---	---	---	---
<b>+ UA's</b>	---	---	---	---	\$50	---	---	---	---	---	---	---
<b>MRT</b>	---	---	---	---	---	---	---	---	---	---	---	---
<b>Emerge</b>	---	---	---	---	---	---	\$300	---	---	---	---	---
<b>CARE</b>	---	---	---	---	---	---	---	---	---	---	---	---
<b>MISSED</b>	---	---	---	---	---	---	---	---	---	---	---	---
<b>+ UA's</b>	---	---	---	---	---	---	\$50	---	---	---	---	---
<b>BDAS</b>	\$2912.57	\$1699.20	\$2998.49	\$2433.74	\$1442.26	\$2169.19	\$1924.19	---	---	---	---	---
<b>Totals</b>	\$3012.57	\$1879.20	\$3298.49	\$3023.74	\$1962.26	\$2711.19	\$2509.26	---	---	---	---	---





**Transports:** For the months of July staff conducted 5 transports.

- 1 transport to a treatment facility.
- 0 medical transports for inmate medical needs/doctor's appointments.
- 4 courtesy rides home for inmates being released that could not find a ride for themselves.

### **FIRRM Program**

1 current participants

Level 1 – 0

Level 2 – 0

Level 3 - 1

### **Programs Department Report:**

For the months of July, the Programs Department provided various services to 24 different inmates for approximately 314 hours. These services include SUD groups, individual counseling and HISET. The majority of these hours came from the following services broken down below.

Individual Counseling: 6 total hours

Female – 1 hours

Male – 5 hours

SUD Treatment Groups: 236 total hours

Female – 32 hours

Male – 204 hours

**Mental Health Report:** For the months of July there were four psychiatric clinic days with a total of 36 patient encounters.

**General:**

Inmate Transfer

Are there any Commissioner concerns?