

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
May 28<sup>th</sup>, 2024

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

OTHERS: Director of Communications Paronto, Kylee Emerson – SNS, Alternative Sentencing Director Mitchell, Donna Lane, Kara LaSalle, Helen Mrema – via Teams

EXCUSED: Commissioner Piper

Commissioner Ahern called the meeting to order at 2:07 PM and began with the Pledge of Allegiance led by Commissioner McLeod.

**Director of Communications Paronto arrived to discuss the FY25 Dispatch Billing.**

Director Paronto reported that the changes in billing for FY25 are very small, noting the total increase is roughly \$17,000 and this is mostly his attempt to get the smaller agencies at the new minimum payment. He explained that when Grafton County took on the new Coos County towns, they increased their minimum fee to \$2,500 for those towns and then increased the existing customers to a minimum of \$2,000. He has now brought that up to \$2,250, with the hopes of eventually bringing that up to \$2,500 to have one minimum fee for all towns. He stated that there is a 30% cap on either a decrease or increase in an agency's bill. The bills are not based on call volume, they are based on a percentage of services used. He hopes to come back next year with a change in the formula so they can come up with actual data points that would support the billing, they would bill a specific percentage of their operating budget. Director Paronto also noted that there is no change in their customer base for FY25. He answered further questions from the Commissioners.

**MOTION:** Commissioner McLeod moved to approve the FY25 Dispatch Billing as presented. Commissioner Ahern seconded the motion and all were in favor.

**Kylee Emerson – SNS arrived and gave the following report (\* see attached)**

**Agenda Items:**

1. Commissioner Ahern asked if everyone had a chance to read the minutes from the May 21<sup>st</sup> meeting.

**MOTION:** Commissioner McLeod moved to approve the minutes from the May 21<sup>st</sup> meeting. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers 1171-1173; 1175; 2024-05.24.2024.

3. The Commissioners reviewed the PowerPoint for the public hearing on the proposed FY25 budget.

4. CA Libby stated that she and Nursing Home Administrator Labore will discuss the decrease in Medicaid rates and ProShare payments with the Commissioners next week.

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

Commissioner McLeod asked if there was an update on the harm reduction. AS Director Mitchell stated that she missed the last meeting. H. Mrema, from the ACLU and the ACLU has convened the Harm Reduction Coalition, was present via teams and gave an update. She reported that the retreat planning meeting has switched from July to September, and they have discussed expanding outreach beyond the harm reduction group to include the first responders and local partners to try and engage in a community-wide strategic planning meeting in September. They would like to make this event as accessible as possible. They are looking to start the meetings over and hit the ground running in September.

Director Mitchell stated that she would have an update on the SIMS training for the Commissioners at her next meeting. She answered further questions from the Commissioners.

**Campus Security Committee – Darrell Dietlein & Nursing Home Administrator Labore**

D. Dietlein and Nursing Home Administrator Labore arrived to discuss the new security position job description. D. Dietlein explained that they are looking for approval from the Commissioners to pass along the final draft of the job description to HR to be evaluated and scored on the wage chart. He and NHA Labore have done a lot of work on putting this together. They were able to do some revisions from the original draft that are more in line with the potential growth and need for this position. D. Dietlein stated that it is very important to them that this be the primary focus for the mandate of the Campus Security Committee. The person who occupies this job can then spearhead the security effort on the campus.

Commissioner McLeod asked what the needs are for the Nursing Home with regard to this position. NHA Labore stated that the Nursing Home is in need of someone to handle emergency preparedness and planning. CMS requires emergency drills twice a year. The expectation is that this position would coordinate with outside agencies and regional and local partners for these exercises. This position would be focused on the buildings in the complex besides the DoC and Courthouse, as they already have security policies in place. D. Dietlein and NHA Labore further discussed the position and answered questions from the Commissioners.

D. Dietlein stated that the specific request they are asking for is to be given permission to provide this job description to the HR Director for classification, with the intention of finalizing it on the pay scale in preparation for posting. CA Libby stated that the Commissioners discussed during their budget meetings about looking at the night watchmen budget and possibly restructuring those positions. She stated that the Commissioners need to have further discussions with Interim Farm Manager White and the Department of Corrections about the nightwatchmen

position. CA Libby stated that discussions have been had with regards to the cow collar system, which would give information to the farm manager and lessen the need for the nightwatchmen, but that also requires internet in the barn, which they do not currently have. D. Dietlein would like to see it get to the point where they have a viable position categorized on the pay scale, and if the money becomes available, then they are ready, but if funding is not available, they at least have a tangible position created. Commissioner McLeod stated that she does not see the harm in having this sent to HR and having it classified.

CA Libby asked if the Security Committee developed the job description. D. Dietlein stated that the Committee has been able to have input. The Committee members were given the opportunity to provide feedback, but he did not poll the committee on this final draft. If it is something that is requested, he can get it to them, but in the interest of time, this is the direction they went in. CA Libby stated that she was not aware that this was the general direction the Campus Security Committee would be going in. She thought when the Committee was established by the Commissioners, that it was going to be looking at physical campus security issues that were related to safety as it was created as a subcommittee of the of the Joint Loss Management Committee. She noted that she has not been involved in these meetings, so she is trying to wrap her head around it. She knows that to start, this person will have a lot of work to do, but once all the initial work is done and policies are in place, what will this person be doing? D. Dietlein explained that for the first five (5) years, this position will be very busy, and after that, there will be ongoing contact with outside agencies as well as the responsibilities on campus. He stated that he does not foresee this person lacking any work. CA Libby stated that this position incorporates two (2) different skill sets and a lot of work for one person. D. Dietlein stated that he has found agencies where these two (2) skills sets have been developed into one (1) position, and he thinks having the same person as the focal point would be an advantage.

The Commissioners further discussed and agreed to have the new draft of the job description given to HR to be scored and put on the wage chart.

**Commissioner Issues:**

1. Commissioner Ahern stated that he attended a Veterans Flag Ceremony with the Wentworth Elementary School and discussed the event with the Commissioners.
2. Public Comment – H. Mrema stated that she is happy to be working with the Alternative Sentencing programs. There is a lot of great work happening in the North Country and it is an honor to offer support where they can.

**Grant Administrator Donna Lane and Kara LaSalle from Lakes Region Community Developers arrived for the Mill Pond Lane CDBG Public Hearing.**

**GRAFTON COUNTY  
Public Hearings  
Community Development Block Grant Project**

**4:00 PM Commissioner Ahern opened the Public Hearing on the Proposed 35 Mill Pond Lane Affordable Housing CDBG Application and turned it over to Grant Administrator Donna Lane.**

Donna Lane noted that an informational document was available.

I. Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development Projects, up to \$500,000 for Housing Projects, up to \$500,000 for Public Facility Projects, up to \$500,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income persons.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant housing funds. Of the grant funds, up to \$30,000 will be retained by the county for administrative/labor compliance costs associated with the project, \$470,000 of the funds will be sub granted to Lakes Region Community Developers (LRCD), or a related entity to be determined, toward the acquisition and/or construction of affordable family housing on 35 Mill Pond Lane in Ashland, NH. Phase I of the proposed project will develop 39 units of housing for low- and moderate-income households. This project conforms with Grafton County's Housing and Community Development Plan's goal of: Encourage adequate, safe, sanitary, convenient, and affordable housing for all age and income groups.

Commissioner Ahern asked if there were any comments from the public. There were none.

**4:03 PM Commissioner Ahern closed the Public Hearing**

**4:03 PM Commissioner Ahern opened the Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan**

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the County were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. This project does not anticipate displacement or relocation as it is new construction.

Commissioner Ahern asked if there were any comments from the public. There were none.

**4:05 PM Commissioner Ahern closed the Public Hearing**

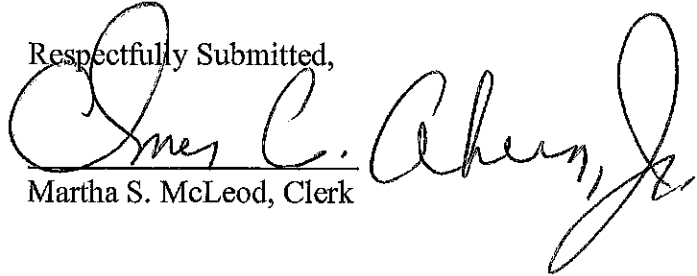
**MOTION:** Commissioner McLeod moved to approve the submittal of the CDBG application and to authorize the Chair and/or Vice-Chair, Board of Commissioners to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chair and/or Vice-Chair, Board of Commissioners to execute any

documents which may be necessary to effectuate the CDBG contract, and any amendments thereto. Commissioner Ahern seconded the motion and all were in favor.

**MOTION:** Commissioner McLeod moved to adopt the Antidisplacement and Relocation Assistance Plan. Commissioner Ahern seconded the motion, and all were in favor.

4:13 PM With no further business, the meeting adjourned.

Respectfully Submitted,

 For m s m

Martha S. McLeod, Clerk

Alternative Sentencing  
Commissioners Report APRIL 2024

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**Directors Report:**

Alternative Sentencing used a total of \$50 from Opioid Abatement Funding in April and \$479.95 from the Local Assistance and Tribal Consistency Fund.

The Grafton County Adult Felony Diversion program graduated three participants.

The Director participated in a panel at Woodsville High School facilitated to provide information on specific illicit drugs in our community by the DEA and to highlight community recovery supports.

The Director designed and facilitated a training for the Juvenile Restorative Justice volunteers, to include restorative principles, privacy laws for juveniles in NH, the Stages of Change and Motivational Interviewing.

Attached are the numbers reflected in the month of April for program census and revenue.

**\*Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

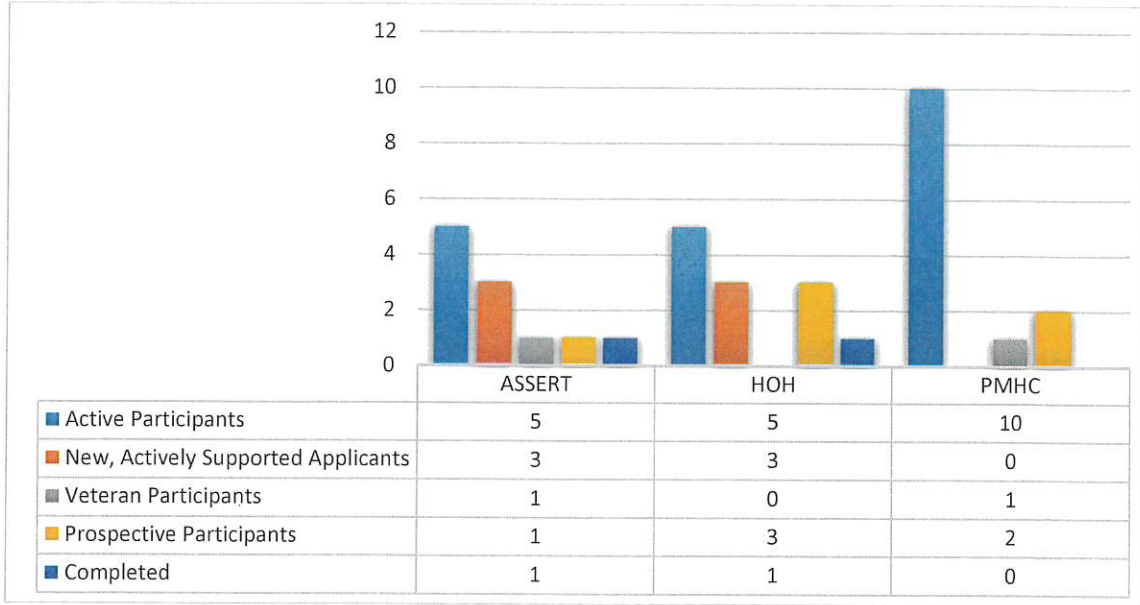
C.A.R.E & C.A.R.E+

Intimate Partner Domestic Violence Program: Emerge

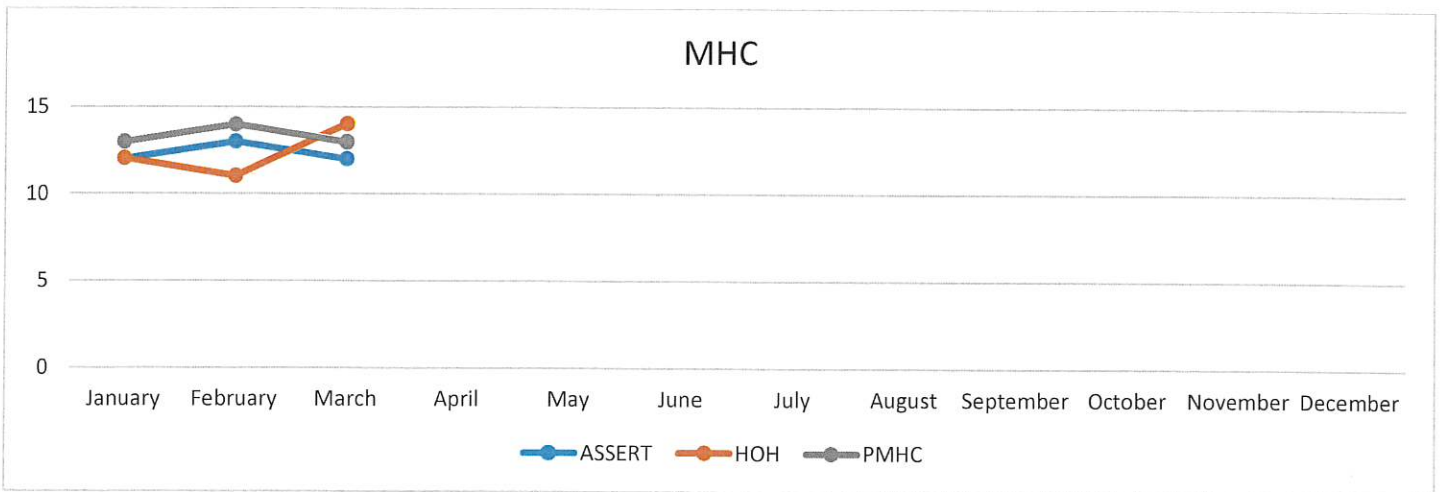
Mental Health Court

Alternative Sentencing  
Commissioners Report APRIL 2024

Mental Health Court  
APRIL 2024



First Quarter 2024





Alternative Sentencing  
Commissioners Report APRIL 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	---	---	---	---	---	---	---	---	---	---	---
AD	\$515.75	\$370	\$405	\$160	---	---	---	---	---	---	---	---
MISSED	\$25	---	---	---	---	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
Emerge	\$325	\$550	\$550	\$675	---	---	---	---	---	---	---	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
BDAS	\$1883.36	\$1994.69	\$2257.58	\$2074.80	---	---	---	---	---	---	---	---