

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

July 30, 2024

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

OTHERS: DoC Supt. Lethbridge, Alternative Sentencing Director Mitchell, Kylee Emerson – SNS, Nick De Mayo – via Teams.

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

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

1. Supt. Lethbridge reported that he has been working on the firearms program and is hoping to have the program ready to be looked at in its entirety rather than reviewing one (1) piece at a time. He stated that he had a question for the Commissioners regarding this program. He asked the Commissioners for their thoughts on defining the grounds of the DoC as the County Campus. The statute grants limited conciliary powers to transport custody officers on the grounds of the DoC. He explained that an issue he has been involved in is the Campus Safety Committee, which deals with campus security, and noted that active shooter-type situations have been a concern. He went on to explain that with this type of definition, the DoC could be a piece of that solution. Supt. Lethbridge noted that he has spoken with Sheriff Stiegler and that he supports the concept. They would write the policy so it was clear that the only thing the DoC would intervene in would be immediate life-threatening situations. Supt. Lethbridge explained that the grounds of the DoC are not defined in the statute, and they have inmates working all over the campus. He is looking for the Commissioners' input on saying the DoC grounds are the whole county campus, and this would give his officers a little more authority in a life-or-death situation. Commissioner McLeod asked if Supt. Lethbridge saw any potential conflict with the Sheriff. He stated that he does not see any conflict; they would work together with the Sheriff on training, specifically active shooter training, but noted that the Sheriff has the ultimate power. The Commissioners discussed the request and were in agreement to allow Supt. Lethbridge to draft a policy to include his request for the grounds of the DoC to be defined as the County Campus for their review.
2. Out of State Travel Request – Supt. Lethbridge stated that before issuing a firearm to an officer, they need to be trained to safely handle it, draw it, fire, reload, and re-holster. It is equally important to train the officers how to retain their weapons in the holsters against assault and how to win in a physical altercation while keeping their firearms secure. Sgt. Buxton needs to complete an instructor-level class in this area. Supt. Lethbridge stated that he is looking for approval to send Sgt. Levi Buxton to a five-day Gracie Survival Tactics defensive tactics course in Coventry, Rhode Island, September 9-13, 2024. He noted that the NHAC Corrections Academy is working to transition the defensive tactics training in the academy to a Gracie-based system. The Transport and Custody officer training will build on the academy-level defensive tactics training. He answered questions from the Commissioners.

**MOTION:** Commissioner Ahern moved to approve the out-of-state travel request to send a DoC employee to a five-day Gracie Survival Tactics defensive tactics course in Coventry, Rhode Island, from September 9 to 13, 2024. Commissioner McLeod seconded the motion, and all were in favor.

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

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

**Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the July 16<sup>th</sup> meeting. Commissioner Piper had one small edit.

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

2. The Commissioners signed the check registers 1195-1196, 1005-1006, 1008-1011, and 2024-07-19.2024.

3. CA Libby submitted An Application for Reimbursement – Livermore (PA -16 Form) for all three (3) Commissioners to sign.

4. CA Libby submitted the Timberwolf Logging Contract for all three (3) Commissioners to sign. She noted that the logging is set to start either today or tomorrow.

5. Commissioner Piper signed five (5) CDBG Amended Subrecipient Agreements.

6. Tax Impact Information – CA Libby reviewed the tax impact for the towns with the Commissioners and answered questions.

7. Appropriation Transfers—CA Libby reviewed a list of appropriation transfers totaling 250,653.00 and noted that these are standard end-of-year transfers.

**MOTION:** Commissioner Ahern moved to approve the appropriation transfers in the amount of \$250,653.00. Commissioner McLeod seconded the motion, and all were in favor.

8. FY 2024 Financial Reports—CA Libby reported that the Farm finished below revenue but noted that it would have been above revenue if the timber cut had happened in FY24, as it was budgeted for. She also reported that the Nursing Home finished under revenue due to the decreased ProShare payment. Overall, the County finished on target for revenues in FY24.

CA Libby stated that there were a few departments that were overexpanded. Victim Witness and Alternative Sentencing show over expended due to how the grants in those departments work. She explained that both departments have two (2) budgets, one (1) grant-funded and one (1) non-grant funded, but these budgets offset each other, and the departments are not actually over expended. CA Libby also reported that IT ended up \$38,000 over expended due to items not budgeted for and not receiving the full subsidy. The Social Services budget was over-expended because West Central Behavioral Health never drew down their last quarterly payment in the prior fiscal year, and the Commissioners approved their request to draw down those funds. Therefore, that line is showing over-expended. CA Libby reported that overall, the budget finished \$3 million under expended. Right now, the surplus looks like it will finish with at a \$3.1

million undesignated fund balance or 5.56%. The audit is ongoing, and everything is going well; the auditors are planning to finish by tomorrow.

9. Evaluations for July—CA Libby stated that evaluations are due for the County Administrator and Human Resources Director. She noted that Supt. Lethbridge will have his one-year evaluation in November and then join the July evaluations. The Commissioners discussed when they will complete those evaluations.

### **Commissioner Issues:**

1. Commissioner Piper reported on the NACo Conference, sessions she attended, and vendors she talked to. She spoke with a design firm called Hok Justice, which designs Courthouses. It made her think of Commissioner McLeod's comments on the vision of the new Courthouse. She gave their contact information to CA Libby. She discussed JJ Cain Auction out of Birmingham, AL, who suggested that the County could auction small equipment with them. Commissioner Piper also reported that she attended a few workshops, and one (1) was called Second Chance Hiring, which was presented by NACo's HR Workforce Network. This presentation was based on hiring within the County and they discussed being a friendly workplace to those who have been justice involved in the past. Comments were made about Department of Corrections inmates and if former inmates could find a way, through this program, to County employment. She stated that it was noted at the workshop that all counties are suffering from hiring challenges and four (4) different counties put on this presentation to look at potential possibilities to help. Commissioner Piper stated that one (1) of the HR Directors had interviews with the new generation of workers and asked what they are looking for in terms of employment. Commissioner Piper suggested possibly rewriting the County's job descriptions to accommodate new ideas about what people may be looking for with employment. Commissioner Piper also reported that she attended a session that discussed ways counties are using ARPA money to help citizens and the homeless population, noting that a county in Chicago used it to purchase medical debt of county residents.

2. Commissioner Ahern noticed that young people do not want to work regular hours and sometimes do not show up for work. CA Libby explained that flex scheduling is a very big thing right now, but that is hard to do in a 24/7 environment, and no-call/no-shows are not something they have many issues with at the County.

3. Commissioner Ahern stated that he has constituents who are concerned about the cost of the new County Courthouse. He asked, as they were going through the process when they would know the Grafton County taxpayer responsibility in the new Courthouse. CA Libby stated that they are a long way from that point, but as they did with the DoC, they would have multiple public hearings to help educate the public. Commissioner McLeod stated that it would be helpful to have the maintenance costs of the current building available for the public. CA Libby stated that it takes a lot of work to educate the public as they move forward but that is something that they will do as the project moves along.

3. CA Libby stated that her plan, with regards to ARPA funding, is for the Commissioners to have an in-depth meeting and she will report on where they are with all ARPA projects and where they stand. The Commissioners will need to discuss the remaining funds as there are only two (2) scheduled Executive Committee Meetings left before the end of the year to allocate those funds.

4. CA Libby stated that she received an email from the Robie Farm, and they would like to attend a Commissioners' meeting to discuss a partnership between the Robie Farm and the County to purchase some of their local meat and a partnership to supply pigs. They would like the Farm, DoC and Nursing Home involved as well. CA Libby stated that this will be on the agenda in the near future.

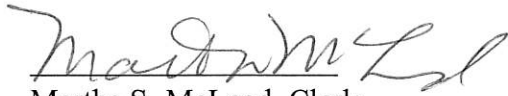
5. Commissioner McLeod stated there is a new Medicare Dementia Care model that is being tested in New Hampshire. Alice Peck Day Hospital is involved and she explained that this is an alternative payment model that incentivizes facilities to come up with a care model for those with dementia and their caregivers. This is responding to the need of the increased number of older adults with dementia. Medicare can step in to build and provide these services. The Commissioners further discussed the new Medicare Dementia Care model.

### **Public Comment**

1. N. DeMayo stated that he arrived at the meeting late and asked to get an update on what took place. Commissioner Piper stated that the Alternative Sentencing Director, IT and Department of Corrections gave their monthly reports, and those reports will be in the minutes. N. DeMayo stated that he gave everyone credit for investing the time in these meetings every week, but as someone listening to the conversation, there is a lot of breaking up in the microphone, and he would like the Commissioners to look into that. He commended Commissioner Ahern for attending the North Haverhill Fair and stated that he is concerned, along with many other constituents, about the real need for this new courthouse. CA Libby answered a few questions regarding building the new courthouse.

11:36 AM With no further business, the meeting adjourned.

Respectfully Submitted,

  
Martha S. McLeod, Clerk



# Monthly Department of Corrections Activity Report

## June 2024



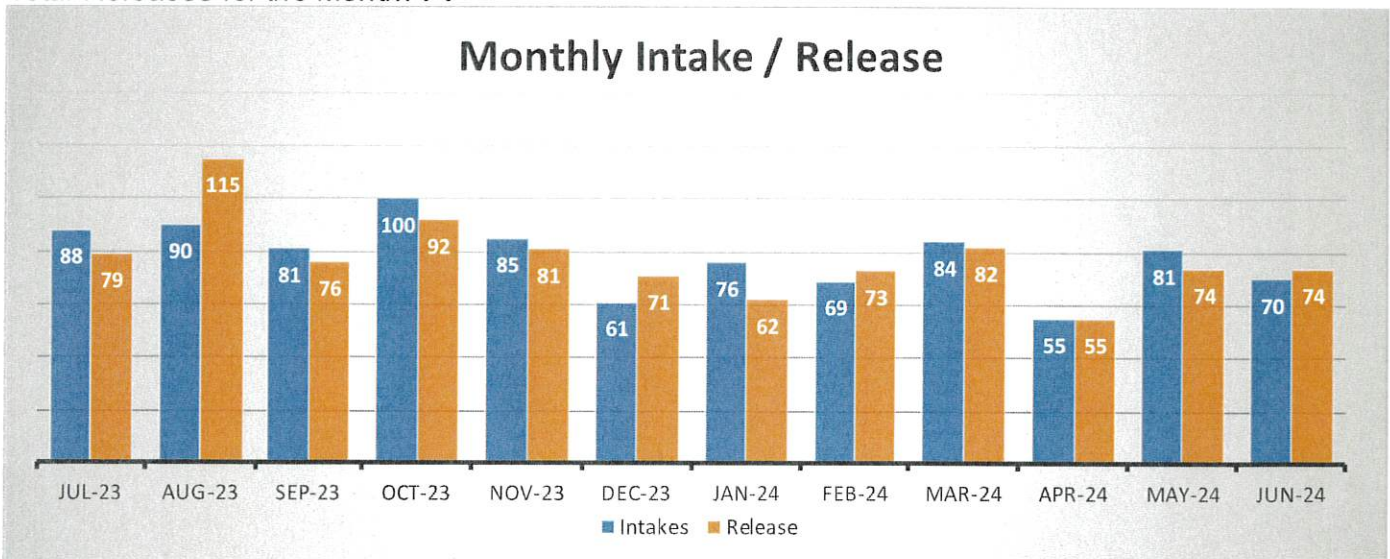
### Major Incidents:

On nightshift June 14<sup>th</sup> into June 15<sup>th</sup> Officer Jolley was assigned to the Intake area of the jail. While working his post, Officer Jolley noted a gurgling noise coming from the cell area, investigated, and found an inmate who had arrived earlier that day in medical distress. Officer Jolley called for assistance and administered Narcan immediately. After multiple Narcan applications, the inmate regained consciousness. The inmate was transported by ambulance to Dartmouth Hitchcock where she remained for several days until she was released on PR bail. Officer Jolley's diligence in his duties and quick response was recognized in a letter of commendation by Sgt. Trapletti,

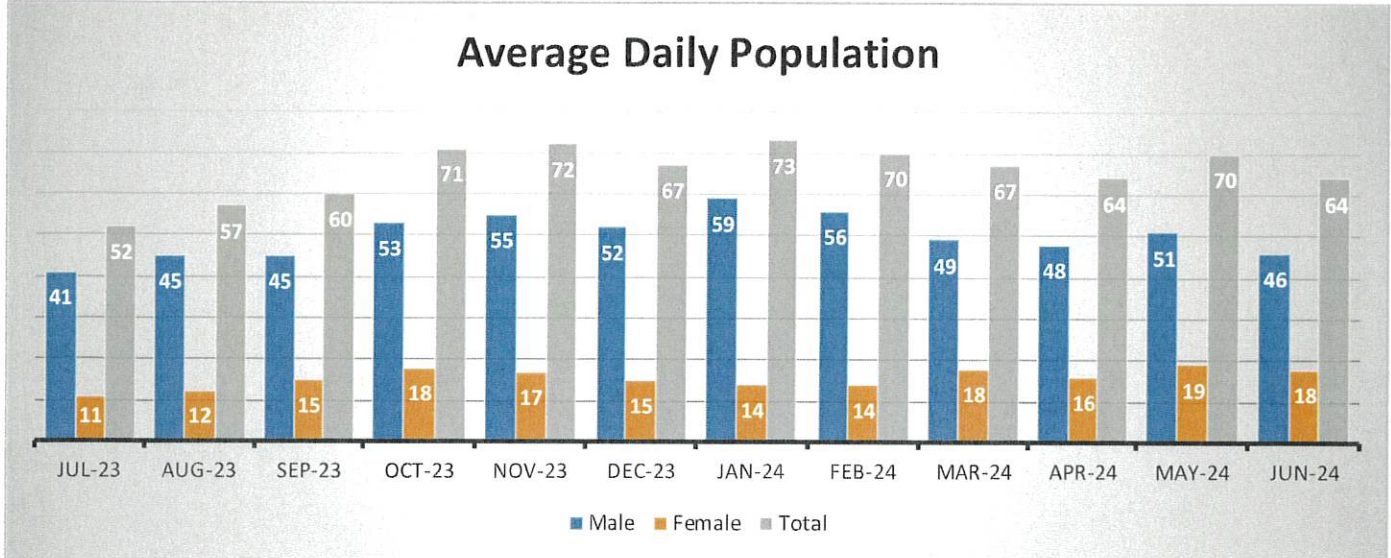
### Population Data:

Total Intakes for the Month: **70** (Coos County Females:11)

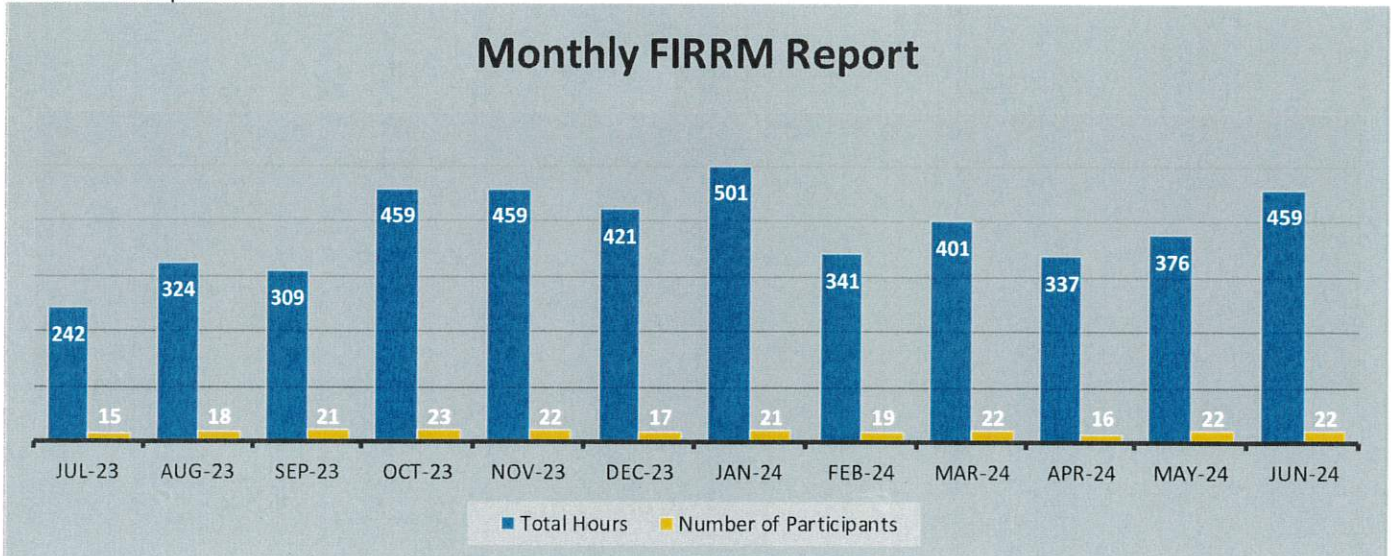
Total Releases for the Month: **74**



In House Average Daily Population for the Month: **64**  
 Male: **46** Female: **18**



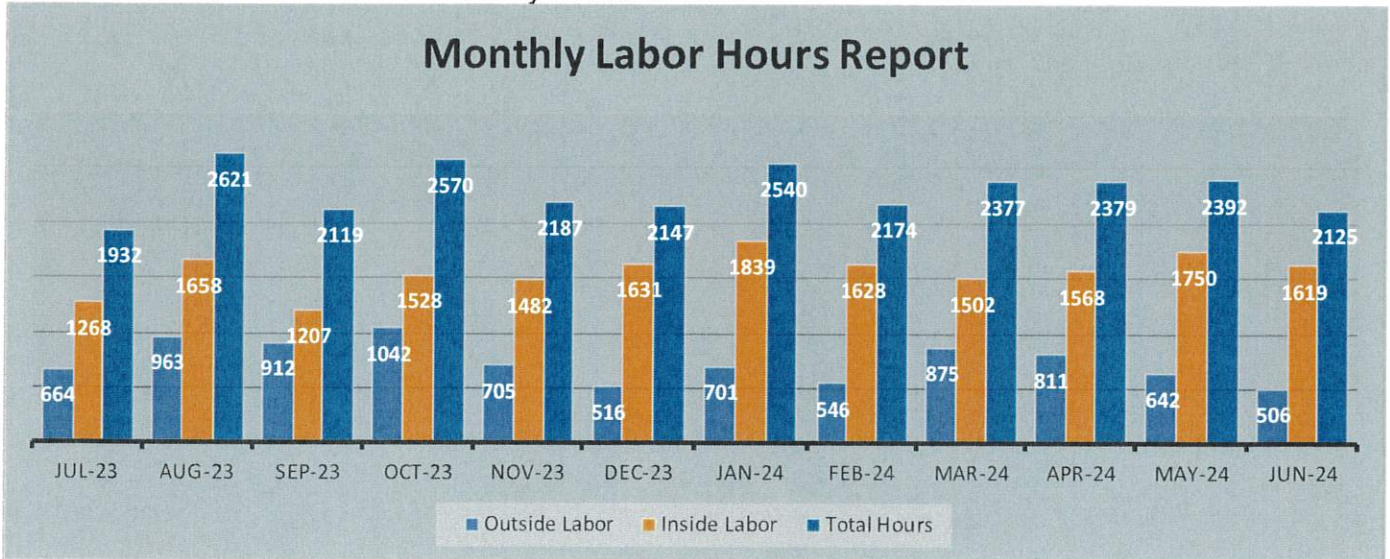
Inmates participating in FIRRM program during the month: **22**  
 Total Participation Hours: **459**



Hours of inmate labor outside the facility: **506**



Hours of inmate labor inside the facility: **1619**



### Food Service:

Average per meal cost to feed each inmate: \$1.68

The cost per meal was down \$.02 from May. 5549 inmate meals were served during the month of June, for a total food expenditure of \$9352.

In June the kitchen began sourcing inmate eggs from the Grafton County Farm. Previously, the jail kitchen had understood this to be prohibited by NH health regulations. Corporal/Chef Lombardo researched the egg regulations and confirmed with the health inspectors that the farm eggs were compliant.

Chef Lombardo and Chef Balch both began their field training program to learn the officer duties in June. Both Chefs will do field training on an alternating part time basis, while fulfilling their chef duties, until the field training is completed.

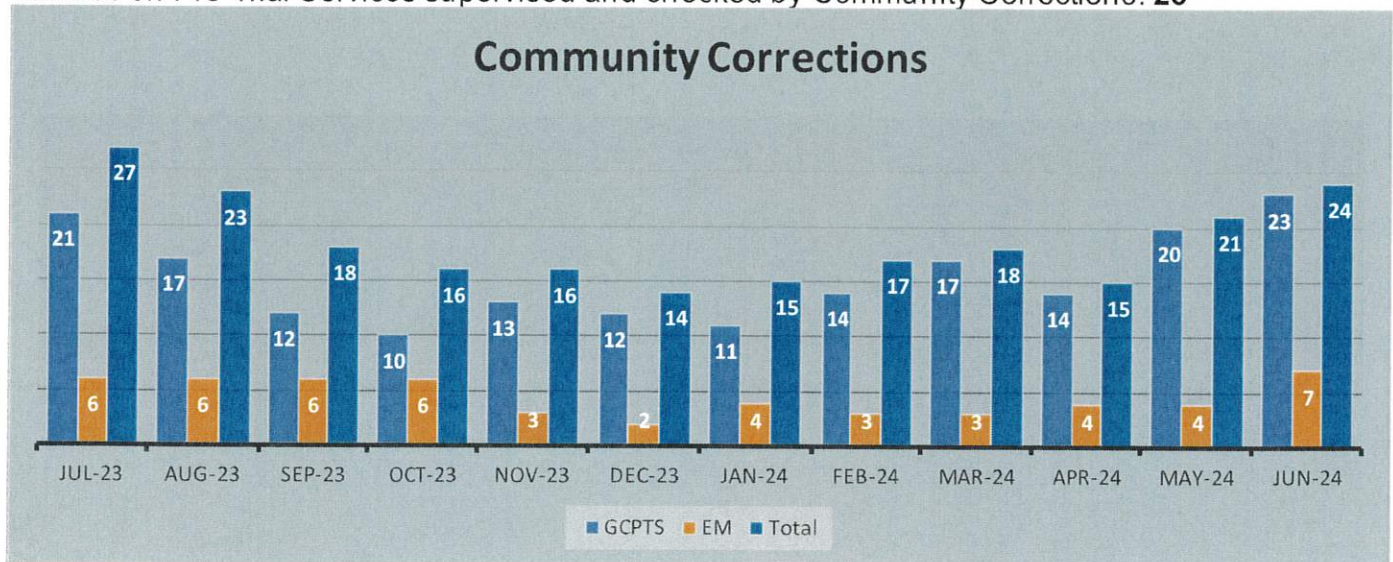
### Medical:

The medical emergency in intake was the only medical emergency in June. Two nursing positions remained vacant in June while recruiting to fill these vacancies continued. The traveling nurse completed her 13 week contract in June and a replacement traveler accepted a contract and was oriented to the jail. These two traveling nurses have been lifesavers for keeping Medical operating.

### Community Corrections:

Inmates supervised on Electronic Monitoring (including EM Pretrial Services): 7

Inmates on Pre-Trial Services supervised and checked by Community Corrections: 23



In addition to the Electronic Monitoring and Pre-trial Services duties, Community Corrections assisted Maintenance and the DOC by tackling the landscaping around the House of Correction. CC Officers took inmate work crews out to collect trash on several roadways in June, while also assisting with planting and other farm duties.

#### Staff:

New officer hires during the month: 1

New officer/supervisor vacancies during the month: 1 (Officer Konicki retired but intends to return PT)

Total vacant officer positions at the end of the month (including supervisory rank): 5 (+1 position funded 7/1/24)

Promotions during the month: Chef Balch was promoted to Officer and Chef Lombardo was promoted to Corporal. These promotions were effective July 2<sup>nd</sup>, but each began training for their new responsibilities in June.

#### Significant Developments and Achievements:

The DOC continues to develop a firearms training program and the policies necessary for armed Transport and Custody Officers. As these materials are developed, they are being shared with Primex for feedback as well. The policies and lesson plans will be presented to the County Commissioners for approval once all of them are completed.

#### Significant Problems:

There were no significant problems in the Dept of Corrections during June.



# Alternative Sentencing Commissioners Report June 2024

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## **Directors Report:**

The Alternative Sentencing team has been very busy, immersed in the day-to-day work of our offices. June was a quiet month with few changes or events to report upon. As shown in the graphs below, our census continues to increase within most programs. The Alternative Sentencing team, comprised of Nicole Mitchell, Cassie Manning and Brittany Pelletier, hold the caseloads in the general Alternative Sentencing programs. Shelly Golden and Nicole Mitchell run the Intimate Partner Domestic Violence Program. Brittany and Cassie both also support clients in Mental Health Court as needed. The team is collaborating well with each other and with outside agencies.

The Mental Health Court team is comprised of Shelly Golden and Thomas Pickford. Mental Health court is currently supporting six individuals that have not formally been pled into the program alongside their eighteen active participants. The nine prospective participants are referrals that the team is working with to gather collateral for assessment and have applied or been referred to the program. All these categories of the census require vast amounts of work in different ways. The clarification of the categories is for the purpose of understanding what the numbers equate to in activity and workload.

A Mental Health Court Coordinator has been hired for the State of NH to support the work of all NH programs, and to help support the creation of Mental Health Court Standards. The new Coordinator is Theresa Pitman.

Alternative Sentencing used a total of \$2333.99 from Opioid Abatement Funding in May and \$166.89 from the Local Assistance and Tribal Consistency Fund.

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

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

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

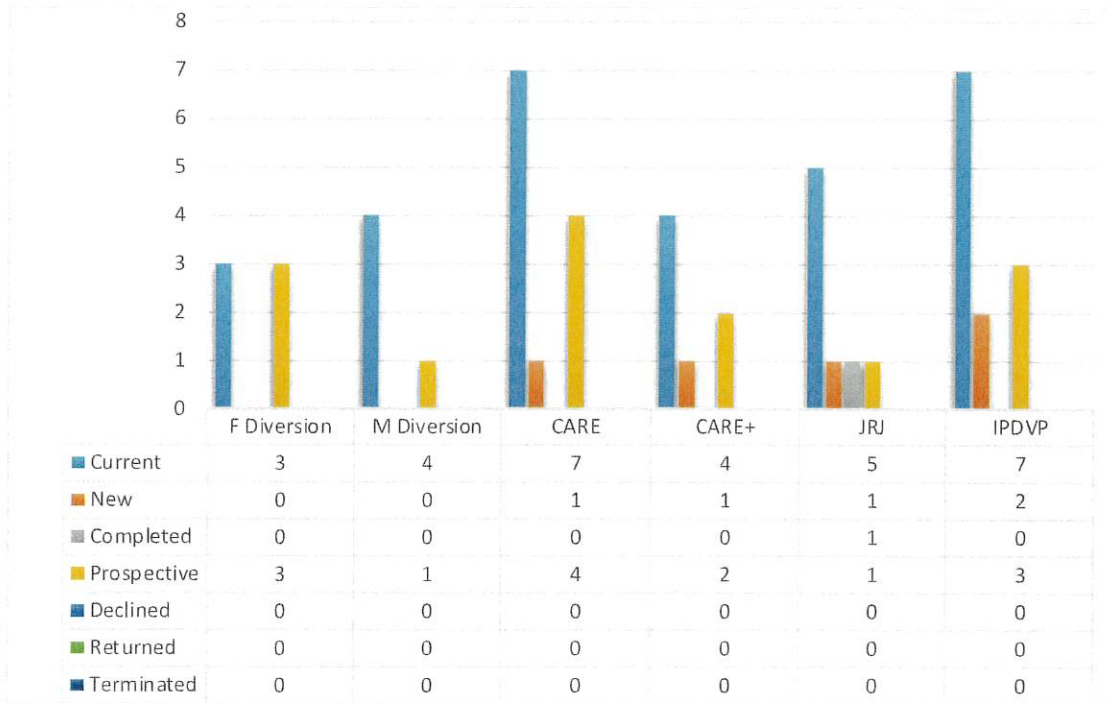
Intimate Partner Domestic Violence Program: Emerge

# Alternative Sentencing Commissioners Report June 2024

## Mental Health Court

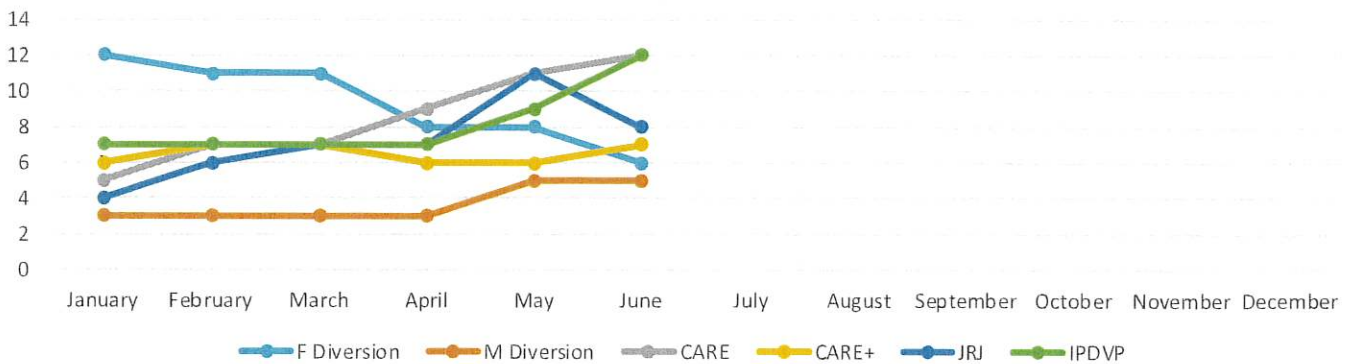
### Alternative Sentencing Programs

JUNE 2024



### Second Quarter 2024

#### AS Programs

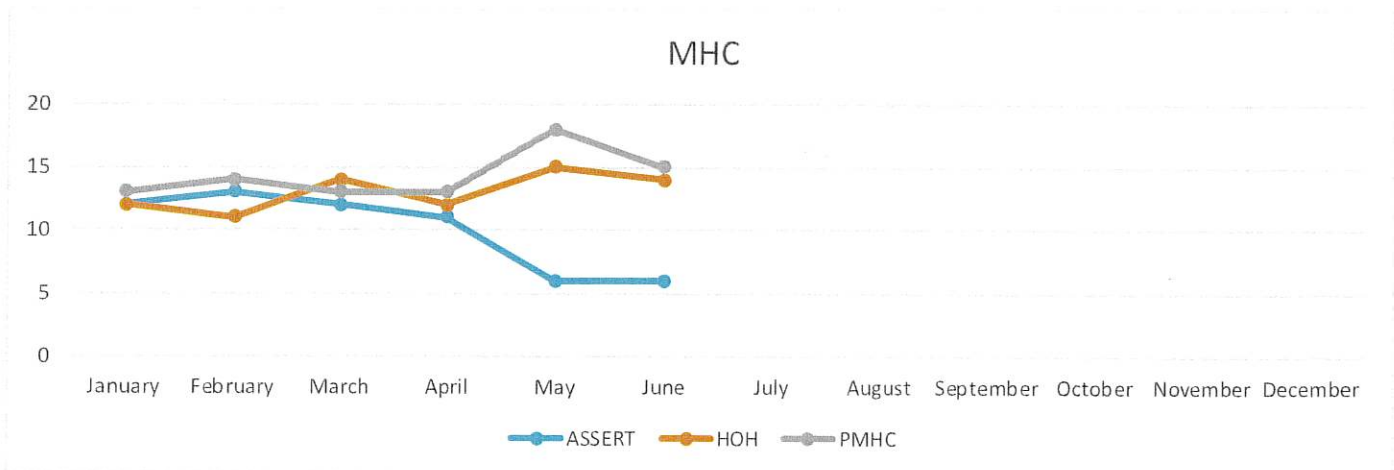


# Alternative Sentencing Commissioners Report June 2024

## Mental Health Court JUNE 2024



## Second Quarter 2024





Alternative Sentencing  
Commissioners Report June 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	---	---	---	\$160	---	---	---	---	---	---	---
AD	\$515.75	\$370	\$405	\$160	\$350	\$450	---	---	---	---	---	---
MISSED	\$25	---	---	---	---	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
Emerge	\$325	\$550	\$550	\$675	\$550	\$711	---	---	---	---	---	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
BDAS	\$1883.36	\$1994.69	\$2257.58	\$2074.80	\$2129.24	\$2781.31	---	---	---	---	---	---
<b>Totals</b>	<b>\$2749.11</b>	<b>\$2914.69</b>	<b>\$3212.58</b>	<b>\$2909.80</b>	<b>\$3189.24</b>	<b>\$3942.31</b>	---	---	---	---	---	---

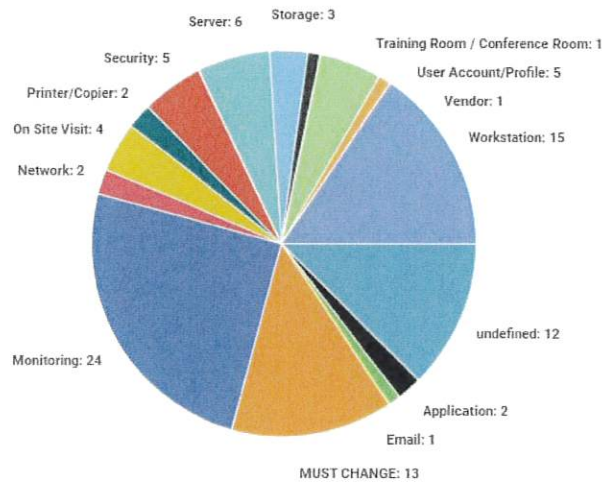


**IT Department Commissioner's Update**

**Meeting Date: Tuesday, July 30, 2024**

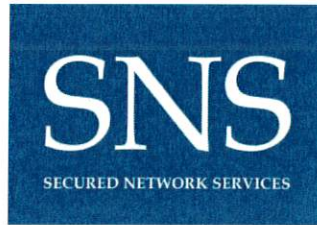
**Monthly Ticket Report:**

Tickets Opened By Type - Last 30 Days [Client]



Application	2
Email	1
MUST CHANGE	13
Monitoring	24
Network	2
On Site Visit	4
Printer/Copier	1
Security	4
Server	6
Storage	3
Training Room / Conference Room	1
User Account/Profile	5
Vendor	1
Workstation	15

Currently working with COO for better reporting on total hours reported in tickets. Certain onsite hours are being compiled into over all total ticket hours. I would like to be able to exclude those hours for better reporting of assistance required. Onsite hours are already accounted for in contract.



#### **Artic Wolf Report:**

- Artic Wolf report was reviewed with Dan Cullen, Director of Security for SNS on 07/29/2029. Everything looks normal and consistent with previous weekly reporting.
- Only 1 incident was reported that required SNS Security team to investigate. There was no breach or comprise. This incident was contained by the firewall and never gained access to the environment.

#### **Project Status Report:**

- MFA project:
  - Phase 1: MFA implementation for VPN users only- this has been completed
  - Phase 2: MFA implementation for other users
    - Reminder: Anyone logging into a workstation from within the Grafton County complex will not require MFA authorization code. The act of being inside the county network will act as their second authentication factor.
    - Working with Julie to develop a list of staff that should have access outside side of the network.
    - Onsite techs are testing MFA Tokens for the Deeds office, as they will be a "stand alone" network and will have to use them.
    - Tentative completion date: End of August