

GRAFTON COUNTY COMMISSIONERS' MEETING  
Department of Corrections  
North Haverhill, NH 03774  
October 31, 2023

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

OTHERS: Alternative Sentencing Director Mitchell, Interim Department of Corrections Superintendent Kendall, DoC Medical Coordinator Allbee, Maintenance Supt. Oakes, Helen Mrema

Commissioner Piper called the meeting to order at 10:00 AM and began with the Pledge of Allegiance.

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

Commissioner Ahern expressed concerns about the lack of homeless housing in Grafton County and stated that he believes Grafton County has many opportunities to build housing, but there are many rules and regulations the County is subject to because they are a governmental agency. He suggested the County reach out to the Oliverian School and their organization about housing as they may have access to more money to do many good things in conjunction with what AS Director Mitchell is trying to do. He asked if AS Director Mitchell knew anyone within that organization, and she stated that she had worked at the Beckett School for ten (10) years. She explained that she was unsure how she would go about having this conversation with them. She would need more information. She further discussed the request with Commissioner Ahern and stated that she could initiate the conversation, but this topic is outside her wheelhouse. Commissioner McLeod asked why the County wouldn't talk to Twin Pines Housing and AHEAD as they do this type of development on a regular basis and have more access to the funding to build. CA Libby added that she is not sure that this is AS Director Mitchell's issue to deal with. She feels this is a bigger County issue, and if this is something the Commissioners are interested in looking at, then they would need to have further conversations. She does not think it is fair to make AS Director Mitchell the point person on this, as housing is not what she does.

**Interim Department of Corrections Superintendent Kendall arrived and gave the following report (\*see attached)**

1. Inmate Transfer Requests

a. Interim Supt. Kendall stated that the Sullivan County Department of Corrections has an employee who is a cousin to the victim of two (2) of their inmates, and therefore, the inmate cannot be housed there. Sullivan County has requested the inmates be transferred to Grafton County.

**MOTION:** Commissioner McLeod moved to approve the two (2) inmate transfers from Sullivan County Department of Corrections to Grafton County. Commissioner Ahern seconded the motion, and all were in favor.

b. Interim Supt. Kendall stated that Grafton County has a pretrial male inmate who was involved with an employee's sibling and, therefore, will not be able to accept the services provided at the jail or be supervised. He stated that he is requesting Commissioner approval to transfer this inmate to Sullivan County

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

2. Medical Coordinator Allbee gave a brief presentation of her job responsibilities to the Commissioners. She explained that she oversees the Health Services Department. Her department performs medical intake screenings on every individual in the facility. She stated that the facility has a Nurse Practitioner as the medical provider and West Central Behavioral Health provides psychiatric visits.

CA Libby asked Interim Supt. Kendall how the removal of Felonies First will impact the Department of Corrections. Interim Supt. Kendall stated that he has not had many conversations, but he does think it will be more challenging for staff. Instead of all charges going to Superior Court, the charges will be heard in different courts. There may be delays, but over time, he feels this may speed up the process and resolve charges quicker.

**Maintenance Supt. Oakes**

1. The Commissioners opened the following bids for equipment from the Maintenance Department:

<b>John Deere Lawn Tractor Soft Cab</b>	
Darrel Dietlein	\$161.00
Justin Bradshaw	\$21.23
Chris Cerasuolo	\$186.00
Kevin Morrison	\$16.00

**MOTION:** Commissioner McLeod moved to accept Chris Cerasuolo's high bid of \$186.00 for the lawn tractor soft cab. Commissioner Ahern seconded the motion, and all were in favor.

<b>John Deere 47-inch Snowblower</b>	
Jessy Stockton	\$100

Justin Bradshaw	\$149.23
Darrel Dietlein	\$221.00
Herb Gray's Used Cars	\$106.00
Kevin Morrison	\$51.00

**MOTION:** Commissioner McLeod moved to accept Darrel Dietlein's high bid of \$221.00 for the John Deere 47-inch Snowblower. Commissioner Ahern seconded the motion, and all were in favor.

<b>John Deere X530 Lawn Tractor</b>	
Herb Gray's Used Cars	\$428.00
Kevin Morrison	\$176.00
Darrel Dietlein	\$1,023.00
Dennis McLam	\$552.00
Justin Bradshaw	\$401.23
Jessy Stockton	\$200.00
Steven Schmit	\$400.00
Seth Butson	\$351.00

**MOTION:** Commissioner McLeod moved to accept Darrel Dietland's high bid of \$1,023.00 for the John Deere X530 Lawn Tractor. Commissioner Ahern seconded the motion, and all were in favor.

<b>JLG 60-foot Articulating Boom Man-lift</b>	
Budget K/B	\$5,500.00
Herb Gray's Used Cars	\$10,537.00
Barron Brook Inn	\$11,101.00
Melanie Shansab	\$3,500.00
April May Preston	\$12,750.00
James Reusch	\$4,000.00
Ammonoosuc Asphalt	\$11,888.00
Justin Bradshaw	\$8,501.23
H.J Grosser, Jr.	\$9,526.00
Brian Clark	\$2,394.94
Frederick Churchill	\$16,651.00
Scott Fitzgerald	\$2,600.00
John Emerson	\$6,001.00
Stan Brinkman	\$6,000.00
Christopher Znajmiecka	\$5,550.00
C.V Elms	\$7,750.00
Robert Roy	\$8,006.00
Jim Hayes	\$6,010.00

Kevin Fagnant	\$4,553.37
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**MOTION:** Commissioner McLeod moved to accept Frederick Churchill’s high bid of \$16,651.00 for the JLG 60-foot Articulating Boom Man-lift. Commissioner Ahern seconded the motion, and all were in favor.

<b>John Deere 12 ft Snow Pusher</b>	
Justin Bradshaw	\$951.23
Kevin Fagnant	\$458.00
L&L and Son Landscaping	\$1,800.00

**MOTION:** Commissioner McLeod moved to accept L&L and Son Landscaping’s high bid of \$1,800 for the John Deere 12 ft Snow Pusher. Commissioner Ahern seconded the motion, and all were in favor.

<b>Propane Generator</b>	
Dustin Taylor	\$25.00

Supt. Oakes said he would request that the Commissioners reject this bid as the generator is worth more. He explained that he could not leave the generator by the road like the rest of the equipment. The Maintenance Department can see it in-house, and it was listed on the website. He noted that there was another generator that did not receive any bids. Supt. Oakes stated that he feels he should try to get better visibility for those generators to the public. He further discussed the generators with the Commissioners and answered questions.

**MOTION:** Commissioner McLeod moved to reject the \$25.00 bid received from Dustin Taylor. Commissioner Ahern seconded the motion, and all were in favor.

2. Water System – Supt. Oakes stated that Horizon Engineering has estimated \$6,000-\$8,000 to move this project to the Department of Environmental Services (DES), the next step needed regarding the County developing its own water system. CA Libby stated that there is money left in ARPA for the water feasibility study, and she thinks it makes sense to take this next step and figure out if this project is feasible. Commissioner Ahern asked if the County would receive pushback or litigation from WW&L if it were to go on its own water system. Supt. Oakes stated he is sure the County will receive pushback because the County is 25% of WW&L’s customer base. He noted that WW&L does not have the same leverage for water as they do with the County’s sewer.

**MOTION:** Commissioner Ahern moved to proceed with Horizon Engineering's proposal for up to \$8,000. Commissioner McLeod seconded the motion for discussion purposes.

Discussion: Commissioner Piper stated that this is the process to have this project approved by DES. She asked what the total cost would be to complete the well project on the complex. Supt. Oakes stated that the next piece for Horizons is to submit the information to DES, which is \$6,000 -\$8,000. If DES gives the County the green light, it

would be roughly \$2,222,000. Commissioner Piper questioned if there is ARPA money left for this project. CA Libby explained that if DES says that the project is, in fact, feasible, the County has roughly \$2.6 million left in unobligated ARPA funds, and of that money, at least \$1.1 million must be spent in the specific categories, it is not lost revenue. It must be an infrastructure or public health initiative expense. She stated that she thinks if the County is going to move forward with the steps to build the Courthouse, based on the information from EH Danson, if they allocated \$750,000 for the architect phase 1 costs for the Courthouse, it would still leave money to pay for most of the water project. The County could then couple the two (2) projects together and bond the remaining costs. This would allow both projects to move forward now with ARPA funds and then bond the remaining costs. CA Libby stated that the County needs money now to start Phase 1 of the design project for the Courthouse. If the Commissioners took lost revenue money for that, most of the water project would be paid for with ARPA funds.

Commissioner Piper asked how much money the County would save by putting in its own water system, noting that she wants to be a good neighbor. Commissioner McLeod noted that is her concern as well. Supt. Oakes stated that the County would be looking at an annual water cost savings of roughly \$25,000, with the potential for a little more. CA Libby added that it is an enormous payback period to save \$25,000 a year on a \$2 million system. If this project is feasible, then they need to look further into those issues, as well as the impact on the taxpayers of Woodsville, but to bring the feasibility study to fruition, taking this next step with DES is necessary.

The Commissioners voted on the motion, and all were in favor.

3. Courthouse – Commissioner Piper stated that the Commissioners need to decide whether the County will build a building that includes a courthouse with the State not assisting financially or build an administrative building for their County Offices. Commissioner McLeod stated that she had not been here since the start of these discussions and asked who is inconvenienced by the current courthouse. CA Libby stated that she thinks the courts do not have enough space. She explained that from the State’s perspective, although there are issues with the building, the County owns this Courthouse. The State of New Hampshire owns courthouses with bigger issues, and Grafton County is not a priority. The issues are structural and do not directly impact the State tenants. Supt. Oakes explained that the current building is roughly 40,000 square feet, and a lot of it is not usable. There is essentially no insulation; the mechanical systems are original in the building, which does impact the users as there are heating and cooling issues. It is a huge task to keep them running and keep people comfortable, noting that it comes at premium costs to do that. Supt. Oakes explained that one of his greatest concerns is the panels above the vaulted ceilings caving in someday because of their age and condition. The elevator is one of the oldest in the state and lacks fire safety components because it is grandfathered in. Supt. Oakes also noted that the building does not have a sprinkler system. An engineer validated all his concerns with the study that was done.

CA Libby explained that if the County does not include the State in a new building, that means the court system will not be in North Haverhill, which puts an additional burden on the Sheriff’s Department, Attorney’s Office, and Department of Corrections, which is something to keep in

mind. The County will also lose \$300,000 in revenue from rent. Commissioner McLeod noted that if the County were to build a new courthouse twice as big, would the State be willing to pay more for rent? CA Libby explained that the state pays per square foot, but they cannot say if they can do that in the future. She stated that when the County extended the lease with the State for two (2) years, it was on the premise that the County would know come 2024 what they are doing with the courthouse. Commissioner Piper stated that if the County were to move forward with building for their own purposes, maybe that information would make the State want to help. Supt. Oakes stated that his fear is if the County starts going down that path and the State sees the reality, they will have to shift and jump on the bandwagon at the last minute, which could potentially cost money. Commissioner Piper noted concerns that the Department of Corrections is a beautiful facility but half empty, the County just spent \$5 million on broadband, and she is concerned about spending more money. Commissioner McLeod asked if they need to get the State Fire Marshal in to say the building is not safe, and then that will make the State come to a decision.

Commissioner Piper stated that, at this point, she favors not accommodating the State. Commissioner Ahern agreed. He stated that if the County were to have a building that could accommodate the State, the State would have the upper hand and could name their price for rent. Commissioner Piper stated that she feels the County should build for its needs and have a smaller footprint.

**MOTION:** Commissioner Ahern moved, regarding the courthouse, to construct a building for Grafton County's needs within the Register of Deeds, Sheriff's Department, and County Attorney's Office. Commissioner McLeod seconded for discussion purposes.

Supt. Oakes asked if this is a declaration to put out there or if the County is moving forward with this decision. Commissioner Piper stated this is a declaration, and the County would let the State know.

**MOTION:** Commissioner McLeod moved to amend the motion to state due to the inability of the State to make long-term commitments, the County will move forward with a building that will accommodate the County's needs. Commissioner Ahern seconded the amendment. The Commissioners voted on the amendment, and all were in favor.

The Commissioners voted on the amended motion. All were in favor.

4. Deeds Basement Vault – Supt. Oakes discussed an email from the Register of Deeds that was sent to the Commissioners regarding temporary space requirements in the vault located in the basement. The Commissioners agreed to invite Register Monahan to a Commissioner meeting to discuss her concerns that were stated in the email. CA Libby said she could set up a meeting and have Register Monahan show the Commissioners her concerns in the basement vault.

5. Generator – Supt. Oakes stated that there is a large repair that needs to take place on the generator in the Department of Corrections. He stated that the previous price he gave the Commissioner was roughly \$45,000 to repair the generator. The manufacturer determined that

the fuel pump had failed catastrophically. There are very few of these parts out there, but one was found in Pennsylvania. Powers Generator has been working with Cummins, as Cummins manufactures the generator. They will be here Thursday to repair, and Supt. Oakes was given a good faith estimate based on what Cummins said it would cost, which was \$53,000. He stated that the cost could be higher if more issues are found when this fuel pump is replaced.

Commissioner Ahern stated that the Commissioners have been told in the past that this generator is too large for the facility and one this size is not needed. He asked about getting a smaller generator that would better fit the needs of the Department of Corrections. Supt. Oakes stated that if they can fix this generator, it is certainly worth having a conversation with Cummins to find out what the value of the generator is and replace it with one that is more proper in size. He further discussed the issue with the Commissioners and stated that once they complete this repair, they can investigate other options.

6. Geothermal System – Supt. Oakes explained that the Geothermal System in the Department of Corrections uses two (2) different types of heat pumps, and one (1) of those pumps has had many issues. He stated that the County has been lucky to have an employee on staff who has his HVAC license and has been able to work on them. There is one (1) heat pump that covers the male housing unit that needs to be replaced. The quote to fix this one (1) heat pump is \$28,000, and there are twelve (12) other pumps of the same age in the building. He explained some options he has been looking at with the Commissioners and stated that he wanted to make the Commissioners aware that, going forward, these parts will be very expensive to fix. He will return to the Commissioners and let them know when he decides which route to replace this heat pump.

**Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the October 17<sup>th</sup> meeting. Commissioner Piper had a few edits.

**MOTION:** Commissioner McLeod moved to approve the minutes from the October 17<sup>th</sup> meeting as amended. Commissioner Ahern seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1052-1053; 1055-1056; 1057; 1061; 2023-10.27.2023.

3. Commissioner Piper signed the following CDBG Paperwork:

- CDBG Drawdown – WREN Micro TA \$ 25,758.33
- CDBG Close-out Agreement – Mid-State Health

4. Letter of Credit Execution – CA Libby explained that this letter of credit is required for the NTIA Grant. This letter of credit is cash-secured; it guarantees the County makes the match payments. The Commissioners signed the paperwork for the Letter of Credit.

5. Inclusivity Statement – The Commissioners reviewed and discussed a draft inclusivity statement that was presented to them for approval. Commissioner Ahern stated that he would like more time to review as he is concerned about some of the definitions and meanings of

words. Commissioner McLeod explained that the County does not want people to feel like they are not welcome here. Commissioner Piper stated that with the five (5) action items listed, she does not know that the County can document and prove that they are putting them into place. She stated that she finds this to be the emptiest document she has ever read, not the concept of inclusivity but the document itself. She can understand Commissioner Ahern's perspective. The Commissioners discussed the document and their various perspectives on what they feel should be in the document. CA Libby stated that these are things you hope all people embrace, but that is not the case. The decision is whether the Commissioners want to make a statement on behalf of the County. She stated that there are differences amongst the Board of Commissioners, and they need to work on language that all three (3) are comfortable with if they were to make a statement. She said she will work on new language, like the Town of Franconia, for next week's meeting.

6. Memo for Consideration – Deeds Restoration Project. CA Libby presented the following request and explained that this wording is from the County's lawyer.

**Memo For Requested Action by Commissioners:**

**To:** Grafton County BOC

**From:** Julie Libby, County Administrator

**Date:** October 31, 2023

**Subject Of Requested Action:** Request for Bid Waiver

**Background Info:**

The Register of Deeds requested funding in the amount of \$835,455 to digitize and restore plans at the Grafton County Registry of Deeds. The Grafton County Commissioners approved this request using ARPA funding on May 16, 2023. The Grafton County Executive Committee also approved the ARPA project on May 22, 2023. The Register of Deeds was then obligated to follow the ARPA funding guidelines, a copy of which was forwarded to her on September 24, 2021. All Department Heads that have been approved to use ARPA funding have also been verbally counseled to follow the stringent federal guidelines governing government contracts, as well as the applicable state guidelines governing contracts. Both federal and state guidelines require the use of a competitive bid process unless a competitive bid is unavailable.

On June 22, 2023, the Register of Deeds entered into a contract with Kofile Technologies, Inc., a Delaware Corporation with a principal location at 6300 Cedar Springs Road, Dallas, TX. To date, the Register of Deeds has not supplied evidence that she complied with the required competitive bid process, nor has she completed a competitive bid waiver request with adequate information. The County Administrator and Commissioners have repeatedly requested the Register of Deeds to comply with the required process – but she has declined to do so.

Despite the fact that the Register of Deeds has declined to comply with the requested process, during the past 5 months, she has provided some limited information regarding her efforts to find



companies to bid for this project. She has also shared why she determined that Kofile is the only Company equipped to handle the project.

Separately, the County Administrator and County Commissioners have also engaged in due diligence to confirm that Kofile is the only Company equipped to handle the project. Below is a summary of the facts relative to the selection of Kofile as the contractor on the above project:

1. Kofile is currently or has recently performed similar work for two other counties in New Hampshire (Hillsborough and Carroll).
2. The Register of Deeds approached another document preservation company, Works on Paper, and the Owner of the company, Carolyn Frisa, indicated that her company was unable to complete the project in the timeframe that Grafton County would need the project completed.
3. The Register of Deeds also explored working with Northeast Document Center, another company that works to preserve written documents. However, she learned that Northeast Document Center only handles works of art – not county deeds and property documents.
4. The Register of Deeds contacted Kofile and had a successful conversation with the company. Kofile was able to provide all the services requested by the Register of Deeds.
5. The County Administrator has learned that Kofile was the only vendor to submit a proposal for the other two NH County Registry of Deeds projects (for the Carroll County bid, Works on Paper submitted a proposal for part of the project, but not the entire project. Carroll County rejected this partial proposal and moved forward with Kofile. Upon timely request by the Register of Deeds with proper documentation, the Carroll County Commissioners authorized the Register of Deeds to enter into a \$5,977,816 contract with Kofile “as is”).
6. Kofile has a local laboratory in Essex Junction, Vermont. Kofile has agreed to process any Grafton Records locally at the Essex Junction location and not transport the records to Texas (the location of their other laboratory). There are no other vendors with the ability to perform this record preservation and restoration in the timeframe required within such proximity to Grafton County.
7. Kofile is the only vendor that can provide these services within the local geography of Grafton County in the required timeframe.

**Issue:** Kofile is the only vendor to submit a proposal for this project that was complete and met all required timeframes. The Register of Deeds sought out other vendors, but none were able to meet all the requirements. It is a voluminous project that requires a company with ample resources. Some other vendors could not provide the specific services required for this project. No other vendor could perform the work locally within the required timeframe, which was a significant priority for the County in light of the importance of the records at issue. The Register of Deeds entered into the contract with Kofile for the amount of \$838,338.03. To date, Kofile has invoiced \$209,584.51 for the project.

**Recommended Motion (for Commissioners to consider):** Make a motion to approve the contract with Kofile as a sole source procurement in the amount of \$838,338.03, which will result in the immediate payment of the recently submitted Kofile invoice #INV-KT-012179 (dated August 14, 2023) in the amount of \$209,584.51. Kofile is the only vendor that submitted a complete proposal that met all requirements.

**Discussion:**

The bids and qualifications of the vendor, Kofile, have been reviewed. The Register of Deeds sought out other vendors without success. This vendor provided services for two other counties in New Hampshire for similar document preservation work. Kofile was the only bidder for those other two county projects. No other vendor was able to meet the timeframe required and would be able to keep the records local, which was a priority of this project.

**Fiscal Impact:**

This will not have a fiscal impact on the County, as the funding is via federal ARPA funds.

The Commissioners discussed the memo. Commissioner Piper asked if the County has sent Register Monahan communication that this will never happen again. CA Libby stated that the Commissioners can send a letter that says the Commissioners have approved sole sourcing the project, and that the Commissioners would like to reiterate that this will never happen again.

**MOTION:** Commissioner McLeod moved to approve the contract with Kofile as a sole source procurement in the amount of \$838,338.03, which will result in the immediate payment of the recently submitted Kofile invoice #INV-KT-012179 (dated August 14, 2023) in the amount of \$209,584.51. Kofile is the only vendor that submitted a complete proposal that met all requirements. Commissioner Ahern seconded the motion, and all were in favor.

7. The Task Order for the broadband project to be signed off on has been reviewed by legal counsel. The task order with EX2 is for \$15.6 million. Commissioner McLeod asked how much was left for the Project Manager. CA Libby explained there is \$1.2 million in contingency funds and \$155k left over that could fund a project manager,

8. Teamsters Union Update – CA Libby reported that the County has agreed on the makeup of the Collective Bargaining Unit for the Petition of Certification. She stated that the pre-election conference will be held on November 2<sup>nd</sup>, and this is where they will set the date for the vote. She added that she believes the vote would occur at the end of November or the beginning of December.

**Commissioner Items:**

Commissioner Piper stated that all three (3) Commissioners attended the NHAC conference. She noted that there were helpful sessions on 91: a, Medicaid funding, and Community Power.

2:45 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

# Alternative Sentencing

## Commissioners Report September 2023

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### **Directors Report:**

Alternative Sentencing began the Intimate Partner Domestic Violence program in September. Groups appear to be meaningful for participants, per their report.

Cassie Manning, the Alternative Sentencing Case Manager obtained her Alcohol and Drug Counseling License. The staff that was slated to take the case management position did not work out. The position is open for application.

Juvenile Restorative Justice team met with Haverhill Cooperative Middle School at their request, to collaborate on restorative practices and their hopes to implement a more restorative method of intervention with behavioral challenges within the school setting. We look forward to ongoing collaboration and in supporting the school with their evolution.

With monies provided through Opioid Abatement funds and Local Assistance and Tribal Consistency funds, Grafton County Alternative Sentencing has been able to support participants with emergency housing, transportation, financial stressors and food insecurity. With this support, the program was sure to seek alternative options to ensure needs are met on a continual basis, and encouraged participants to engage in the process of ascertaining the security of their basic life needs independently and to the best of their abilities.

### **\*Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

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

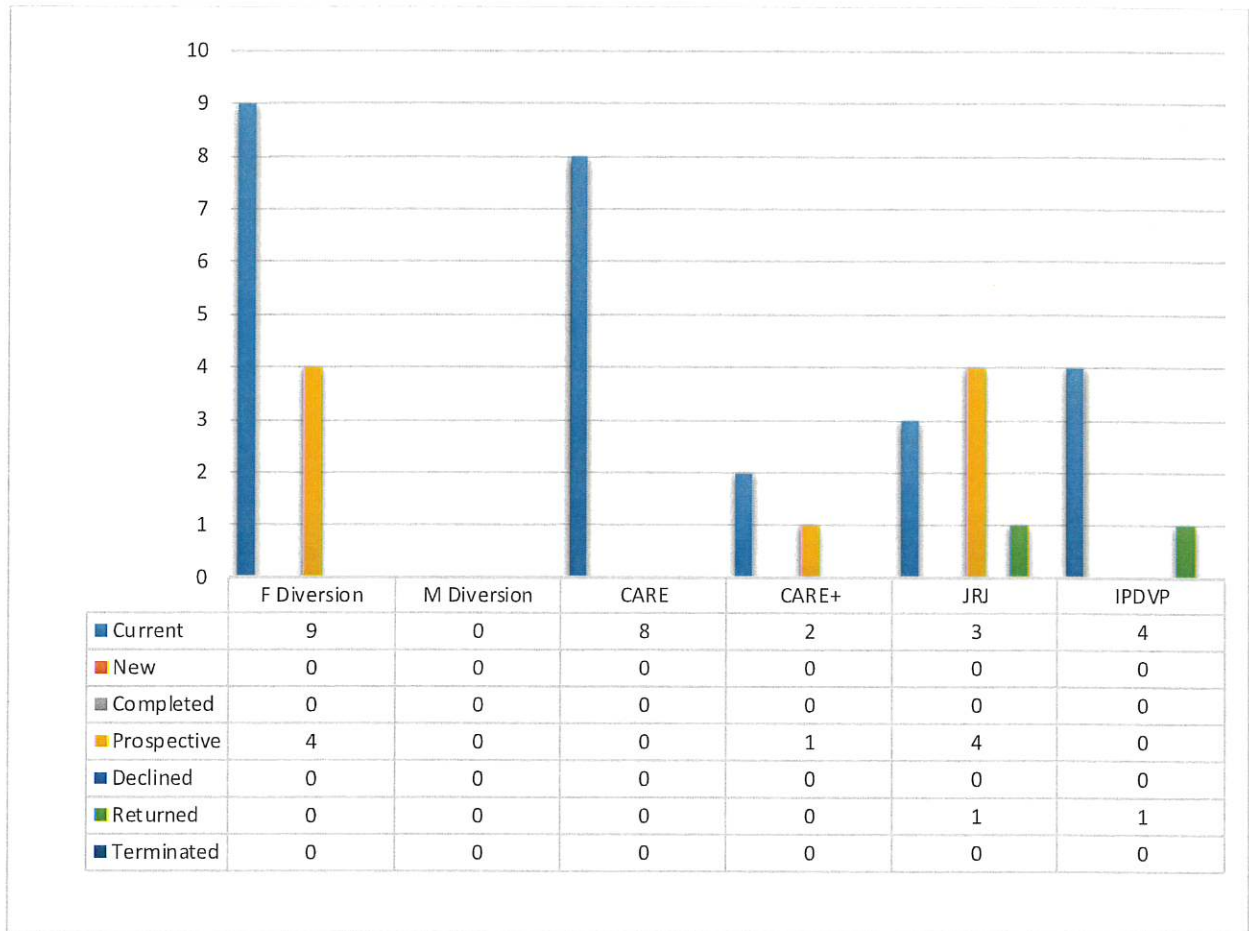
Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

Alternative Sentencing  
Commissioners Report September 2023

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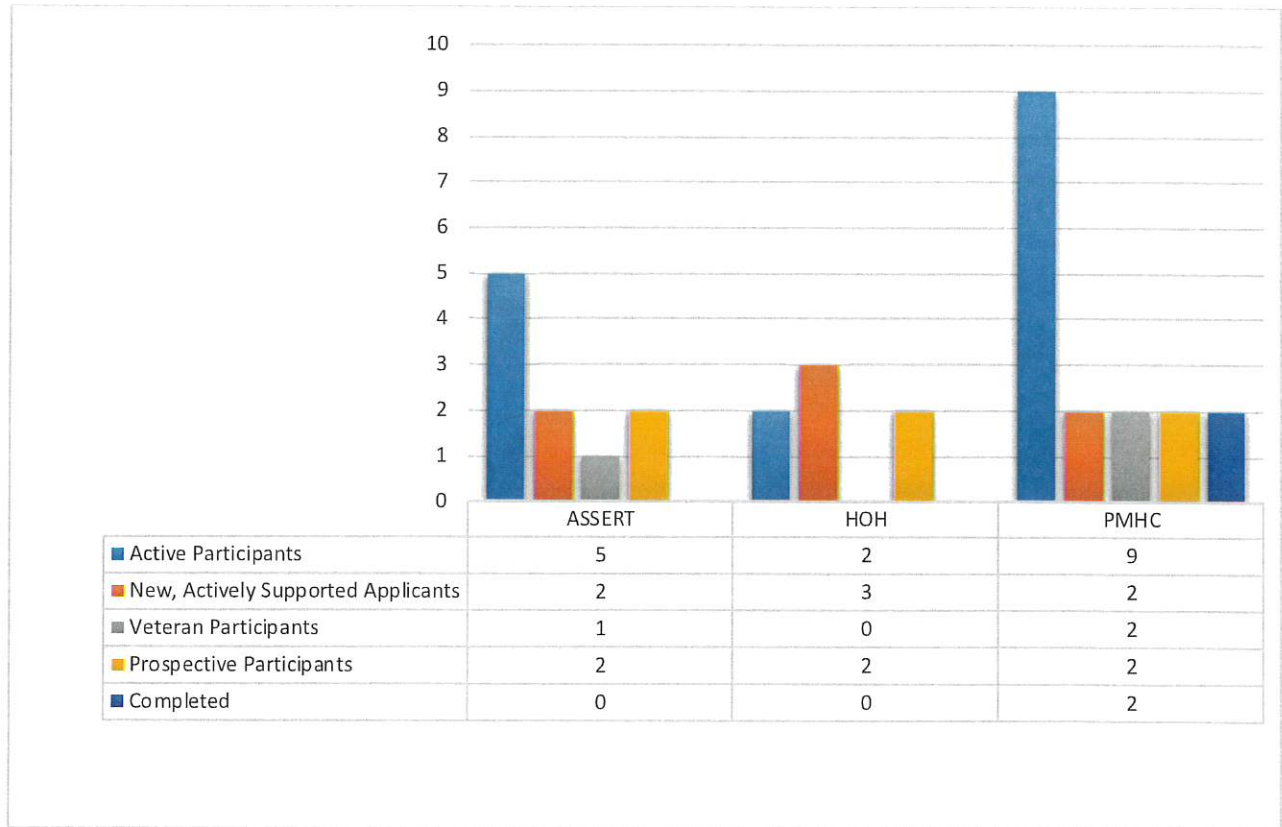
Alternative Sentencing Programs  
September 2023



Alternative Sentencing  
Commissioners Report September 2023

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Mental Health Court  
September 2023



The SIM Mapping and Planning Committee is in the process of being assembled.

SIM mapping workshops bring together key stakeholders to identify: (1) existing resources for adults with mental health and co-occurring substance disorders who are involved in the justice system or who are at risk for such involvement; (2) the gaps in those services; and (3) opportunities for improvement. The goals of SIM mapping workshops are to aid communities in developing effective systems of care that bridge justice and mental health services and minimize justice involvement for persons with mental illness and co-occurring substance use disorders.

Alternative Sentencing  
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	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	\$100	---	---	---	\$100	---	\$160	---	---	---	---
AD	\$100	\$40	\$275	\$565	\$420	\$442	\$235.07	\$688	\$457.18	---	---	---
MISSED	---	---	\$25	\$25	\$50	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	\$50	---	---	\$25	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
Emerge	---	---	---	---	---	---	\$300	\$100	\$375	---	---	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	\$50	\$70	---	---	---	---
BDAS	\$2912.57	\$1699.20	\$2998.49	\$2433.74	\$1442.26	\$2169.19	\$1924.19	\$2554.18	\$1859.80	---	---	---
Totals	\$3012.57	\$1879.20	\$3298.49	\$3023.74	\$1962.26	\$2711.19	\$2509.26	\$3597.18	\$2691.98	---	---	---



October 31, 2023

Commissioners report

1. Population In house: 68

F Unit: 18

E Unit: 14 (5 Coos Inmates)

D Unit: 15

C Unit: 15

Intake: 6

Out of Facility: 22

Total Population: 90

Intake Since 7/1/2023: 378

Males: 226

Females: 152 (26 Coos)

2. Community Corrections:

A. Electronic Monitoring: 0

B. Daily Work release: 0

C. Pre-Trial Services: 12- 3 on GPS Monitoring

D. Operation Impact:

Cpl. Balch has scheduled classes with Haverhill middle school, Riverbend, Lebanon middle school, Lyme, Woodsville High school, Littleton, Landaff Blue, Rumney, French pond, King street, Mascoma, BMU, Danbury, Wilder, Newfound, Lisbon, Bethlehem, Bristol, and Wentworth Elementary. Cpl. Balch has also created a new substance abuse class.

E. Community Work Detail:

Sgt. Griffin is assisting the Farm with their duties with his Inmate workers that he has available. The Farm stand closed October 27<sup>th</sup>. Sgt. Griffin has made vegetable donations to Littleton food pantry, Plymouth food pantry, American legion, Haunted Happenings in Haverhill, Horse meadow senior center, and the friends of Mascoma foundation.

Transports:

- 1 transport to a treatment facility
- 0 medical transport for inmate medical needs/ Doctor's appointment
- 8 Courtesy rides home for Inmates being released that could not find a ride themselves.

FIRRM Program (Focused Intentional Re-entry and Recovery)

2 Current participants

Level 1: 1

Level 2: 1

Level 3: 0

Program department Report:

For the Month of September 2023 Programs department provided various services to over 29 different Inmates for approximately 459 hours. Services include SUD Groups and individual counseling, HISET along with volunteer services such as Self-Help groups, Individual bible study, and Church Services.

Individual Counseling: 13 total hours

Females: 2 hours

Males: 11 hours

SUD Treatment Groups: 296 total hours

Females: 95 hours

Males: 201 hours



Medical/ Mental health Report:

For the Month of September there were four Psychiatric clinic days with a total of 53 Patient encounters, and four medical clinic days with a total of 23 patient encounters.

General

- 1) One Officer Graduated from 121st NHAC Corrections Academy on October 27th.
- 2) Acceptance of two Admin transfers from Sullivan County and One Grafton Admin Transfer to Sullivan according to RSA 30-B:21
- 3) Medical Coordinator- Shay Allbee

Are there any Commissioner concerns?