

GRAFTON COUNTY EXECUTIVE COMMITTEE MEETING  
Administration Building  
North Haverhill, NH 03774  
May 20, 2024

PRESENT: Reps. Sykes, Baldwin, Bolton, Sellers, Stringham, Murphy, Morse, County Administrator Libby, Assistant County Administrator Burbank, Administrative Assistant Norcross, Commissioner Piper, Commissioner Ahern – via Teams.

OTHERS PRESENT: Register Monahan, Sheriff Stiegler, Supt. Oakes, Treasurer Hill, Supt. Lethbridge.

Rep. Sykes called the meeting to order at 9:27 am and began with the Pledge of Allegiance.

**MOTION:** Rep. Morse moved to approve the minutes from the April 22<sup>nd</sup> meeting. Rep. Bolton seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin “yes;” Rep. Bolton “yes;” Rep. Morse “yes;” Rep. Murphy “yes;” Rep. Sellers “abstain;” Rep. Rochefort “abstain;” Rep. Sykes “yes.” With the vote being five (5) in favor, two (2) abstentions, and none in opposition, the motion passes.

**Commissioner Piper gave the following Commissioner’s Report:**

Commissioners’ Report  
May 20, 2024

**Fiscal Year 2025 Budget:**

- The Commissioners have finalized their proposed budget. The Public Hearing on the budget will be held on May 28, 2024, at 6 PM.
- The Commissioners are proud to present a fiscally responsible budget for the upcoming fiscal year. This budget, which includes a modest 2.46% increase in the amount to be raised by taxes, is a testament to our commitment to financial stability and growth.
- The fiscal year 2025 budget recommendations show an overall budget of \$56,335,660, an increase of 4.77% or \$2,566,227 from fiscal year 2024. The amount to be raised by taxes is \$27,169,027, or an increase of 2.46% or \$653,151 from fiscal year 2024.
- Budget books were mailed out on May 10, 2024. Please let us know if you have not received a copy.
- Reminder: Budget meetings are scheduled as follows: 6/3/24; 6/7/24; 6/10/24; 6/14/24 with 6/17/24 reserved if needed. The Delegation will meet on 6/24/24 to vote on the budget. All meetings begin at 9:00 AM. A schedule for department head meetings is attached.

**Staffing Update:**  
FY 2024 Recap to date

- Our efforts to address staffing needs have been successful. In July 2023, we had 39.85 vacant LNA positions; today, we have 26.75. We have filled 13.1 FTEs during the fiscal year. Similarly, there were 17.05 vacant RN/LPN positions; today we have 10.95. We have hired 6.10 FTEs.
- An LNA class started on March 26<sup>th</sup>. The class began with eight (8) students, and currently, five (5) students remain. The class is expected to be completed in June, and the expectation is that there will be five (5) fewer LNA vacancies once the students are licensed. At the meeting in March, the following question was asked: How many hours is the LNA Class, and when will it be completed? The New Hampshire Board of Nursing requires the completion of 100 hours of class time and 60 hours of hands-on clinical education, for a total of 160 hours. Right now, our class is scheduled to be completed on June 20<sup>th</sup>. It is running longer because the RN teaching it is also a school nurse, so she is fitting us into her schedule. Class days are on Tuesday evenings from 4p-7p and Saturdays from 8a-4p.
- Since July 2023, we have reduced the contracted staff. We currently have six (6) nurses, down from eleven (11) in July, and six (6) LNAs, down from seventeen (17) in July. A total of \$4,280,891 was spent on contract staffing in the fiscal year 2023; in the fiscal year 2024, we are tracking to spend \$2,800,000, a reduction of almost \$1,500,000.
- In July 2023, we had twelve (12) FTEs open for Correctional Officers; we now currently have four (4) openings.
- We have improved staffing in the areas with the highest vacancy rates. This is partly due to the targeted increases in nursing and corrections at the beginning of fiscal year 2024. We continue receiving applications for LNAs, RNs, LPNs, and Correctional Officers and will continue our recruitment and retention efforts to reduce our vacancy numbers.

### **Nursing Home:**

- The nursing home's census is currently 111; of that census, 16 are Vermont Medicaid residents.
- Several questions regarding the nursing home were raised during the March meeting:
  - 1) Can we/do we prioritize admissions based on payer source? There was some discussion regarding how low the Medicaid rate is compared to Private, Veterans, and Medicare. **Response:** *Sometimes we prioritize admissions, especially if we have an SNF (Skilled Nursing Facility) referral, as these are hard to come by for us. There have also been times, due to our County nursing home status, that we have foregone an SNF admission to prioritize a Grafton County resident on Medicaid to get into the nursing home faster due to being in an unsafe living situation.*
  - 2) How many people are on the waiting list? **Response:** *Our wait list currently stands at 21. Not everyone on the list is ready for admission at this time. Many*

*use the list as a placeholder, getting all the admission materials submitted in the event admission is needed in the future.*

- 3) Do you know what Vermont Medicaid reimbursement rates look like for in-state facilities? **Response:** *See the attached rate sheet from Vermont. Vermont lacks nursing home beds throughout the state, so it needs bordering NH facilities to help meet its needs.*
- 4) What does the nursing home's operating loss look like for fiscal year 2024? **Response:** *Conservatively, it looks like our loss will be in the range of \$3,325,171.*

#### **Department of Corrections:**

- The current in-house census is 69, with another 31 out of the facility. We have 15 on pretrial services, 15 in other facilities, and 1 out on the EM/FIRRM program.

#### **Broadband Update:**

- The project continues in the first phase of the Environmental Assessment, which eX2 is completing. Construction cannot begin until that process is complete. The EA is underway and anticipated to be completed next month, so construction can begin in July.
- We will release an RFP soon to begin looking for Internet Service Providers to work with.

#### **Courthouse Update:**

- On March 26, 2024, the Grafton County Commissioners appointed a Courthouse Building Committee (CBC) as the first step toward designing a new courthouse that meets the needs of the county and the state court system. The CBC will provide guidance and have the authority to make decisions on behalf of the Commissioners. This group will meet with the selected design team to provide project oversight, review progress, answer questions, and make decisions. The Committee will regularly report to the Commissioners to solicit feedback and ensure the process meets their vision and goals.
- The CBC comprises primary (p) and alternate (a) members. They are as follows:
  - Commissioner Wendy Piper (p)
  - County Administrator Julie Libby (p)
  - Maintenance Superintendent Jim Oakes (p)
  - Assistant County Administrator Holly Burbank (a)
  - Assistant Maintenance Superintendent Rick Colbeth (a)
- The Committee met for the first time on April 25, 2024. Jim Oakes, Maintenance Supt. was elected Chairman. The Committee reviewed benchmarks for hiring an Architectural & Engineering (A&E) firm to provide a schematic design. Before hiring an A&E firm, the CBC must reassess the Space Inventory requests outlined in the Grafton County Courthouse - May 2021 Architectural & Engineering Assessment Report. The Committee meets with all departments throughout May and reviews the May 2021 report and

findings. During the ARPA section of the meeting, there will be a request to approve funding for Phase 1 of the Architect and Engineering fees.

**American Rescue Plan Act of 2021:**

- Grafton County received \$17.4M in ARPA funding. Thus far, there have been seventy-seven (77) ARPA projects approved by the Commissioners and Executive Committee. These projects are in different phases; many have been completed, and others are ongoing. All funds are required to be obligated by December 31, 2024. We have approximately \$3M unobligated funds. The attached sheet outlines the current status of the County's ARPA funding.

Rep. Bolton reported that there has been discussion amongst the Congressional Delegation about the actual need for a new Courthouse. Commissioner Piper stated that they had representatives from the Judiciary Branch here to meet with the County and then had a tour of the Courthouse. Commissioner Piper stated that there is a real fear of environmental and safety concerns in the current Courthouse. Supt. Oakes explained that over the last 20 years, he has been able to address various issues at the Courthouse but noted that it would not take much to put it into crisis. He discussed the issues with the elevator, HVAC system, asbestos throughout the building, and the lack of a sprinkler system and noted that there were other issues as well. He has brought these issues to the Commissioners' attention, but they hired an architect and engineer to do an assessment to confirm. EH Danson did a complete study and talked to all occupants. Supt. Oakes noted that many departments have outgrown the building and added that the building would be very difficult to renovate. ED Danson concluded that it would be cheaper to construct a new building. Rep. Bolton stated that he would not argue that the building does not need to be replaced, but questions if it must be at the same location. Commissioner Piper stated that they had a thorough discussion regarding the location of the Courthouse, and because the Judiciary Department could not commit to leasing from the County, they needed to go forward, and that is what precipitated the discussion with the Chief Justice. There was a strong opinion among the administrative staff about how convenient and efficient it is for residents and County departments to have the Courthouse on the complex. Treasurer Hill added that Cinde Warmington has been aware of the conversation and project, and she understands the necessity of the project. She noted that Councilor Kenney was involved as well. Rep. Sellers asked if they were saying the 50-year-old building is a throwaway and building a new \$50-\$100 million building. Commissioner Piper stated that the cost of renovations was more than the cost of teardown and constructing a new building, given the severity of the problems. CA Libby added that the initial estimate of the courthouse was not \$50 million-\$100 million, it was around \$30 million. She stated that some of the problems with the existing courthouse are enormous, and to vacate the current facility to renovate is not effective.

Rep. Rochefort asked what the plans for the remaining \$3 million unobligated ARPA funds are. Commissioner Piper stated that there are plans for more discussion regarding the remaining funds. Because of the expense of the Courthouse, there is the possibility to use ARPA funds to offset the cost of that. There is a conversation about putting some back out into the community through nonprofits, and there has been a recommendation that money be invested into the farm to make the dairy operation more profitable. Rep. Rochefort stated that the thing that they are

hearing a lot about is housing and he recommends looking into helping these contractors with workforce housing through Invest New Hampshire. Commissioner Piper stated that this topic has been on the list of ideas for ARPA funding as well.

Rep. Sykes commented on the Courthouse project and asked why no effort was made to put a delegate on the building committee so they could report back to the full Delegation to provide a point of view that is important for this discussion. He stated that he fully understands that there is an old building that has been neglected. CA Libby stated that the Courthouse has by no means been neglected. Rep. Sykes stated that in his area of the County, renovations run around \$250 a square foot, and new construction runs around \$400 a square foot, and he would like to have further discussion regarding that.

**MOTION:** Rep. Sellers moved to approve the Commissioners’ Report. Rep. Morse seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin, “yes;” Rep. Bolton, “yes;” Rep. Morse, “yes;” Rep. Murphy, “yes;” Rep. Sellers, “yes” Rep. Rochefort, “yes;” Rep. Sykes, “yes.” With the vote being seven (7) in favor and non in opposition the motion passes.

**Treasurer Hill gave the following Treasurer’s Report:**

**TO:** GRAFTON COUNTY EXECUTIVE COMMITTEE  
**FROM:** KAREN LIOT HILL, TREASURER  
**SUBJECT:** TREASURER’S REPORT  
**DATE:** MAY 20, 2024



**CURRENT CASH POSITION (as of 04/30/2024)**

**Grafton County General Fund**

|  |   |
|--|---|
| Checking Account (ICS @ 4.80%)           | \$ 1,815,681.12 (Woodsville Guaranty Savings Bank)  |
| Investment Account Money Market (5.43%)  | \$ 2,609,800.09 (NH Public Deposit Investment Pool) |
| Investment Account (ICS @ 5.13%)         | \$ 2,543,535.78 (Mascoma Savings Bank)              |
| Investment Account (6Mo. CD @ 5.00%)     | \$ 2,551,876.51 (TD Bank)                           |
| Investment Account ICS @ 4.80%           | \$ 15,888.98 (Bank of NH)                           |
| Investment Account (ICS @ 4.45%)         | \$ 58,067.27 (Claremont Savings Bank)               |
| Investment Account (ICS @ 4.50%)         | \$ 23,732.15 (Northway Bank)                        |
| Investment Account (ICS (4.25%))         | \$ 5,112.17 (Franklin Savings Bank) Investment      |
| Investment Account (6Mo. CD @ 4.75%)     | \$ 1,000,000.00 (Passumpsic Savings) Investment     |
| Investment Account (26Wk Cedars @ 5.10%) | \$ 2,500,000.00 (Bar Harbor Bank & Trust)           |

**Grafton County Reserved/Dedicated Accounts**

|                                      |  |
|--------------------------------------|--|
| Deeds Surcharge ICS (2.80%)          | \$ 263,719.37 (Woodsville Guaranty Savings Bank) |
| Deeds Surcharge Money Market (.07%)  | \$ 8,845.93 (Woodsville Guaranty Savings Bank)   |
| Dispatch Capital Reserve (.45%)      | \$ 86,812.64 (Service Credit Union)              |
| Nursing Home Capital Reserve (2.80%) | \$ 752,971.73 (Woodsville Guaranty Savings Bank) |
| WGSB ICS Money Market                | \$ 43.86 (Woodsville Guaranty Savings Bank)      |
| American Rescue Plans Funds (4.80%)  | \$ 4,761,342.33 (Bank of NH)                     |

NTIA Letter of Credit ICS (4.80%)

\$ 4,357,937.49 (Bank of NH)

RECENT TRANSACTIONS of NOTE

- The combined accumulated interest in the current fiscal year (7/1/2023 – 04/30/2024) is \$525,555.
- On April 23, 2024, we solicited bids for investing our three Capital Reserve Funds. We received ten (10) bids from various banks within Grafton County. Effective May 15, 2024, the following bids were awarded and money transferred to the below accounts:

Northway Bank – Insured Cash Sweep – 5.10%

- Nursing Home Capital Reserve Fund - \$753,717.70

Claremont Savings Bank – Insured Cash Sweep – 5.00%

- Deeds Surcharge Capital Reserve Fund - \$274,637.30
- Dispatch Capital Reserve Fund - \$86,812.64

**MOTION:** Rep. Morse moved to approve the Treasurer’s Report. Rep. Bolton seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin, “yes;” Rep. Bolton, “yes;” Rep. Morse, “yes;” Rep. Murphy, “yes;” Rep. Sellers, “yes” Rep. Rochefort, “yes;” Rep. Sykes, “yes.” With the vote being seven (7) in favor and none in opposition, the motion passes.

Rep. Sykes requested to go out of order and discuss the June 3<sup>rd</sup> budget meeting date. He stated that he has a scheduling conflict on that date and Rep. Morse does as well. The Committee discussed and agreed not to meet on June 3<sup>rd</sup> and use the, if needed date of June 17<sup>th</sup>.

**CA Libby gave the following County Administrators Report:**

County Administrator’s Report  
May 20, 2024

Financial Reports

- ❖ Cash Management Report – This report shows where the county’s funds are invested. This includes operational monies and reserve accounts.
- ❖ Monthly Variance Report compares the budget on an equal monthly basis to actuals and looks at the positive (black) or negative (red) variances. These reports represent ten (10) months complete.

Nursing Home Revenue:

| Payer Source | FY 2024 Budget | FY 2024 YTD Actuals |
|--------------|----------------|---------------------|
| Medicaid     | 68             | 79                  |

|             |    |     |
|-------------|----|-----|
| Medicare    | 7  | 5   |
| Private Pay | 19 | 17  |
| Veterans    | 4  | 6   |
| Total       | 98 | 107 |

- We continue to see an increase in the census at the nursing home. Our average daily population is above budget. We are on target in all payer sources except for private pay. The chart above is as of April 30, 2024. Our current census is 111. This includes 16 Vermont Medicaid residents for whom we are reimbursed at the full daily cost. The total revenue for the nursing home shows a positive variance of \$559,933.75. With the increased census and the mix of payer sources, I anticipate that this positive variance will continue to increase for the remainder of the fiscal year.
- Proshare/Bed Tax—ProShare is a lump sum payment received in June. I am hoping to receive our estimated ProShare payment any day. Bed Tax is paid quarterly. These reports reflect the receipt of the first two (2) quarterly payments of \$775,268.56. The third quarter payment was received on Friday, May 17<sup>th</sup>, for \$335,940.19, bringing the fiscal year total to \$1,111,208.75. This is slightly below budgeted projections.
- The Department of Corrections is showing a slight negative variance currently. This is due to the timing of Bureau of Drug and Alcohol (BDAS) grant funds, April revenue is not included. There is also no revenue collected for Federal inmates and lower-than-anticipated revenue from Community Corrections.
- Farm revenue is showing a negative variance. This is due to lower-than-anticipated milk revenue and the timber harvest that is budgeted for not happening. The timber harvest is anticipated to be completed this summer. The revenue will not be realized until FY '25.
- County Attorney/Victim Witness. These grants are direct reimbursements for expenditures. Reimbursements are requested quarterly. The County Attorney VAWA grant may be short of the anticipated \$30,000 as there were some delays on the State's part with our new grant. Instead of becoming effective 1/1/24, it wasn't effective until 3/13/24, causing a loss of two and a half months of reimbursable expenses.
- The Register of Deeds revenue shows a favorable variance of \$109,846.53. The revenue projections for the fiscal year will likely be met with the May revenue.
- Alternative Sentencing has a positive revenue variance of \$77,272.45 due to a significant increase in BDAS (Bureau of Drug and Alcohol) funding.
- The Sheriff's Department revenue has a negative variance of \$23,445.56 due to the timing of receipts of Dispatch billing payments.

- Interest Income is showing a favorable variance of \$212,804.89. Interest rates received for investments in December remain very strong. We will exceed revenue projects significantly.
- Taxes are all collected.

#### Expenses

- Through ten (10) months, we have a few departments that are showing negative variances. The IT budget shows a significant negative variance as we await a USAC subsidy to offset expenses within that budget. It is possible that the IT budget will be bottom line over-expended at year-end due to many unanticipated expenses. We experienced significant issues with our Managed Service Provider and the budgeting process. Significant time has been invested in the fiscal year 2025 budget process to resolve those issues.
  - The Governor's Commission (BDAS) account shows a \$33,949.18 negative variance due to a part-time position becoming fully grant-funded. The employee was a full-time employee, but part of the salary was paid from the Jail budget. Funds have been transferred from the Jail budget to cover the salary and benefits.
  - The Other category shows a negative variance due to Outside Counsel costs. That line is currently over-expended by \$59,570.21. We have expended \$94,570.21 through April. We have a significant pending Supreme Court appeal from a former inmate who sued the county under a Right-to-Know lawsuit a couple of years ago. He lost his case in Superior Court and then appealed the case to the NH Supreme Court. That case alone has cost over \$40,000 this fiscal year and is ongoing. The County has also incurred a significant expense in the legal defense of the lawsuit that Sheriff Stiegler has filed against the Commissioners. That suit has incurred legal expenses of \$20,818.90 and is also on-going. We have also incurred significant legal expenses in response to several incidents with the Register of Deeds. Those expenses are currently at \$16,130.70 for this fiscal year. Lastly, to date, we have spent \$10,257.50 on legal costs associated with the unionization of the Sheriff's Department by the Teamsters. All these legal issues are currently still on going and will continue to incur costs.
  - The bonded debt line shows a negative variance because the only bond payment for the fiscal year was made on July 1<sup>st</sup>.
  - The Pharmacy costs show a negative variance due to the nursing home's higher resident population than anticipated.
- ❖ Pro-rated Report: This report looks at the % of the year completed and then pro-rates revenues and expenses based on known variations on revenues and expenses.
- 83.33% of the fiscal year completed. On the pro-rated report, I factor in the revenue and expenses that are either over or under at this point in the fiscal year. Based on the April



reports, we are at 85.24%, above revenue by \$891.739, and at 78.76% or under-expended by \$2.5M.

- ❖ Over-Expenditure Report – This report shows any over-expended line item at month's end.
  - Several accounts are showing overspent at this point. We have done Appropriation Transfers to cover many over expenditures, but accounts will continue to be overspent as we finish the fiscal year. The budget has ample unspent funds that can cover all overages.
  - Two (2) departments have been identified that will be over-expended by greater than \$5,000 this year, requiring Executive Committee approval. I have prepared the attached request for those. In addition, I am seeking approval for a third department that may be over-expended by more than \$5,000 for approval.

Rep. Sykes stated that he received a question from a constituent. Grafton County received \$50,000 as part of the National Opioid Settlement and this constituent would like to know where the money went. CA Libby stated that the County has received more than that at this point and she will provide them with what has been spent.

**MOTION:** Rep. Bolton moved to approve the County Administrator's Report. Rep. Sellers seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin called the roll. Rep. Baldwin, "yes;" Rep. Bolton, "yes;" Rep. Morse, "yes"; Rep. Murphy, "yes;" Rep. Sellers, "yes" Rep. Rochefort, "yes;" Rep. Sykes, "yes." With the vote being seven (7) in favor and none in opposition, the motion passes.

**CA Libby then presented the following over-expenditure request:**

TO: Grafton County Executive Committee  
FROM: Grafton County Commissioners  
SUBJECT: Department Budgets Transfers over \$5,000

Please accept this request to transfer more than \$5,000 into several department budgets in the fiscal year 2024 budget, as the delegation by-laws require.

Information Technology: At this point, the IT budget is anticipated to be overspent by more than \$5,000 at the end of the fiscal year. There are several factors contributing to this. The County has applied for a subsidy from USAC (Universal Service Administrative Company) for a Rural Healthcare Subsidy for IT-related expenses. That subsidy is still pending, and it is unknown when it will be approved or the amount. The budget currently shows a large over-expenditure due to that. In addition, there are additional licensing fees from Microsoft that were necessary for the County to obtain, this information was not available or known when the budget was developed and approved. Finally, we experienced significant issues with our Managed Service Provider and the budgeting process. Many items (licenses and software subscriptions) were not included in the budget requests because that information was not shared with the County during the budget process. Significant time has been invested in the fiscal year 2025 budget process to resolve those issues. When the FY '25 budget is discussed, you will also see that the Commissioners are requesting funding for an in-house IT Director to manage our systems and this process better. It is impossible to determine the exact amount of the total overspend at this

time but given that the Executive Committee will not have another regular meeting again until after the budget and yearend process has been completed, we wanted to get approval for this. You will be advised of the final numbers. Funds within the rest of the county budget cover the overage.

**Wage and Benefit Adjustment:** When employees terminate in good standing or retire from the County, they receive a payout of their accumulated Earned Time, and if they qualify, they can receive a partial payout of their Extended Sick bank. We budgeted \$120,000 for that line item in fiscal year 2024. Through 10 months, we have expended \$183,705.75, overspending that line item by \$63,705.75 with two (2) months remaining in the fiscal year. We have seen many long-term employees retire in this fiscal year and regular employment terminations. I anticipate that with our aging workforce, we will continue to see a rise in these expenditures. A transfer of \$65,000 from the unexpended balance in the Human Services budget is necessary to fund this department. We request your approval of this.

**Contingency:** The Outside Council line is included in the Contingency Department. As stated in the County Administrator's report, we have incurred significant legal expenses in fiscal year.

2024. As of April 30th, the total expenditures for that account are \$94,570.21. A budget of \$35,000 was established for legal expenses this year. That account is currently overspent by \$59,570.21. There will be ongoing expenses incurred to that account for the remainder of the fiscal year. A transfer of \$50,000 from the unexpended balance in the Human Services budget, a transfer of \$20,000 from the Earned Time Buy Back line item, and a transfer of \$5,000 from the ET Buy Back Retirement line is necessary to fund this department. This leaves an unexpended balance of \$20,912.74 for the remainder of the year. In addition to these transfers, I would seek permission to transfer additional monies at year-end into that account if necessary.

Thank you for your consideration of this request.

Rep. Murphy expressed concerns about approving a request to transfer money when the total amount is unknown. Rep. Sellers noted that they are moving money within the budget that has already been appropriated. The Committee further discussed the request. Rep. Morse stated that making sure CA Libby is able to do what is needed when it is needed, is important to keep the business running. Rep. Murphy stated that he would like to know what ended up being over-expended. CA Libby noted that she always gives the Executive Committee a full fiscal year recap at their September meeting once the prior fiscal year has been closed.

**MOTION:** Rep. Sellers moved to approve the three (3) transfer requests. Rep. Morse seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin called the roll. Rep. Baldwin, "yes;" Rep. Bolton, "yes;" Rep. Morse, "yes;" Rep. Murphy, "yes;" Rep. Sellers, "yes;" Rep. Rochefort, "yes;" Rep. Sykes, "yes." With the vote being seven (7) in favor and none in opposition, the motion passes.

### ARPA Requests:

CA Libby stated that the first list of ARPA requests for today includes items proposed in departments' capital budgets that Commissioners removed from the budget and recommended be funded through ARPA.

IT Department:

1. Object First 64 TB Unit - Onsite Immunable Backup Device - CA Libby explained that this request is for an onsite backup device. Currently have an onsite storage device that has been out of support since 2021 and would cost 12k to get it back to being serviceable, and that is only until 2025, and they would then have to replace it again. This allows all information to be restored within a matter of hours if anything were to happen.

Sheriff's Department:

1. Sheriff Cruisers – This request is for the purchase of two (2) Sheriff Cruisers and the safety equipment associated with them. Sheriff Stiegler explained that his department averages well over 250,000 miles each year. The three (3) cruiser per year replacement cycle was in effect before he became Sheriff. The model cruiser they are looking to purchase is \$53,000. He explained that sometimes they get 5 to 6 years out of a cruiser, or sometimes they get four (4), but he cannot put an exact number of years on them. Rep. Morse asked why the longevity for police cruisers seems to be less than the regular public vehicles. Sheriff Stiegler explained that their cruisers run in many different ways than a regular vehicle and gave an example of their motors working harder when they are attending emergency situations and therefore, they wear out quicker. CA Libby noted that as vehicles are taken out of commission they are sold, and money is recouped from those.

Maintenance Department:

1. Administration Building Roof Replacement—Supt. Oakes explained that the shingles on the main entrance porch are 30 years old, and the Commissioners porch is old and brittle. There have been a number of leaks over the years, and he is looking to replace it with a standing seam room.

2. ADA Handicap Parking—Supt. Oakes stated that there had been a request to create new handicapped parking spots out the back of the building. The current spots are further away from the entrance and elevator, so the request has been made to create new spots closer to the door.

3. Refurbish Main Entrance Steps – Admin Building - Supt. Oakes explained that the use of ice melt is rough on concrete and there are areas that are rotting. He stated that 12-15 years ago, the steps were completely refurbished, but they need to be refurbished again. Rep. Sykes expressed concerns about making the steps ADA compliant and stated that if they are spending a significant amount of money to improve the building, they need to make sure it is up to life safety code requirements, and he does not know if they currently are regarding the distance between handrails and the width of the stairs and the tread and rise. He asked Supt. Oakes to investigate those requirements.

4. Department of Corrections – Supt. Oakes stated that seventeen (17) showers all have bubbles in the walls that require them to be redone. Many of the bubbles have burst and it is unsanitary. He stated that it is a process to refinish all of the showers and special materials that need to be ordered.

5. Equipment Storage Expansion – Supt. Oakes explained that he is looking to expand the current storage container behind the biomass that would allow storage for their new boom lift as well as other pieces of equipment. He stated that the previous boom lift was able to fit into a lean-to by the barn, but this new lift is larger and will not fit. Rep. Morse stated that they approved \$105,000 for this boom lift and now Supt. Oakes is asking \$23,000 for a place to store it. She expressed concerns about the continued maintenance costs and asked to hear from other members as to what their thoughts are. She questioned why the County purchased a boom lift that did not fit into the existing storage area. Commissioner Piper stated that the Commissioners approved funding these requests out of ARPA because of the large increase in the budget this year. She asked Supt. Oakes to speak to why they purchased a boom lift that did not fit into the lean too. Supt. Oakes stated that the previous lift did not reach all the areas of the facility. They would be able to borrow contractor lifts occasionally to address these issues but knew when the time came to replace it, they would need to purchase a larger one.

Rep. Sykes left the meeting, and Rep. Murphy assumed the role as Chairman.

Rep. Murphy stated that all of the ARPA funds requested here are all one (1) one-time capital expenses; there is nothing here that has a tail and that is important to him. Rep. Sellers noted that he is ADA, and the stairs work fine for him, maybe an extra railing would be helpful. Rep. Murphy stated that he would recommend holding approval for the \$34,000 for the refurbishing of the steps to have more time to get information.

#### Department of Corrections:

1. Armory program – Supt. Lethbridge explained that there are no firearms currently at the DoC. In the past, the Sheriff's Departments throughout the state would do hospital details, but due to the demands in resources, Sheriff Stiegler is unable to do these details. He stated that he is sending officers with inmates of various classifications to the hospital with nothing but pepper spray, and this is the only self-defense they have to protect not only themselves but the inmates as well. This inmate may have done an offense that someone wants revenge. They would need to create policies and a training program to meet the qualifications set by law enforcement in the state of New Hampshire. This request also includes the purchase of ammunition and holsters.

2. Tasers – Supt. Lethbridge explained that he would like to have tasers for each person working in the facility. This request would be to purchase enough tasers so everyone working in the facility that shifts would be equipped. Supt. Lethbridge explained that pepper spray has its problems, as it is not just the inmate who is going to suffer. Everyone in the unit is going to suffer as well. When the inmate does become compliant, they will continue to suffer. The taser stops as soon as it is shut off and, in his experience, the tasers are very effective inside the facility. This request is to purchase twenty-two (22) tasers.

3. Portable radios – Supt. Lethbridge stated that they do not have enough portable radios to communicate with Dispatch outside of the facility. The radios in the facility will not work outside the facility. Community Corrections has radios when they are out in the community, but they would need more if there were officers with inmates out in the community. They are looking to purchase 4 more.

Rep. Rochefort asked how much it would cost to continue the firearms certification. Supt. Lethbridge stated that the primary expense for the training will be ammunition. Sheriff Stiegler stated that it would take roughly a box of 50 per officer to qualify, and this has to be done once annually. Supt. Lethbridge noted that not all officers will go through this training, only those who have been through their probationary period and through the Correctional Officer Academy.

4. Camera Upgrade – Supt. Lethbridge explained that the analog system that went into the facility when it was built is now obsolete. The facility has upgraded to a digital server and is using analog cameras with adapters, but the quality of the footage has decreased. They are looking to replace twenty (20) cameras right now, with the intention of replacing some each budget year until all are replaced.

Rep. Murphy recommended that the Executive Committee approve all but the \$34,000 on the main entrance steps. The Committee further discussed the requests.


**MOTION:** Rep. Morse moved to approve the \$434,130 in ARPA funds but temporarily withhold \$34,000 until the steps are confirmed to be ADA compliant. If they are not, then the request will be approved for \$400,130. Rep. Bolton seconded.

Discussion: Rep. Sellers stated that this is a project that Supt. Oakes wants it done this summer, and if not approved now, it won't happen this year. Rep. Morse stated that if the stairs do not meet ADA compliance, the additional costs can be approved at one of their budget meetings in June and still get done this summer. Supt. Oakes stated that he could get the Committee an answer on whether it is compliant or not, but if it is not, it will take time to get a contractor to get in here for an estimate, and he does not know how long that will take.

Rep. Baldwin called the roll. Rep. Baldwin called the roll. Rep. Baldwin, "yes;" Rep. Bolton, "yes;" Rep. Morse, "yes;" Rep. Murphy, "yes;" Rep. Sellers, "yes;" Rep. Rochefort, "yes." With the vote being six (6) in favor and none in opposition, the motion passes.

11:30 AM With no further business, the meeting adjourned.

Respectfully Submitted,

  
Heather Baldwin, Clerk