

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building  
North Haverhill, NH 03774  
August 27<sup>th</sup>, 2024

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

OTHERS: Kylee Emerson – SNS, Alternative Sentencing Director Mitchell, DoC Superintendent Lethbridge, 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 McLeod.

Commissioner Ahern participated electronically, according to RSA 91-A: 2, with the reason being he was unable to attend the meeting in person. Electronic participation was at his request. It was noted that a roll call must take all votes.

**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 August 20<sup>th</sup>. Commissioner Piper had one (1) minor edit.

**MOTION:** Commissioner McLeod moved to approve the minutes from the August 20<sup>th</sup> meeting. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes.” With three (3) votes in favor and none in opposition, the motion passed.

2. Election Day Meetings – The Commissioners discussed and agreed not to meet on September 10<sup>th</sup> and November 5<sup>th</sup>.

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

CaseBook Request – AS Director Mitchell submitted a request to purchase a higher-functioning Electronic Medical Record (EMR) through Casebook. Commissioner Ahern asked if funding was available for this request. AS Director Mitchell explained that the total cost for this EMR is \$14,166. Alternative Sentencing already has \$2,244 budgeted annually for an EMR, leaving \$2,748.00 annually for the three (3) year contract to be funded. She is requesting \$7,424.00 for a three (3) year contract out of the LATCF funds. Commissioner Ahern asked CA Libby what her thoughts were regarding the financial aspect of this proposal. CA Libby stated that she supports the request and that this approach makes sense. Commissioner McLeod said she thinks this is a great use of these funds.

**MOTION:** Commissioner McLeod moved to waive the bidding process and select the proposal from CaseBook for the Electronic Medical Record at a total of \$14,166.00 for a three (3) year contract, with \$7,424.00 of that to be funded through the LATCF funds. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “Yes.” With the vote being three (3) in favor and none in opposition the motion passes.

Commissioner McLeod stated that the Commissioners have been discussing ARPA money and the possibility of using some of that to fund housing projects. She stated that the Commissioners had provided funding to Alternative Sentencing for participants' housing so they could complete their programs and asked for an update on that funding. AS Director Mitchell stated that she will work on an update for the Commissioners regarding the housing and where her department is at. She noted that she has been in touch with Sullivan County, which has a successful transitional housing unit run by their jail. She can send the information they have received to the Commissioners. Supt. Lethbridge attended the meeting and stated that he had toured the Sullivan County Department of Corrections, but their superintendent did not describe the Transitional Housing Program as a success. AS Director Mitchell stated that this is a difficult population to house, and she understands how that could be a challenge. Commissioner Piper stated that the Commissioners have discussed possibly funding some of the organizations involved with housing projects in Grafton County. AS Director Mitchell stated that she would send out the information she has to the Commissioners.

**DoC Superintendent Lethbridge gave the following report (\*see attached)**

Transport Vehicle Bid Waiver – Supt. Lethbridge stated there is limited availability for police interceptors, and McFarland Ford has one (1) on the lot. He said that there are also two (2) main vehicle outfitters in New Hampshire, Global Public Safety and Ossipee Mountain Electronics. They have received a price of \$45,870.00 from McFarland Ford for the purchase of a 2024 Utility AWD Ford Explorer and \$3,539.00 from Global Public Safety for the upfitting of the vehicle. He stated that he is requesting a bid waiver to purchase the vehicle from McFarland Ford due to the limited availability of police interceptors. This is a budgeted FY25 Capital Outlay expense.

**MOTION:** Commissioner McLeod moved to waive the bidding requirement to purchase the vehicle from McFarland Ford Sales Inc. for \$45,870.00 and to get the vehicle set up from Global Public Safety for \$3,539.00. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes.” With the vote being three (3) in favor and none in opposition, the motion passes.

Commissioner Piper asked Supt. Lethbridge to give a brief summary of these new policies and the need for them. Supt. Lethbridge explained that he proposed having Transport and Custody Officers in the facility during budget season. These are requirements these officers have to meet. This officer is qualified to carry firearms and has completed the requirements. Supt. Lethbridge stated that the DoC has purchased the firearms, ammunition, and all of the items requested, as

well as the tasers for officers inside the housing units, but before they can use any of these items, they need to have policies in place. The following three (3) Standard Operating Procedures (SOP) are the next steps to implementing this program.

1. Custody and Transport Officer SOP—Commissioner Ahern asked if the Sheriff’s Department used to handle these transports historically. Supt. Lethbridge stated that the Sheriff’s Department used to handle these transports. They currently transport inmates for hearings or to the State Hospital, but the Department of Corrections makes any other medical appointments or transports that need to be made.

**MOTION:** Commissioner McLeod moved to approve the Grafton County DOC Transport and Custody Officer SOP. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes.” With three (3) votes in favor and none in opposition, the motion passed.

2. Conducted Energy Weapon (CEW) SOP—The existing policy was specific to carrying and using these tools outside the facility. The revised policy provides guidance for carrying and using these tools inside the facility as well.

**MOTION:** Commissioner McLeod moved to approve the Grafton County DoC Conducted Energy Weapons Standard Operating Procedure. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes.” With three (3) votes in favor and none in opposition, the motion passed.

3. Use of Force SOP– Supt. Lethbridge explained that this is an existing policy that has not been updated in a few years. He stated that the DoC did not have a good tracking mechanism for Use of Force incidents. He stated that this is important information and that they will now have a robust way of tracking Use of Force incidents. He noted that they would also be able to track de-escalation incidents as well when an officer can de-escalate a situation without the use of force.

**MOTION:** Commissioner McLeod moved to approve the Use of Force SOP. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes.” With three (3) votes in favor and none in opposition, the motion passed.

#### **Agenda Items:**

1. Commissioner Piper signed close-out agreements for the 2021 Micro CDBGs.
2. Farm/Robie Farm Discussion & Non-Public Session per RSA 91-A:3, II (a)

**MOTION:** \* 10:00 AM Commissioner McLeod moved to enter into a non-public session for the purpose 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 granted according to RSA 91-A: 3, II (a). Commissioner Ahern 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." Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

\*11:24 PM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner McLeod 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 "yes," Commissioner Piper "yes." Commissioner Piper stated that a majority of the board voted "yes," and the motion passed.

**MOTION:** Commissioner McLeod moved to table the discussion with the Farm/Robie Farm until they have had time to review internal farm operations. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said "yes," Commissioner McLeod said "yes," and Commissioner Piper said "Yes." With the vote being three (3) in favor and none in opposition the motion passes.

#### **Commissioner Issues:**

1. Commissioner McLeod asked if the Commissioners could get a monthly status report on broadband as she has had two (2) towns ask for an update.
2. Commissioner McLeod stated that it would be helpful to have a profit and loss statement on the Farm so she can discuss it with a constituent.

#### **Public Comment:**

N. De Mayo stated that he felt the nonpublic session went too long and asked if there was a time limit for nonpublic sessions. He stated that this is like censorship, as the public is being kept from what is happening. Commissioner McLeod explained that there are statutes that state what the Commissioners can go into for a nonpublic session to discuss, and she told N. De Mayo that he could look those up online. CA Libby stated that personnel issues are always nonpublic. There has to be a thorough discussion about those topics; sometimes, those discussions can take a long time. N. De Mayo stated that this nonpublic was about the farm and doing business with Robie Farm, but it was not brought up as a personnel issue. CA Libby noted that the Commissioners went into nonpublic session per RSA 91-A:3, II (a), which is a personnel matter.

N. De Mayo commented that department heads are not introduced during the meetings, and it would be helpful for the public if they were. Commissioner Piper suggested that the agendas be posted on the County website. He then asked why there was a bid waiver for the DoC cruiser. Commissioner Piper stated that she wanted to remind any members of the public that the public comments section is for public comment, and therefore, any comments are welcome. She added that the minutes are always very thorough regarding the discussions. She asked N. De Mayo to refer to the minutes for that information and asked that the public reserve their comments as comments. N. De Mayo asked, as a person who is interested in knowing County business,

shouldn't a reasonable question be answered at that time? He stated that the Commissioners could at least respect the person's ability to ask a question if he is showing interest and if the Commissioners do not want to do that, he can go to the newspapers. N. De Mayo added that when he gets elected, they will have to spend a lot of time explaining to him what is going on. Commissioner McLeod stated that she is N. De Mayo's Commissioner for District 2 and is willing to speak to him on the phone and provide the information they discussed during the meeting. N. De Mayo stated that he did not want to speak with Commissioner McLeod but would like to speak with Commissioner Piper as the chairperson. Commissioner Piper suggested that N. De Mayo call CA Libby. N. De Mayo stated that he does not think the meetings are run properly and feels that statutes must be changed as they are inconsiderate to the public. Commissioner McLeod stated that N. De Mayo is being very rude to the Chair. He stated that these meetings are like censorship, and the taxpayers deserve answers.

**Agenda Items:**

1. Non-Public Session per RSA 91-A:3, II (a)

**MOTION:** \* 11:37 AM Commissioner McLeod moved to enter into a non-public session for the purpose 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 granted according to RSA 91-A: 3, II (a). Commissioner Ahern 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." Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

\*12:06 PM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner McLeod 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern "Yes," Commissioner McLeod "yes", Commissioner Piper "yes." Commissioner Piper stated that a majority of the board voted "yes," and the motion passed.

12:06 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

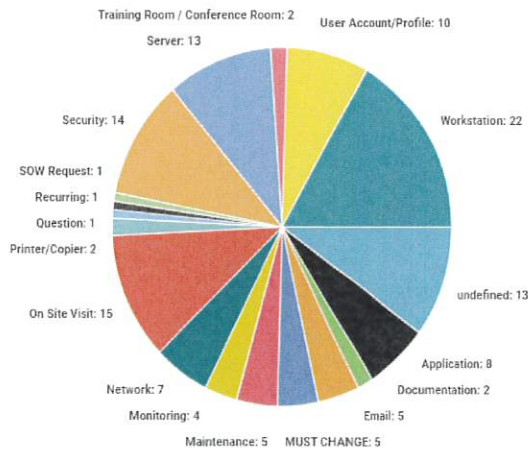




**IT Department Commissioner's Update**  
**Meeting Date: Tuesday, August 27, 2024**

**Monthly Ticket Report:**

Tickets Opened By Type - Last 30 Days [Client]



Application	8
Documentation	2
Email	5
MUST CHANGE	5
Maintenance	5
Monitoring	4
Network	7
On Site Visit	15
Printer/Copier	2
Question	1
Recurring	1
SOW Request	1
Security	14
Server	13
Training Room / Conference Room	2
User Account/Profile	10
Workstation	22

There are two new fields that were not in the previous report. I have worked with the team to make sure that things are people properly documented. We have added On-Site Visit category and a SOW



(Scope of Work) request category. This is used for when the CSM is requesting documentation for a project to be done in either Networking or Systems.

**Artic Wolf Report:**

- Artic Wolf report was reviewed with Dan Cullen, Director of Security for SNS on 08/26/2024. Everything looks normal and consistent with previous weekly reporting.
- There were no incidences that required our attention.

**Project Status Report:**

- MFA project:
  - Phase 1: MFA implementation for VPN users only- this has been completed
  - Phase 2: MFA implementation for other users
    - **MFA Implementation date: September 4, 2024**
    - Instructions have been provided to Julie for review
    - Email notification will go out Tuesday, August 27, 2024 to notify those effected.
    - 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.
- Equipment damaged from lightening strike
  - (2) Meraki Switch: Approved/Ordered
  - (1) SFP: Approved/Ordered
  - (1) Dell Micro Tower PC: Approved/Ordered

# Alternative Sentencing Commissioners Report July 2024

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## **Directors Report:**

During the month of July, Alternative Sentencing completed its first 40-week group of Intimate Partner Domestic Violence participants. This program continues to be challenging and we seek support from Domestic Violence Agencies, SART (Sexual Assault Resource Teams), the County Attorney's office and the creators of Emerge regularly.

The Juvenile Restorative Justice program has started training for Restorative Circles, to add to our skill set when supporting youth and harmed parties. The Restorative Circle allows for dialog between the harmed party and offender with a goal of coming to mutual understanding and repair, supported by facilitators.

The Alternative Sentencing team hosted a lunch with the Grafton County Probation office to review our CARE and CARE+ programs. Together we identified what is working well and problem solved around challenges.

The Adult Felony Diversion program held its quarterly graduation in July.

Alternative Sentencing is again hiring for the Case Manager position, as our current case manager gave her notice.

Alternative Sentencing used a total of \$1072.46 from Opioid Abatement Funding in July and \$0 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

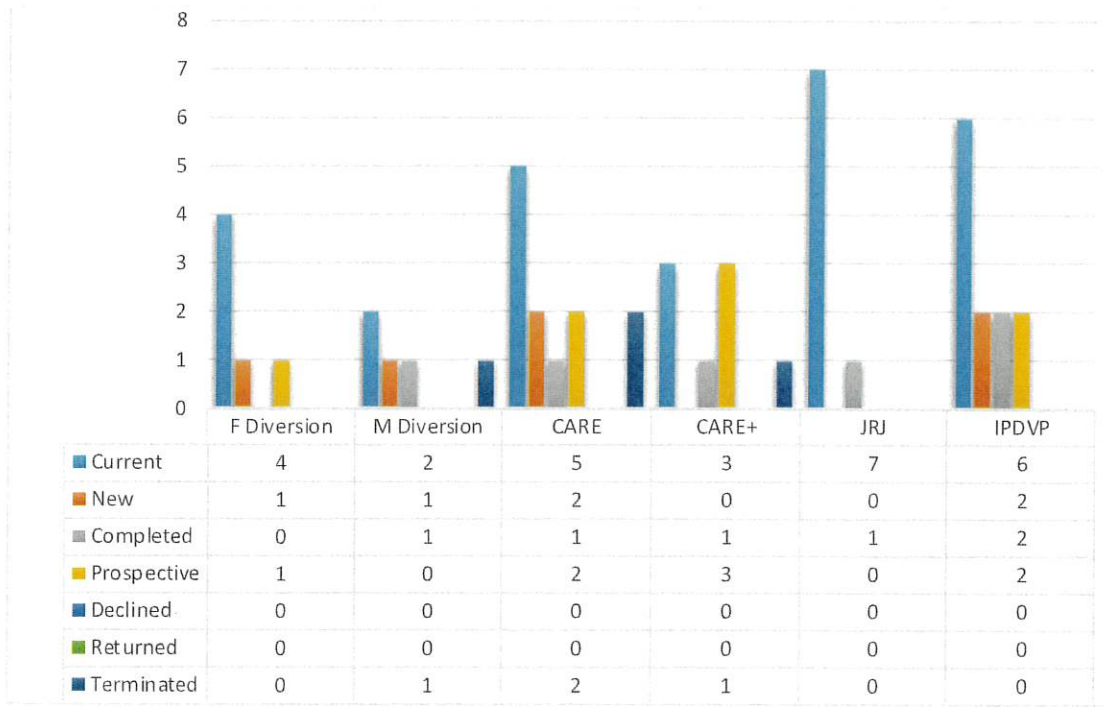
Mental Health Court



Alternative Sentencing  
Commissioners Report July 2024

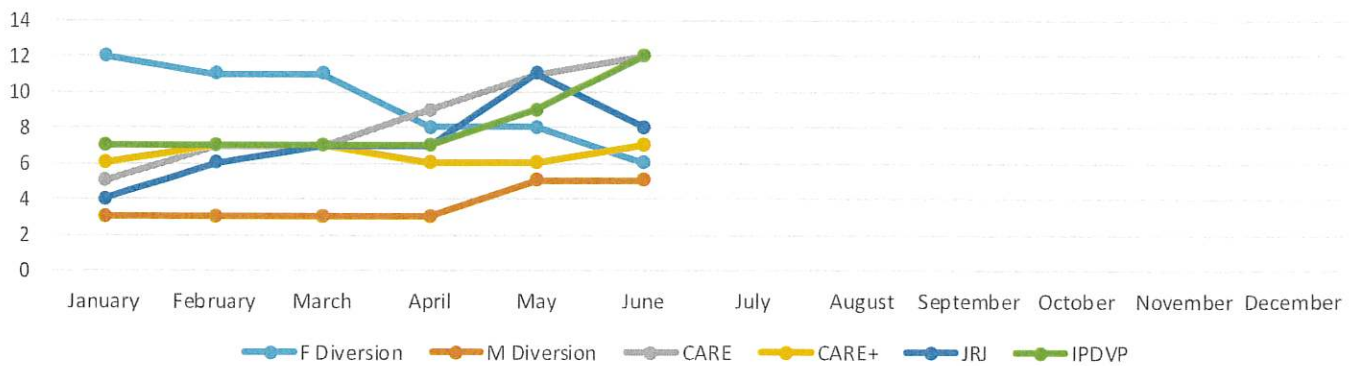
Alternative Sentencing Programs

JULY 2024



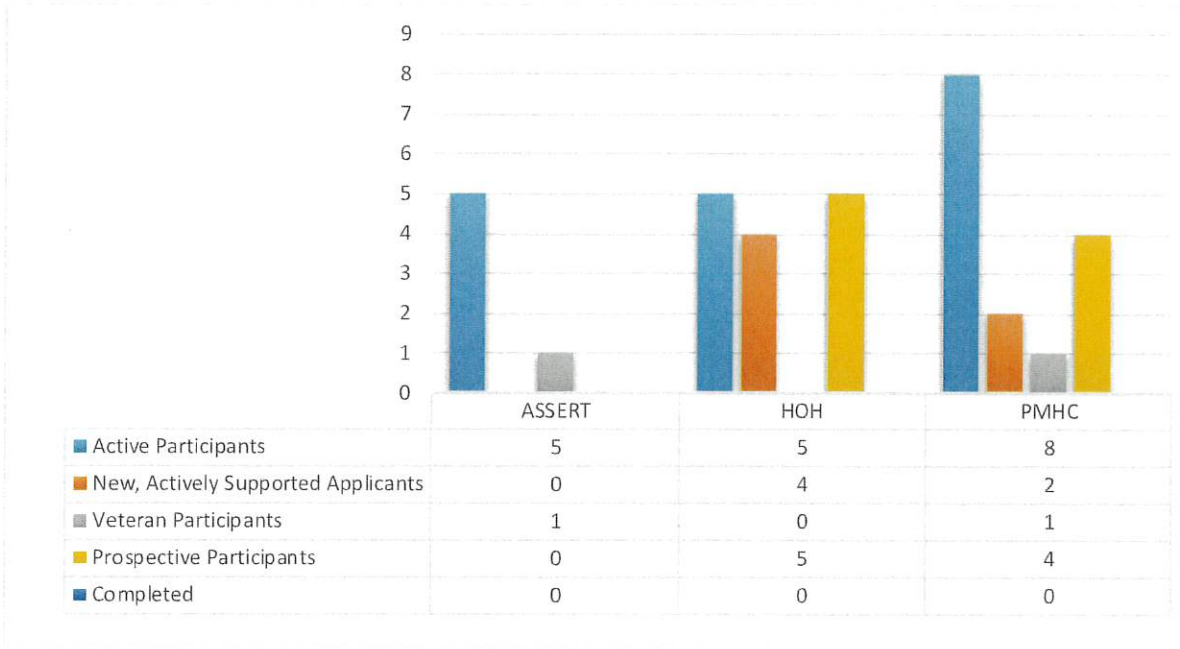
Second Quarter 2024

AS Programs

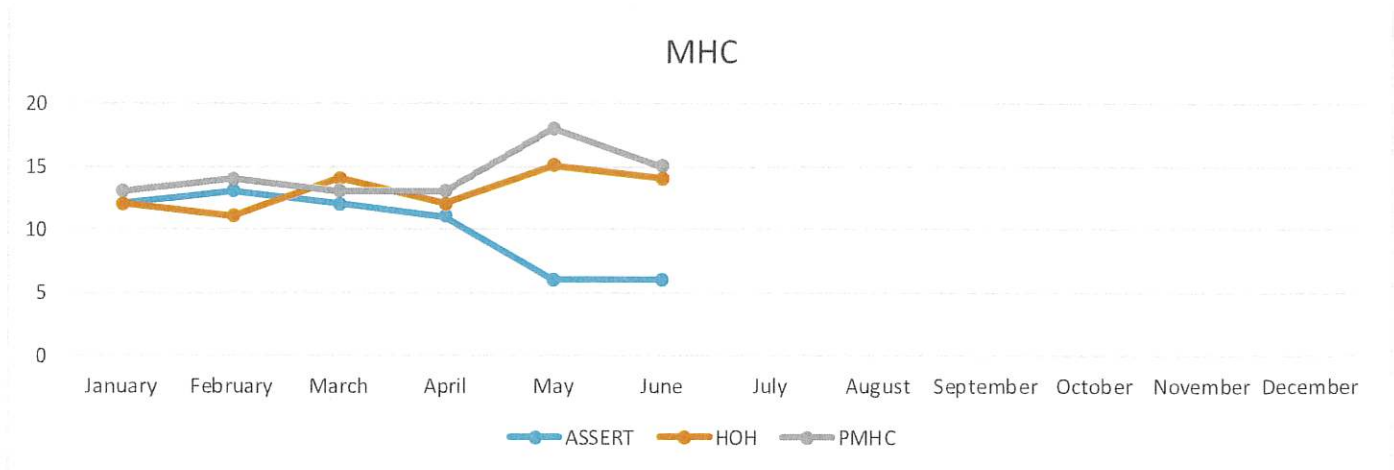


Alternative Sentencing  
Commissioners Report July 2024

Mental Health Court  
JULY 2024



Second Quarter 2024



Alternative Sentencing  
Commissioners Report July 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>JRJ</b>	---	---	---	---	\$160	---	\$100	---	---	---	---	---
<b>AD</b>	\$515.75	\$370	\$405	\$160	\$350	\$450	\$50	---	---	---	---	---
<b>MISSED</b>	\$25	---	---	---	---	---	---	---	---	---	---	---
<b>LATE</b>	---	---	---	---	---	---	---	---	---	---	---	---
<b>+ UA's</b>	---	---	---	---	---	---	---	---	---	---	---	---
<b>MRT</b>	---	---	---	---	---	---	---	---	---	---	---	---
<b>Emerge</b>	\$325	\$550	\$550	\$675	\$550	\$711	\$1192.75	---	---	---	---	---
<b>CARE</b>	---	---	---	---	---	---	---	---	---	---	---	---
<b>MISSED</b>	---	---	---	---	---	---	---	---	---	---	---	---
<b>+ UA's</b>	---	---	---	---	---	---	---	---	---	---	---	---
<b>BDAS</b>	\$1883.36	\$1994.69	\$2257.58	\$2074.80	\$2129.24	\$2781.31	\$2559.84	---	---	---	---	---
<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>	<b>\$5105.34</b>	---	---	---	---	---



# Monthly Department of Corrections Activity Report

## July 2024



### Major Incidents:

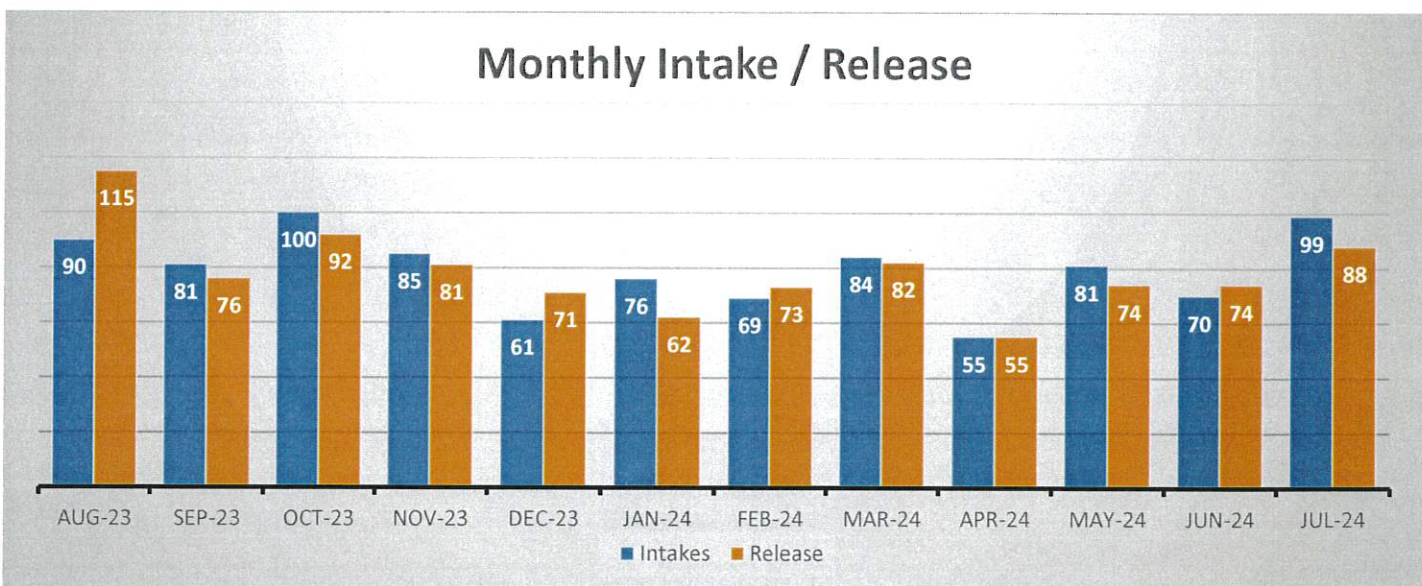
There were no major incidents in the Grafton County Dept of Corrections in July.

### Population Data:

Total Intakes for the Month: **99** (Coos County Females:6)

Total Releases for the Month: **88**

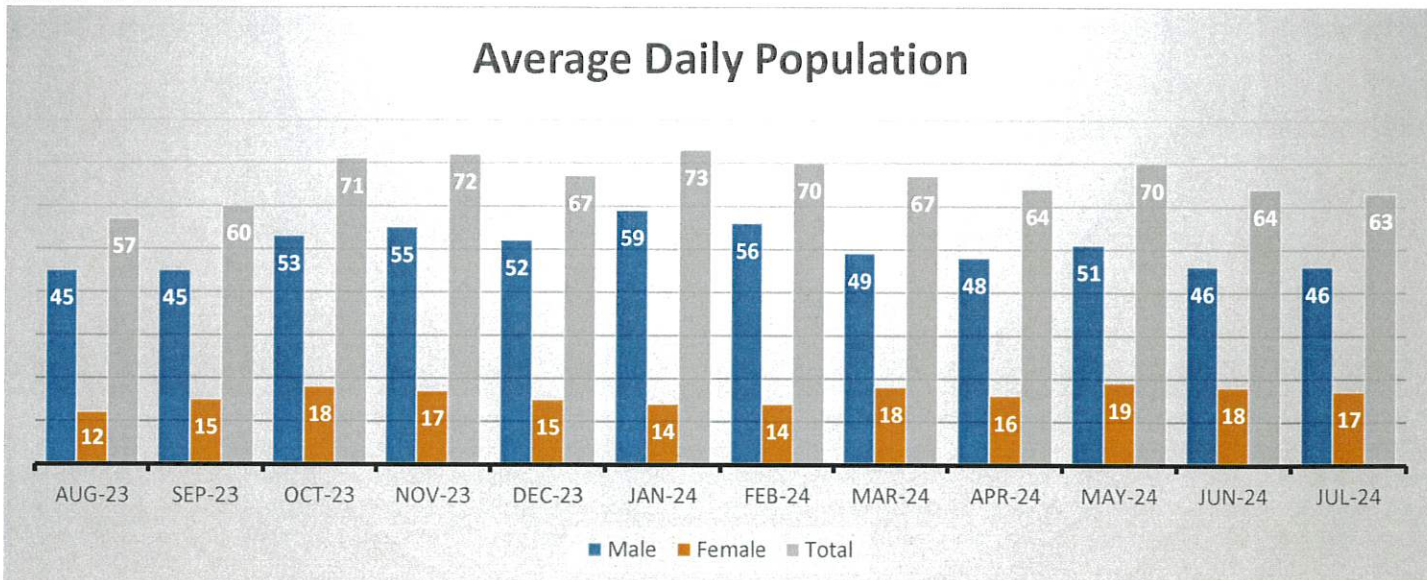
### Monthly Intake / Release



In House Average Daily Population for the Month: **63**

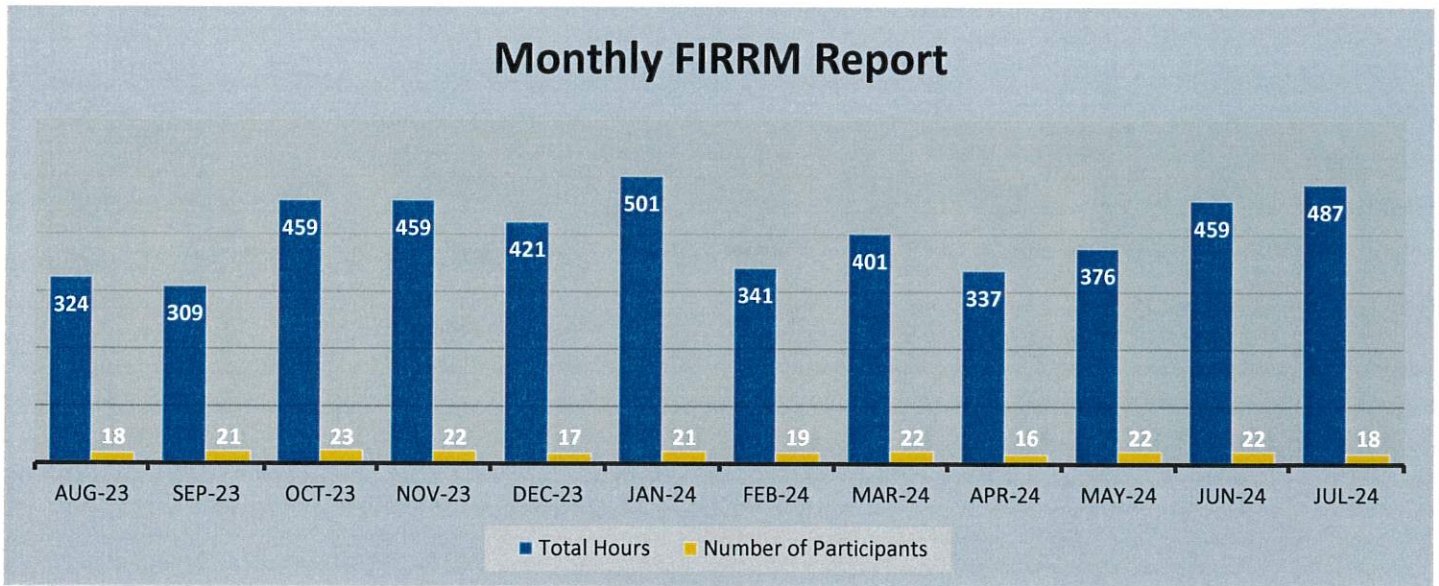
Male: **46** Female: **17**

### Average Daily Population

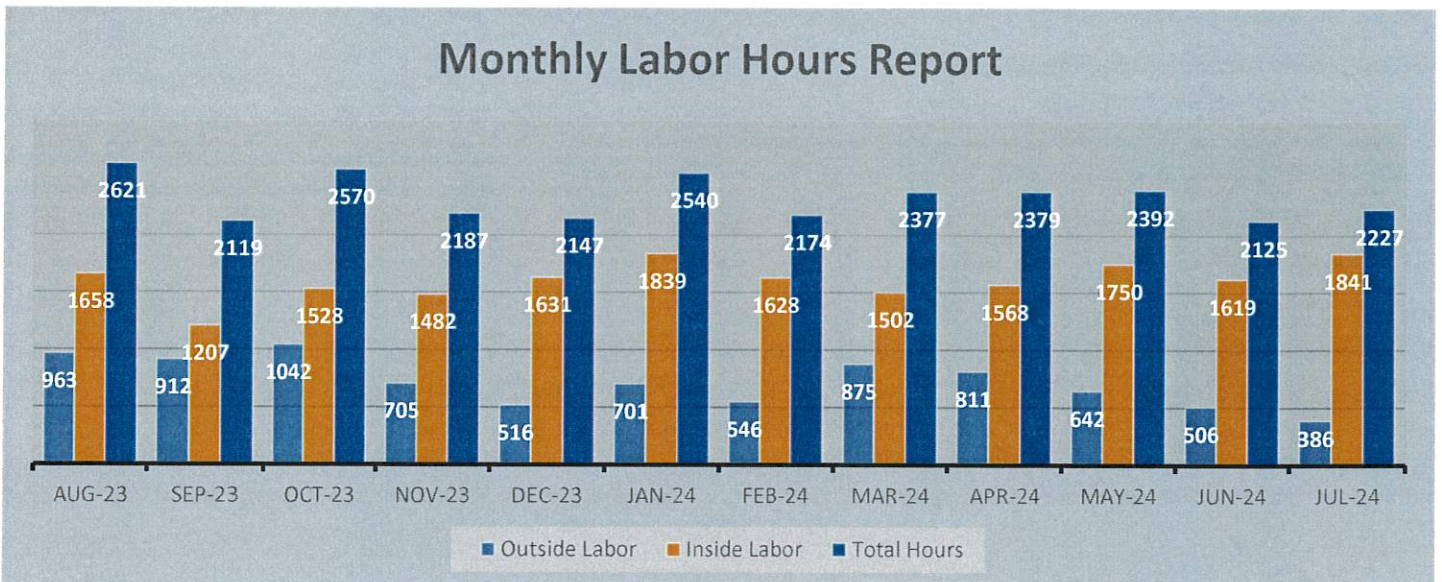




Inmates participating in FIRRM program during the month: **18**  
 Total Participation Hours: **487**



Hours of inmate labor outside the facility: **386**  
 Hours of inmate labor inside the facility: **1841**



#### Food Service:

Average per meal cost to feed each inmate: \$1.73

The cost per meal was up 5 cents from June. 5604 inmate meals were served during the month of June, for a total food expenditure of \$9676.



### Medical:

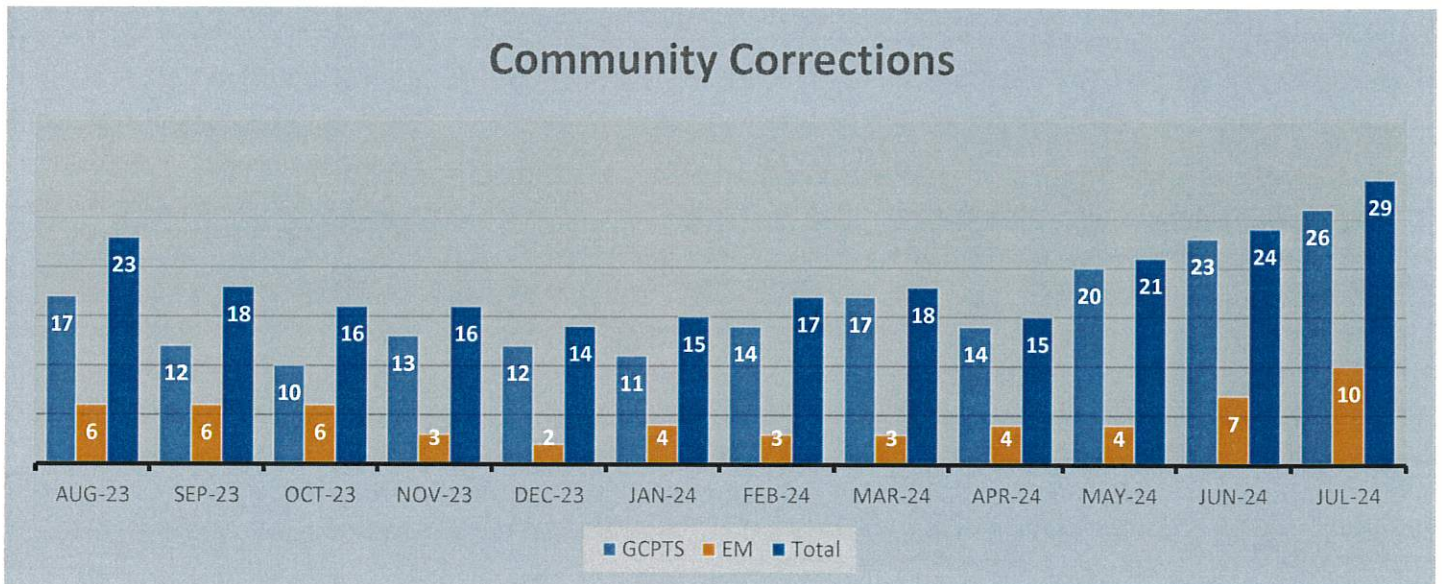
One of the major challenges the DOC faced in July involved Brendan Sackal, who had been shot multiple times by Vermont State Police and was transported to Dartmouth Hitchcock. Law Enforcement initially planned to do a remote arraignment and turn custody of this subject over to the DOC while he was still in ICU. The DOC negotiated and worked with NH State Police to come up with a different plan and Mr. Sackal remained at DH ICU for the entire month of July.

Mr. Sackal was arrested and transported to the DOC on August 7<sup>th</sup>. A hospital bed had been set up in Intake prior to his arrival and Mr. Sackal was placed under 1:1 observation due to his fragile medical condition. He waived an extradition hearing and Vermont State Police collected him on August 8<sup>th</sup>. I was personally grateful for the cooperation and understanding of several NH State Police leaders; this situation reinforced the need for Transport and Custody Officers at the Grafton DOC.

### Community Corrections:

Inmates supervised on Electronic Monitoring (including EM Pretrial Services): **10**

Inmates on Pre-Trial Services supervised and checked by Community Corrections: **26**



### Staff:

New officer hires during the month: 0

New officer/supervisor vacancies during the month: 0

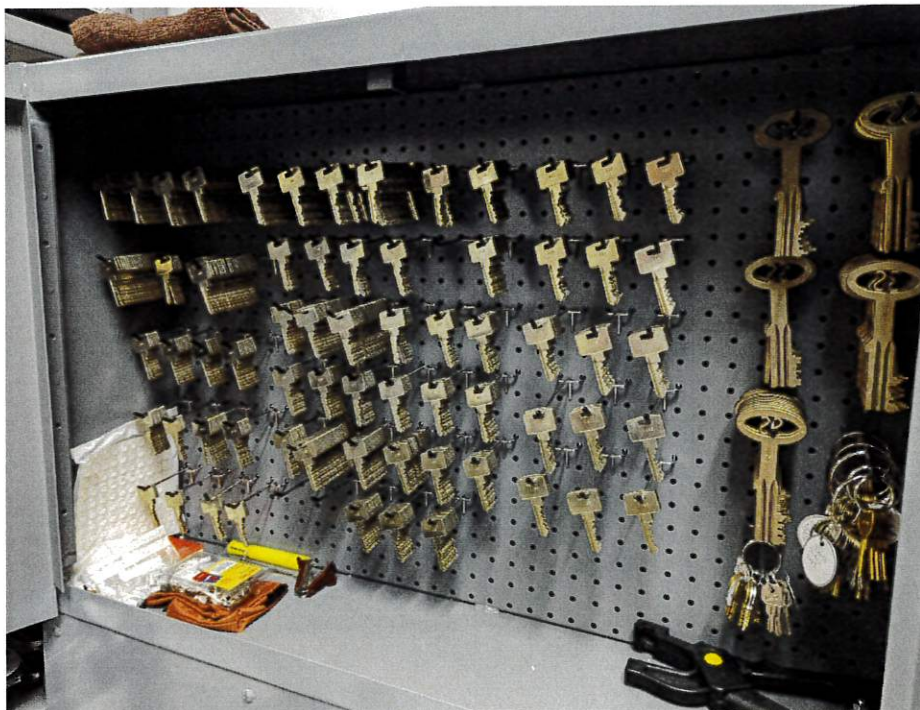
Total vacant officer positions at the end of the month (including supervisory rank): 6

Promotions during the month: 0



## Significant Developments and Achievements:

The spare key management system at the Grafton DOC urgently needed improvement. There was no inventory of those keys and no organization to them. Jim Oakes assigned staff to improve and mount a secure key box the DOC obtained and Cpl. Brandi Knapp volunteered to tackle the job of organizing the keys, creating an inventory system, and worked with Capt. Kendall to determine minimum inventory levels for each key. All of the high priority keys that open doors inside the secure facility are now inventoried and secure. The project is still continuing for lower priority keys. This was a very large project and Cpl. Knapp is doing an excellent job with it.



**Significant Problems:**

There were no significant problems in the Grafton DOC this month.