

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
January 23, 2024

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

OTHERS: Ed Wargo – SNS, Alternative Sentencing Director Mitchell, Register Monahan, Nursing Home Administrator Labore, DoC Supt. Lethbridge

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

Ed Wargo arrived and gave the following report (* see attached)

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

Commissioner Piper said she wonders if the Commissioners should be asked to consider this medical marijuana policy. Commissioner Ahern stated that the use of any marijuana is the biggest mistake they can make. He has seen many families get destroyed by marijuana. Commissioner McLeod stated that a personal opinion is not very helpful; what is being discussed is a professional option and what is recommended. She feels that harm reduction is a new reality, and they must find out how to make things safer for people if they choose to do this. She stated that she would be interested in what the professionals say. AS Director Mitchell stated that they are working on an assessment tool to address these issues, and it looks at many different factors. She stated that stakeholders are involved in this discussion on both sides of the argument. Commissioner Piper stated that she thinks her concern is the inconclusiveness of evidence. AS Director Mitchell stated that her staff is doing a harm reduction training. There is a lot to this conversation, and they are trying to do their due diligence in researching both sides of the argument to come to a conclusion. She stated that she would keep the Commissioners informed as they move forward.

Supt. Lethbridge arrived and gave the following report (* see attached)

Memos for Requested Action

1. Body Worn Camera Policy – Supt. Lethbridge stated that the County purchased four body-worn cameras for Community Corrections during this budget year, but no standard operating procedures (SOP) had been approved to guide the use of the cameras, and therefore, they have not been issued to staff. Supt. Lethbridge submitted the draft Standard Operating Procedures to the Commissioners for review and answered questions.

MOTION: Commissioner McLeod moved to approve the Body Worn Camera Standard Operating Procedure for the Grafton County Department of Corrections. Commissioner Ahern seconded the motion, and all were in favor.

2. Revision to the Attorney Visit SOP – Supt. Lethbridge explained that the expiration of the Felonies First statute on January 1st impacted the timing of the work assignments of the Public Defenders Offices. The Department of Corrections received a request from the Orford Public Defender’s Office to permit attorneys to use laptops while meeting with their clients, as there was no longer time to print documents and still meet with their clients prior to arraignment. He explained that the SOPs did not provide detailed guidance in this area, but in practice, attorneys needed special permission to take a laptop into a visitation room. The leadership team determined there was no problem in permitting the routine use of laptops in non-contact attorney visits.

Commissioner Ahern said he was against this and did not like when he read “unlikely to be a security threat” in the memo. He stated that inmates are smarter than anyone else, and he is concerned about the dangers of attorneys using the laptops and the inmates doing something with them. Supt. Lethbridge explained that he does not like to speak in certain terms but would say it is very highly unlikely. The rooms where this SOP would allow these laptops, the attorney, and the inmate are divided by plexiglass. The electronic devices will remain outside the secured portion, and the inmates will remain in the secured portion. Supt. Lethbridge stated that he is very security conscious and has no issues with this. Commissioner McLeod stated that she would support this request. Commissioner Piper added that she found the comments made in Supt. Lethbridge’s discussion very convincing.

MOTION: Commissioner McLeod moved to approve the revision to the Attorney Visit SOP. Commissioner Piper seconded the motion. Commissioner McLeod and Commissioner Piper were in favor. Commissioner Ahern was opposed. With the vote being two (2) in favor and one (1) in opposition, the motion passes.

3. New Schedule – Supt. Lethbridge reported that the current schedule is problematic. This new proposed schedule is the fairest that can be presented to both new and senior staff by allowing them to bid for their shifts. This new schedule moves to an eighty-six (86) hour, two (2) week pay period, which allows officers to work seven (7) twelve (12) hour shifts during each pay period. Every officer working those twelve (12) hour shifts receives every other Friday – Sunday off as a three (3) day weekend. Supt. Lethbridge noted that he did survey the staff, and the primary complaint for those not for it was they were afraid of change. He explained that this was a trial run to see how the staff liked it. The Commissioners stated that they appreciate Supt. Lethbridge is bringing in new ideas.

MOTION: Commissioner Ahern moved to approve the request to move nonexempt/hourly officers and supervisors to an 86-hour pay period schedule, with the coverage inside the jail working 12-hour shifts 7 days out of 14. Commissioner McLeod seconded the motion, and all were in favor.

Agenda Items:

1. CA Libby submitted a General Facility Information form from NHDES for Commissioner Piper's signature. She explained that this is a permit the County has that still had Commissioner Lauer's name on it and needed to be updated.

2. Commissioner Piper asked if everyone had a chance to read the minutes from the January 16th meeting. Commissioner Piper had a small clarification edit.

MOTION: Commissioner McLeod moved to approve the minutes from January 16th as amended. Commissioner Ahern seconded the motion, and all were in favor.

3. The Commissioners sign check registers: 1104, 1106-1110, 2024-01.19.2024.

4. CA Libby reviewed the updated Budget Schedule with the Commissioners.

NHA Labore arrived and requested a nonpublic session:

MOTION: * 10:00 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 said "yes," Commissioner McLeod said "yes," and Commissioner Piper said "yes," and Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

*10:10 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 said, "Yes," Commissioner Piper said, "Yes." Commissioner Piper stated that a majority of the board voted "yes" and the motion passes.

Agenda Items:

1. Haverhill Parks and Rec – Car Show 5/25/24 – CA Libby stated that the County has allowed the Haverhill Parks and Rec car show in the Courthouse parking lot for the last three (3) years. They have requested to hold the event at the complex again this year.

MOTION: Commissioner McLeod moved to allow Haverhill Parks and Rec to use the Courthouse parking lot for their car show on May 25th, 2024. Commissioner Ahern seconded the motion, and all were in favor.

2. Memo for Requested Action – Register Monahan 1/17/24 – CA Libby stated that the Commissioners received a memo from Register Monahan requesting that the Commissioners adopt a policy that mandates all meetings of the Commissioners, Executive Committee, Delegation, and subcommittees of Joint Loss Management Committee, Department Head meetings and Security Committee have a standing Teams meeting link and that all meetings are recorded until the minutes of that meeting are approved. CA Libby explained that the Department Head meetings are not a subcommittee of the Board of Commissioners and are not required to be posted or have minutes taken. It is an internal meeting. Any subcommittees that the Commissioners appoint are posted, and minutes are taken. Commissioner McLeod asked if it was difficult to post a Teams link, and CA Libby replied by stating that it was not, but there does not need to be a policy for it. CA Libby stated that, as requested by Rep. Sykes, the Executive Committee meetings will have a link that is posted and advertised. She went on to explain that as far as Commissioner meetings go if anyone were to ask for a link, they have been given one, but if the Commissioners would like to have a standing link for every meeting, that can be done.

Commissioner Piper asked about the Joint Loss Management Committee and the purpose of the request for that Committee. She asked if public members were asking for those meetings as well. Register Monahan stated she is asking for Department Heads located in other buildings. She stated that she only has two (2) staff members in her office today, and many times, they must be physically present in their offices and cannot attend these meetings. Register Monahan stated it is the conflict between what happened in a meeting and what was written as two (2) separate things. If every meeting were recorded via Teams, that would be a resource to look back on to see what was said or done. Commissioner Piper stated that she supports and understands the request for transparency, specifically with the public, which is why she has asked about the JLMC. It appears the Commissioners would want to do this for the public, but she does not know if she would want to put a policy in place to validate a concern by one (1) department head that the minutes are always in conflict.

Register Monahan stated that when the ARPA request for the Commissioners Conference Room furniture was put before the Executive Committee, the chairman asked for a standing Zoom link for their meetings, and it was not a pleasant conversation that transpired. Register Monahan stated that Commissioner Piper had stated that they would consider agreeing to the standard link if the furniture were approved. She stated that the request was two (2) years ago, and there is still no standard link sent out on agendas for meetings.

Register Monahan stated that Department Head meetings have never had any minutes taken. CA Libby stated that they would not have minutes taken because it is not a subcommittee of the Commissioners, and she has legally checked that, and it is not required. Register Monahan stated that if Department Heads are too busy to attend meetings, they do not know what happens until the minutes are approved. The JLMC meets quarterly; therefore, it is three (3) months before any missing department head understands what transpired because they are too busy doing their jobs to participate.

Commissioner McLeod stated that she thinks it would be helpful for a standing teams link for the Commissioner, Executive Committee, and the Delegation meetings. CA Libby stated that they can take care of that but does not feel that it needs to be a policy. CA Libby explained that as far

as department head meeting goes, if someone is not able to attend and they contact her to request a Teams link, she will send them one along with an emailed copy of the agenda and any handouts that will be discussed or if they were to ask for an update afterward of what happened, she will take care of that as well. Register Monahan stated that it is extra work. The Commissioners rewarded Supt. Lethbridge for his innovation, but they stated that things have always been done this way or aren't legally required. She stated that this County does not know what they want to do. Commissioner Piper stated that they are still discussing this topic and are only 1/3 of the way through the Commissioner's questions.

Commissioner Ahern stated that he does not think they need a policy. The County Administrator can take care of this. This is the County Government, and their job is to ensure they provide a good home for the residents at the Nursing Home and provide a safe environment at the DoC and the farm. That is what the statute says they are supposed to do, and he does not want to step on the toes of the County Administrator. Commissioner Piper stated that her concern is for the residents; she does not think they need an official policy. They can create a standing link for the meetings of the Executive Committee, Delegation, and Commissioners but thinks the JLMC, Department Head, and Security Committee are internal. Register Monahan asked if a survey could be sent to department heads and their support teams to see who would think it would be beneficial. Commissioner McLeod stated that it is CA Libby's area and the operations of the County. Register Monahan added that there is a conflict between the three (3) elected officials, whom the County Administrator does not have oversight over their policies. She stated that when the County Attorney is too busy to attend meetings for months, that does not cause a concern for them. CA Libby stated that when the County Attorney is too busy, she asks for a Teams link, and one is sent to her, or she asks for an update on what happened. It is not an issue for the County Attorney.

CA Libby stated that this memo goes into the record saying that it is common knowledge that their minute's policies are lacking, and a source of conflict is one (1) person's opinion and is not common knowledge among multiple people.

There was no motion to implement a policy.

Register Monahan asked if any action will be taken on her other Memo for Requested Action on analyzing the handicapped parking lot. CA Libby stated that she has forwarded this request to Supt. Oakes and HR Director Clough. She feels this is an idea worth exploring but thinks it needs to be a part of the budget process as there is no money in this budget. It can be done as a part of the upcoming FY25 Budget. Commissioner McLeod stated that she thinks this is an appropriate request. Register Monahan asked if there would be a discussion on the budgetary number. She stated that she would also like to file a complaint, that this governmental building has become a recreation center for the Nursing Home. In the JLMC minutes from last fall, a travel lane was discussed for the walkers. Register Monahan stated that this is a parking lot, and it has evolved into a walking track with dangerous corners with delivery vehicles coming and going. A member of her team has asked why there is not a walking track around the Courthouse. Register Monahan stated that this is a disaster waiting to happen, and she has a photograph of an elderly gentleman in a wheelchair napping outside the first parking space. She stated that one of

her frequent fliers would probably hit him because they did not see him, noting that this is a parking lot, not a rec center. Register Monahan requested a scheduled open discussion on this.

3. Baker River Name Change – CA Libby stated that she received an email from the Board on US Geographic Names and the request to change the name of the Baker River and its tributaries. She noted that a name change request was denied changing the name of Mt. Washington. CA Libby stated that there were objections from eight (8) Commissioners of the State of NH on the name change. She asked if the Commissioners had any collective position or thoughts regarding the proposal. Commissioner Ahern stated that, as Vice-Chairman of the Baker Watershed Association, he was unaware of this request to change the name. The Commissioners discussed their thoughts on the request and agreed that they cannot speak on behalf of the towns this affects.

4. Broadband Committee – CA Libby stated that the Broadband Committee has agreed on a firm they would like to select for the Owner’s Project Manager. They are currently doing some more negotiations and reference checks, and she hopes to have a recommendation next week for Commissioner approval.

5. CA Libby stated that social services applications are due Friday. The two (2) agencies that the County did not receive applications from last year have already submitted their applications.

6. Courthouse – CA Libby stated that the Treasurer contacted Councilor Warmington regarding the Courthouse. Councilor Warmington reached out to the Treasurer and stated that she would be talking to Commissioner Arlinghaus of the Department of Administrative Services, who was given CA Libby’s cellphone number. CA Libby stated that yesterday, Commissioner Arlinghaus did contact her and explained that the State does not know what they are doing and will not know for at least another year. Commissioner Arlinghaus stated that when the State’s lease with the County expires if the County is moving on without them, they will need to either look for new space to rent or build a new building. CA Libby stated that this does not make sense to her, as the County is offering to build a new courthouse to include the State, and they are unwilling to work with them. Commissioner Arlinghaus stated they could not commit to a long-term lease as they do not have the money in the budget. CA Libby stated that it seems to her that the State is not in a position where they can talk to Grafton County, or they do not want to. She feels this will be something the State addresses when it becomes a reality and added that the State’s lease expires on June 30th, 2025.

The Commissioners discussed this issue further and agreed to invite Executive Councilors Warmington and Kenney to their February 6th meeting.

Commissioner Issues:

1. Commissioner McLeod stated that she received an email from H. Mrema stating that her group is planning additional action regarding the inclusivity issues in Littleton. Commissioner McLeod sent CA Libby a list of seventeen (17) different articles, not including those from the Caledonian Record.

2. Commissioner McLeod asked if the County would consider putting more money out there for not-for-profits. Commissioner Piper added that she also received an email from Rep. Stringham, asking if there is an opportunity for more ARPA funding for nonprofits. CA Libby stated that the County is looking at two (2) outstanding items: the water system and the architectural study for the Courthouse, which would use the rest of the ARPA funding. A portion of the ARPA funds will need to be used for specific categories because they only had a designation of \$10 million to spend on lost revenue. CA Libby noted that the County has roughly \$1.5 million to spend in the specific ARPA categories. Commissioner McLeod asked about the other sources of revenue the County has received that could possibly be looked at. CA Libby stated that she would look more into those numbers, and they could discuss this further.

3. Commissioner Piper reported that she attended the NHAC Executive Committee meeting. She stated that the Legislative Conference will be held Monday, February 26th.

11:19 AM With no further business, the meeting adjourned.

Respectfully Submitted,


Martha S. McLeod, Clerk

1/23/2023

IT department update

Service desk

12/01/2023 – 12/31/2023

248 help desk tickets were worked on. (Opened/closed/updated)

216 hours of time spent on those tickets.

288 million data points investigated for the month of December

35 security items were detected in the month of December. 13 alerts were sent by Arctic Wolf and these actions were confirmed to be valid actions. Firewall updates/changes, system access, etc. 22 items were reports that were examined for trends, metrics and issues. No actionable item were found.

- Recycled old IT equipment. Emptied 3 rooms. Picked up equipment from across the campus as well.
- Spoke with UNH, our internet provider, and was able to negotiate an increase in our available bandwidth from 200Mb to 400MB. Doubling the available speed at no additional cost.
- Internal controls on unknown devices being connected to the network
 - Quote for ClearPass network control device sent to Julie
- Multi-Factor Authentication
 - On hold pending budget approval
- Tabletop exercises
 - These are on hold pending update of the Cyber Incidence Response plan

Alternative Sentencing
Commissioners Report December 2023

Directors Report:

Alternative Sentencing has been working to acclimate staff to new positions. This has led to an examination of our handbooks and policies. We are working to set improvement goals across programs.

Part of this examination included a day long retreat for all staff, in order to study the best practices of medical marijuana use in programs connected to criminal justice and in therapeutic settings. During that staff retreat, the team learned about tools and potential assessments that can be implemented to support the use of medical marijuana or to deny permission based on individual cases, rather than across the board permissions for all.

Due to the significant influence this topic has in the community, the team will attend a second training in March that focuses on the best practices for Harm Reduction. We understand that not everyone agrees with the use of medical marijuana. The team decided two years ago to allow for medical marijuana use with proof of prescription. The team wants to make the best decision for our participants and stakeholders and will keep exploring options.

Director Mitchell attended a collaborative meeting with SAU 84 and other local agencies in the Littleton area, including White Mountain Mental Health and DHHS representatives, and Littleton Police Department. The focus of this meeting was on supporting juveniles in the area who are struggling in school or the community.

Mental Health Court reports that they continue to work on the SIM project and are preparing to schedule the SIM Workshops in May of 2024.

Our program participants continue to benefit greatly from the county grant funding.

***Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

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

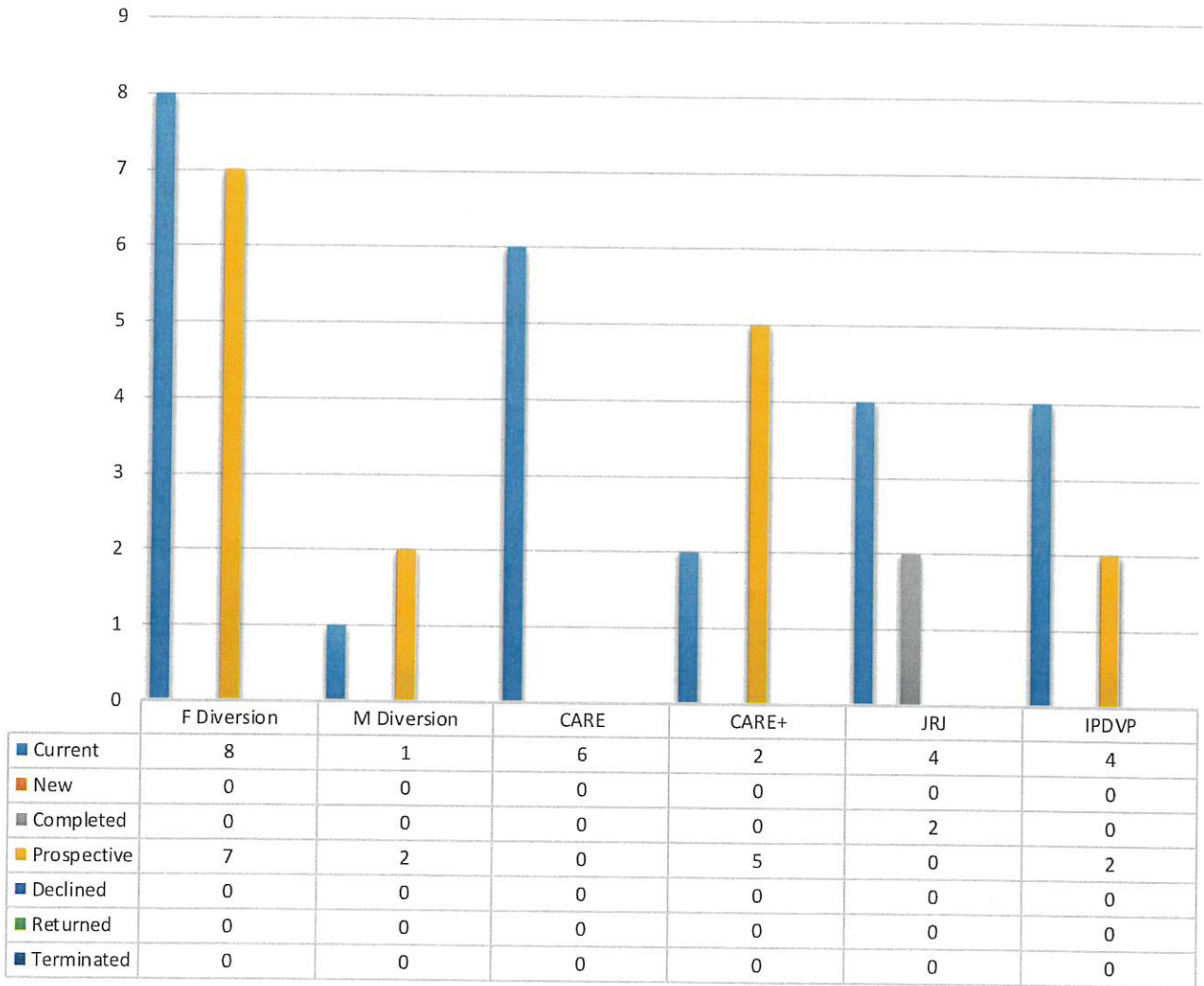
Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

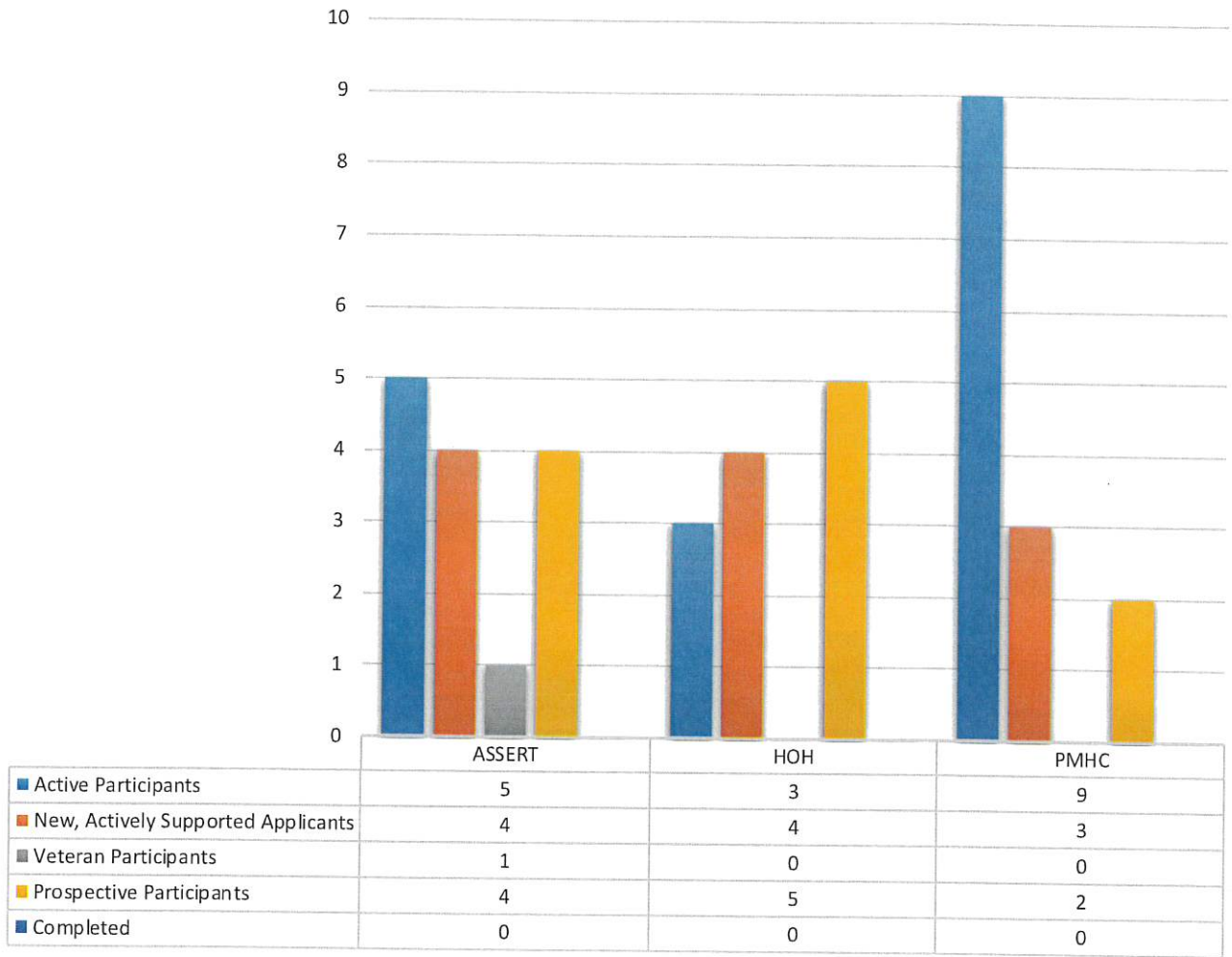
Alternative Sentencing
Commissioners Report December 2023

Alternative Sentencing Programs

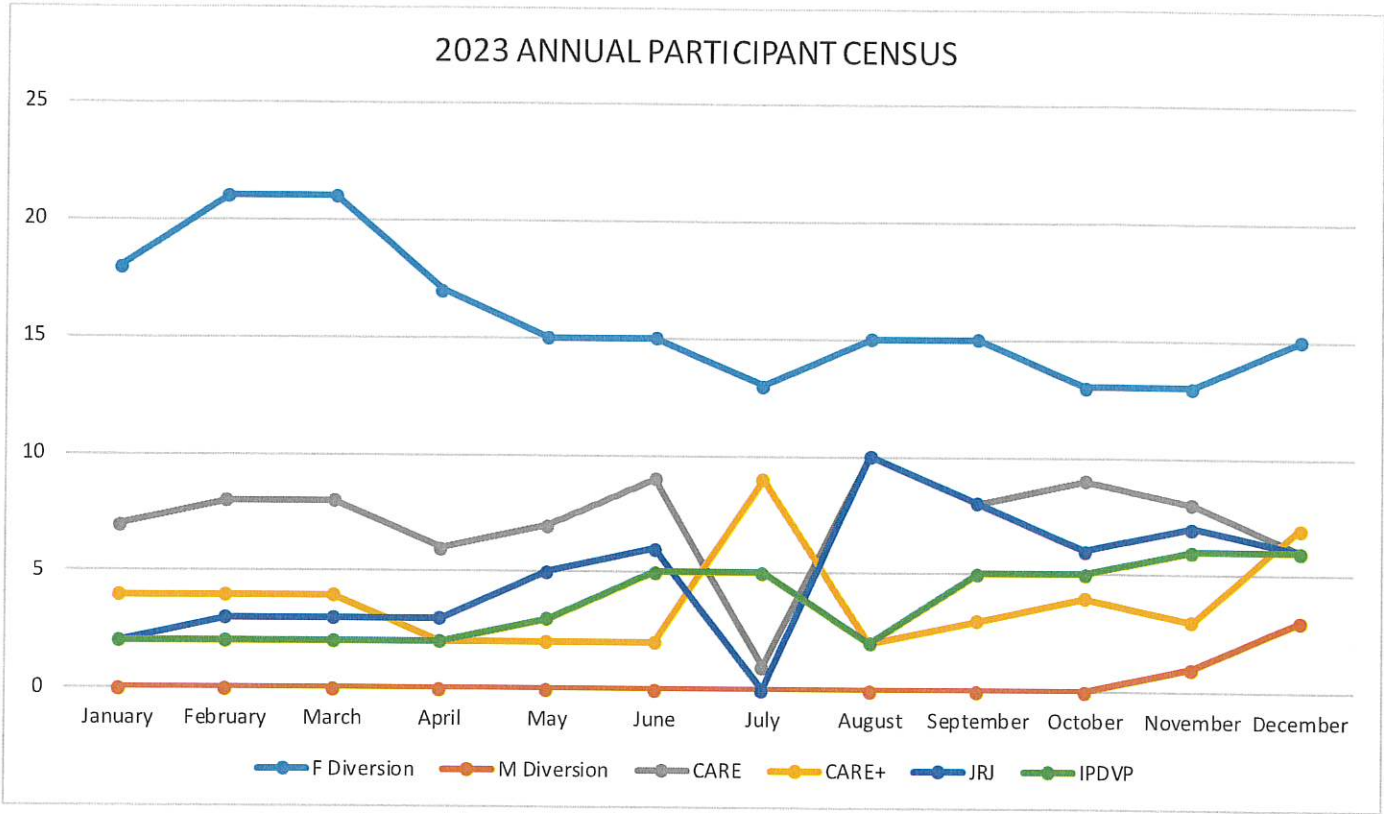
December 2023



Mental Health Court
December 2023



Alternative Sentencing
Commissioners Report December 2023



Alternative Sentencing
Commissioners Report December 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	\$100	---	---	---	\$100	---	\$160	---	---	\$100	\$50
AD	\$100	\$40	\$275	\$565	\$420	\$442	\$235.07	\$688	\$457.18	\$136	\$381	\$320
MISSED	---	---	\$25	\$25	\$50	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	\$50	---	---	\$25	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
Emerge	---	---	---	---	---	---	\$300	\$100	\$375	\$300	\$525	\$450
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	\$1472.42	\$1799.64	\$1920.08
Totals	\$3012.57	\$1879.20	\$3298.49	\$3023.74	\$1962.26	\$2711.19	\$2509.26	\$3597.18	\$2691.98	\$1908.42	\$2805.64	\$2740.08

Monthly Department of Corrections Activity Report

December 2023



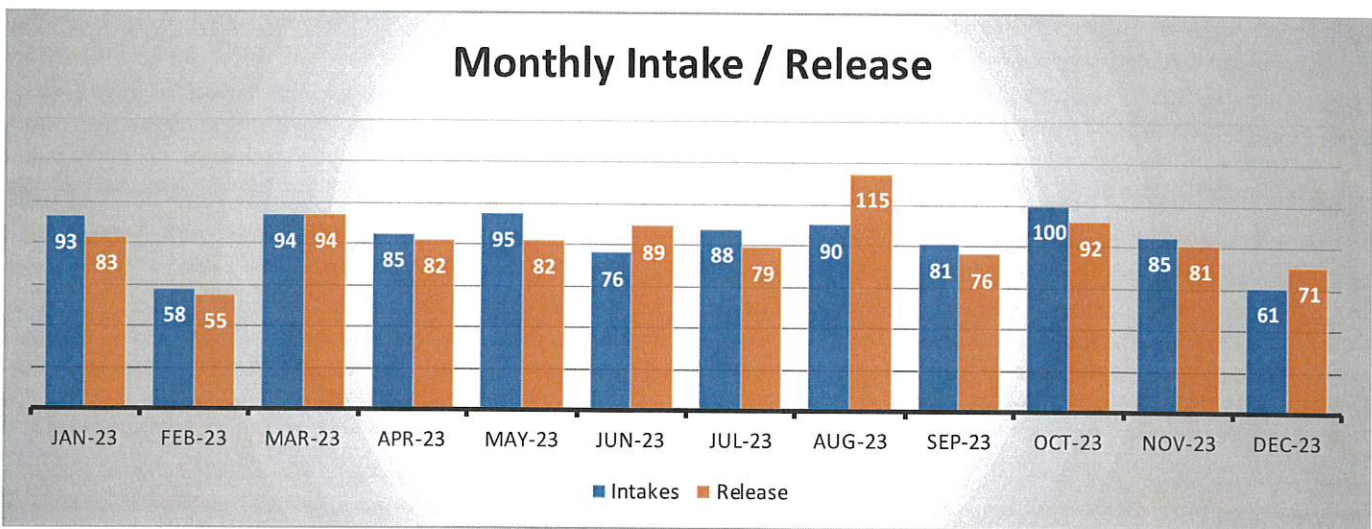
Major Incidents:

There were no major incidents in the Grafton County Dept of Corrections in December.

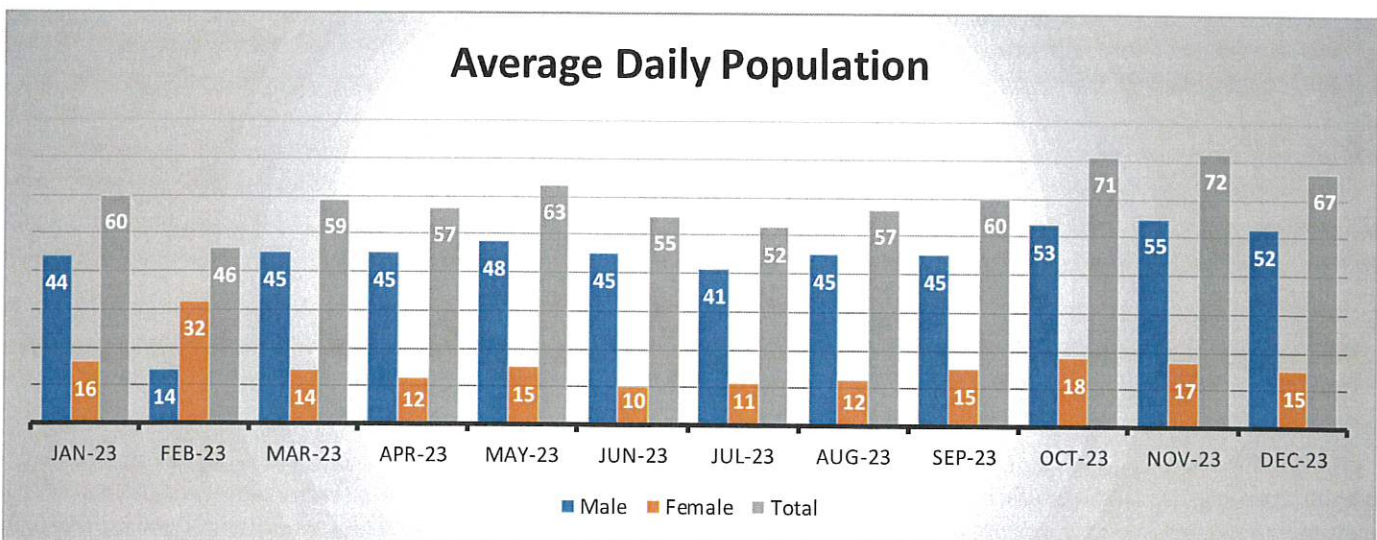
Population Data:

Total Intakes for the Month: **61** (Coos County Females:2)

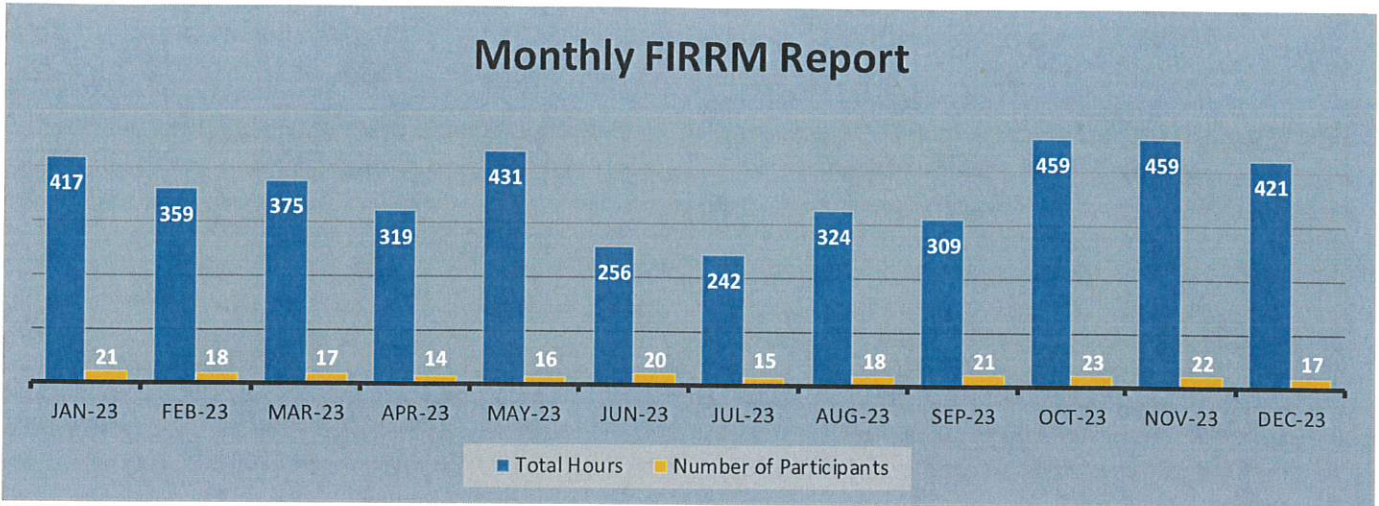
Total Releases for the Month: **71**



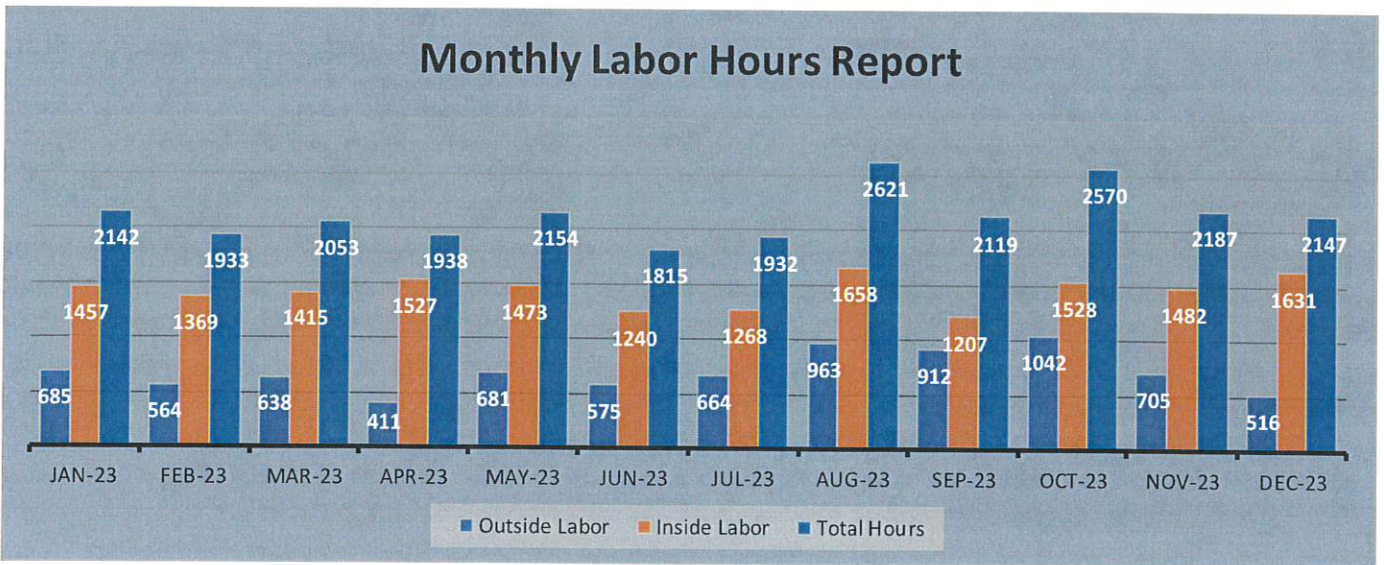
In House Average Daily Population for the Month: **67**
 Male: **52** Female: **15**



Inmates participating in FIRRM program during the month: **15**
 Total Participation Hours: **421**



Hours of inmate labor outside the facility: **516**
 Hours of inmate labor inside the facility: **1631**



Food Service:

Average per meal cost to feed each inmate: \$1.78

The cost per meal was down \$.02 from November. 6,101 inmate meals were served during the month of December, for a total food expenditure of \$10,886.

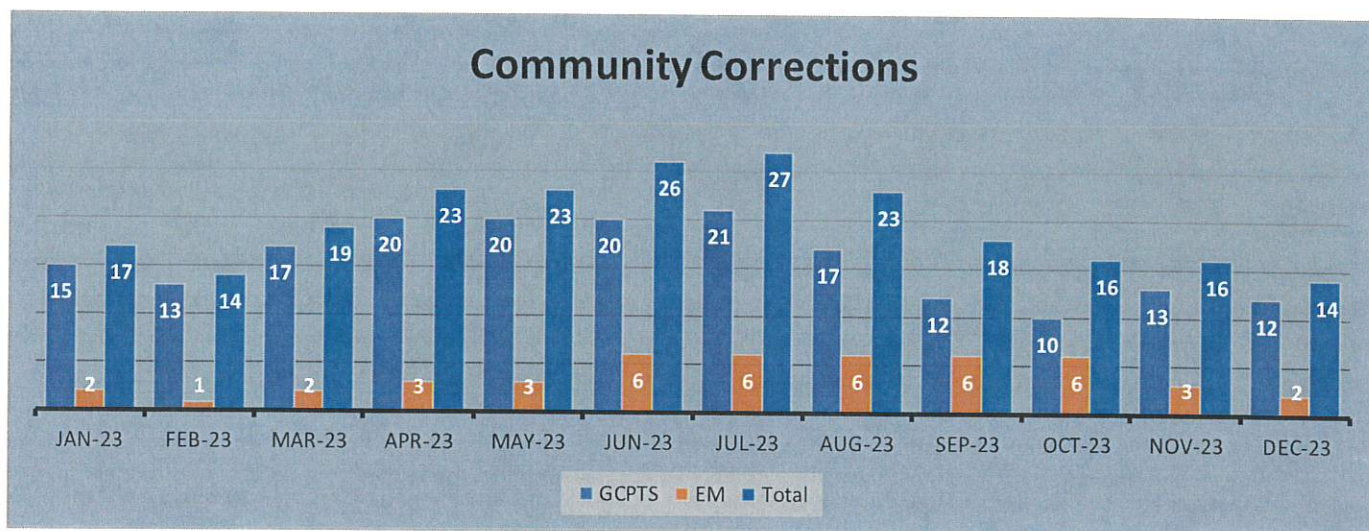
Medical:

Medical has been aggressively recruiting the fill an existing vacancy and prepare for another anticipated retirement in January. DOC worked with Human Resources to revise the job posting and re-advertise the positions. There were no major medical incidents in the month of December.

Community Corrections:

Inmates supervised on Electronic Monitoring (including EM Pretrial Services): **2**

Inmates on Pre-Trial Services supervised and checked by Community Corrections: **14**



Staff:

New officer hires during the month: 0

New officer/supervisor vacancies during the month: 0

Total vacant officer positions at the end of the month (including supervisory rank): 7

Promotions during the month:

Nicholas Balch was promoted from Corporal to Sergeant.

Officer Horton, Officer Sanders, and Officer Irons were selected to fill vacant field training positions.

Other hiring/vacancies during the month: The Dietary Manager resigned in December and the vacancy was posted internally.

Significant Developments and Achievements:

Discussion with line staff and the leadership team identified the DOC schedule as an impediment to hiring and retaining new staff. The existing schedule only permits the most senior officers and supervisors to have actual calendar weekends off. Hourly DOC officers and supervisors were surveyed concerning a trial run of a 12-hour shift working 7 days out of 14. The proposed schedule provides all security staff with a three-day calendar weekend off every pay period. The survey result

supported the new schedule, with 19 members favorable to a trial run of the new schedule and 13 opposed.

This schedule involves moving from a 40-hour work week to an 86 hour pay period for hourly corrections officers and supervisors. If the Commissioners approve the schedule change, the leadership team will solicit shift bids from staff and build the new schedule with an anticipated start date in March 2024. Staff would be surveyed again in October 2024 to determine if they want to remain on the new schedule. Fiscal impact this budget year is projected to be around \$5,000 and approximately \$20,000 for a full budget year. DOC anticipates this schedule will increase hiring and retention of new staff and provide better work life balance for most members. The time and cost to train a single new corrections officer is significant. This schedule has proven popular in other agencies and reducing staff turnover and the associated cost of training are expected to be a net savings for the Dept of Corrections.

The Dept of Corrections also developed a new body worn camera Standard Operating Procedure to support the use of body worn cameras purchased this budget year.

Significant Problems:

There were no significant problems in the Dept of Corrections during December. A second full time nursing vacancy in January, if no new nurses are hired, would create a significant staffing problem for Medical.