

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

September 26th, 2024

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

OTHERS: Kylee Emerson, SNS – via Teams, Alternative Sentencing Director Mitchell, DoC Supt. Lethbridge, Andrew Winter - Twin Pines Housing, Harrison Kanzler – AHEAD, County Attorney Hornick

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

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

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

AS Director Mitchell stated that she and Mental Health Coordinator Golden had their SIM Meeting regarding transitional housing and sent the Commissioners information on that. She stated that in conversations with the group, they are having thoughts about getting the heads of the three (3) mental health centers together to talk about whether there is a way to work together to get housing. There was a mandate by the state to have six (6) beds available in each catchment area, and she does not know where everyone is on that mandate. She noted that she does know West Central Behavior Health has two (2) of the six (6) required beds. She stated that Commissioners had discussed hotels or supervised areas for these participants, and the mental health centers would have to step up and provide some of the case management supervisory work. AS Director Mitchell noted that she is willing to help get a meeting together to discuss. She noted that the City of Lebanon has successfully provided winter supplies to people if the Commissioners were interested in providing immediate assistance. She stated that there are discussions that need to be had on how to help because winter is coming and what the Commissioners would be willing or able to help. Commissioner Piper asked if this help would be coming from the Opioid Trust Funds as they have been using or if this was through housing and ARPA. AS Director Mitchell stated that she was thinking about ARPA funds because the funds have to be obligated by year-end.

Commissioner Piper noted that Andrew Winter from Twin Pines and Harrison Kanzler from AHEAD are meeting with the Commissioners at 10:00 to discuss affordable housing and ARPA funding if AS Director Mitchell is interested in attending. AS Director Mitchell stated that they have worked with Twin Pines in the past, and there have been some challenges because of the significance of mental health conditions people have, which make it difficult to house them. AS Director Mitchell stated that she wouldn't be available to attend that meeting, but she would like to know what the boundaries would be regarding renting to participants with mental health

conditions. She stated that she felt these were great conversations and asked the Commissioners to let her know how she could help.

Commissioner Ahern stated that on this floor in the Administration Building, there are some rooms there that are used for storage. He is sympathetic to the people for whom the Alternative Sentencing Department provides services, and they could use these rooms for temporary housing. Commissioner Piper stated that this issue has been raised quite a few times, and there is a disagreement about what they have available. AS Director Mitchell stated that it would benefit the participants to be in an area where they can get to their support, near the community mental health centers. Commissioner McLeod stated that she feels they should look into using the opioid money for housing targeted at those with opioid use disorders.

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

1. Inmate Transfer Request – Supt. Lethbridge explained that this inmate assaulted a Coos County Officer, and when that charge was resolved, the judge put in a sanction that this inmate could not be housed in Coos County. He noted that this incident happened during the inmate’s initial intake while they were under the influence. There have been no issues with this inmate since.

MOTION: Commissioner Ahern moved to approve the inmate transfer request for Gordon Knight from Coos County to the Grafton County Department of Corrections. Commissioner McLeod seconded the motion, and all were in favor.

2. Ballistic Vest – Supt. Lethbridge stated that they received competitive quotes for the ballistic vests. They have decided to go with a Level IIIA vest that is rated to protect against all common handgun rounds but not designed to stop rifle rounds. He stated that they received competitive quotes, found the lowest price, and purchased them. He explained that because it was approved for funding in the budget, he purchased them without understanding the full process and needed Commissioner approval. He apologized for the mistake and said he now understands the correct process.

MOTION: Commissioner McLeod moved to approve the DoC purchase of twenty (20) Safe Life HG2 Level IIIA ballistic vests in assorted sizes for a total of \$12,065.18. Commissioner Ahern seconded the motion, and all were in favor.

3. Camera Upgrade – Supt. Lethbridge noted that this item was another one that was purchased before receiving Commissioner approval. He explained that Cornerstone Detention Products is the company that installed and has been contracted to maintain the jail video camera and door control systems. They are the only vendor that has ever worked on DoC electronic door control and video recording systems. He stated that when the Commissioners approved the funding to purchase twenty (20) new cameras in the DoC, they were purchased and installed. He stated that there were many hurdles when installing these cameras, but it has been done, and he will be requesting more cameras next year as this will be an ongoing process until all cameras are updated.

MOTION: Commissioner Ahern moved to allow a bid waiver for the purchase and installation of upgraded cameras and installation from Cornerstone Detention Products Inc. Commissioner McLeod seconded the motion, and all were in favor.

3. Taser Purchase—Supt. Lethbridge explained that Axon is the manufacturer of Taser devices and is the sole source for purchasing. Axon sells its equipment combined with maintenance, training, software, and support on five-year contracts. He stated that this has not been purchased yet and is requesting a bid waiver.

MOTION: Commissioner Ahern moved to waive the bid process and purchase Axon Taser 7 devices from Axon International, the sole source for these devices. Commissioner McLeod seconded the motion, and all were in favor.

Commissioner Piper asked if the past Department of Corrections that Supt. Lethbridge worked for did not have a bid waiver request policy. Supt. Lethbridge explained that at his previous Department of Corrections, they had to follow bid waivers, but they had a Purchasing department that was responsible for making sure all of these things were taken care of. Commissioner Piper stated that she was curious, recognizing their diligence in being stewards of taxpayer money and keeping everything transparent, and asked if that request was then taken to an elected official. Supt. Lethbridge stated that the Sheriff was the elected official who made the final decision. He stated that the rules are not much different at his former facility than in Grafton County, and he now understands how the process here works. He apologized to the Commissioners and thanked them for their approval of his requests.

Supt. Lethbridge requested a nonpublic session.

MOTION: * 9:49 AM Commissioner Ahern moved to enter into a non-public session for the purpose of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern said, "Yes," Commissioner McLeod said, "Yes," and Commissioner Piper said, "Yes." Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

*9:55 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern "Yes," Commissioner McLeod "yes," Commissioner Piper "yes." Commissioner Piper stated that a majority of the board voted "yes," and the motion passed.

Agenda Items:

Commissioner Piper asked if everyone had a chance to read the minutes from the September 17th meeting. Commissioner Piper had a couple of small edits.

MOTION: Commissioner McLeod moved to approve the minutes from the September 17th meeting as amended. Commissioner Ahern seconded the motion, and all were in favor.

Andrew Winter, Twin Pines Housing & Harrison Kanzler, AHEAD – ARPA/Affordable Housing Discussion.

Commissioner Piper stated that the Commissioners felt that a productive use of the remaining ARPA funding would be to invest in housing, so they invited Andrew Winter from Twin Pines Housing and Harrison Kanzler from AHEAD to have an initial discussion.

H. Kanzler from AHEAD stated that they have a Downpayment Assistance Program already established in Coos County that qualifies for ARPA funding. He handed out the program outline for the Commissioners to review. He explained that at AHEAD, they have found through conversations that there is a spectrum of workforce. The downpayment assistant will help with a specialized workforce as it is geared towards nurses and teachers. He reported that they launched this program in July, and they have helped put four (4) families into homes and two (2) more prior to Monday. These families received \$49,000 in downpayment assistance and did not have to put any down, allowing them to get an affordable mortgage. H. Kanzler further discussed the details of the downpayment assistance program and noted that interest rates are coming down, and they are trying to capture the market. A program like this would help get folks into these homes. He explained that funding would depend on how many awards the county would like to issue. This program is for folks who prove they work in Grafton County; this has to be their primary residence, and they must have a 120% median income or less. This downpayment acts as a lean; it goes away after five (5) years.

A. Winters from Twin Pines explained that Twin Pines also has a homeownership program. Their slightly different model is a shared equity model, which involves putting more money into the home to buy down the price, which allows people to get a more affordable price. He further explained their program to the Commissioners and answered questions.

Commissioner Ahern noted concerns about the administrative expenses. He asked how much of these funds are going to be helping people get into homes and how much is funding the employees. H. Kanzler explained that a portion goes towards covering a portion of the salaries of the employees they already have who are needed to administer these programs. They would not be hiring anyone to administer this program. He stated that the salaries of these employees are roughly \$55,000- \$65,000, and the funding would cover 20-30% of their annual income. H. Kanzler further answered questions from the Commissioners regarding the costs associated with the program.

A. Winters from Twin Pines spoke further about their homeownership program as well as the housing struggles in New Hampshire. He noted that Vermont has supported state funding for their housing projects more. Twin Pines tends to bring 4-5 new homes in Vermont per year as the state is helping to subsidize those costs. Commissioner Piper stated that the budget constraints in New Hampshire, with the lack of revenue, are an issue. A. Winters stated that they would like to do more on the homeownership side in New Hampshire. Twin Pines is working on a couple of rental projects in Hanover and he explained that a few years ago the town purchased 265 acres of land through the Trust for Public Lands and they have preserved 260 acres of it but five (5) acres has been left for workforce housing and Twin Pines is in the early stages of putting together the financing for this project. This would be 29 rental housing units or workforce housing up to 120% of the area's median income. He explained that they extensively utilize federal tax credits to serve households at or below 60% of the area median income. The town is targeting up to 120%, and the ARPA funds available through the County also target those folks.

A. Winters stated that the Upper Valley Loan Fund was created a couple of years ago through the efforts of Mascoma Bank, Dartmouth College, the Co-op, and Dartmouth Health. This fund is a pot of money available to support rental housing, and Twin Pines has utilized those funds as well.

A. Winters further discussed various housing projects Twin Pines has completed or is working on with the Commissioners and answered questions.

The Commissioners asked H. Kanzler and A. Winters how much funding they would be looking for. H. Kanzler stated that it is more about the impact that the County wants to have and how many households they want to receive assistance from. He gave an example of \$250,000 helping roughly (10) households receive \$20,000 and \$500,000 helping roughly twenty-five (25) households. CA Libby stated that this could also be seed money to help this program grow in Grafton County. A. Winters stated that predevelopment money is helpful, but it is at risk as not all projects move forward. He stated that \$500,000 of ARPA funding could go in as a subordinate loan with restrictive covenants, which would be extremely helpful in advancing their workforce housing projects.

The Commissioners thanked H. Kanzler and A. Winters for coming in and discussing their projects and programs.

County Attorney Hornick arrived and requested to go into a nonpublic session.

MOTION: * 10:48 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.

*11:21 PM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “Yes,” Commissioner McLeod “yes,” Commissioner Piper “yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passed.

MOTION: Commissioner McLeod moved to increase the hours of the file clerk from 20 hours to 24 hours per week. Commissioner Ahern seconded the motion, and all were in favor.

Agenda Items:

1. Memo for Consideration – Register of Deeds – CA Libby stated that Register Monahan has submitted a memo requesting to close the Register of Deeds Office on December 24th. She noted that employees would be using earned time for that day.

MOTION: Commissioner McLeod moved to close the Register of Deeds Office on December 24th, 2024, and employees using earned time for that day. Commissioner Ahern seconded the motion, and all were in favor.

2. Memo for Consideration – Dispatch – The Commissioners reviewed an out-of-state travel request from Director Paronto to send four (4) staff members overnight to the APCO Atlantic 2024 Conference November 17-20th in Portland, Maine. In the memo, Director Paronto noted that the number of staff members attending may change based on coverage in the Communications Center. Commissioner Ahern asked why they must send four (4) staff members. Commissioner McLeod asked if there was a certification that they needed continuing education. CA Libby stated that she does not know if the dispatchers have any certifications. CA Libby stated that Director Paronto is requesting to send four (4) staff as he feels it is an important training opportunity, and he would like to get as many to attend as possible. He will not send four (4) if staffing does not allow it. Commissioner Ahern stated that he thinks sending four (4) people and each one having their own hotel room is excessive. He would agree to send two (2). Commissioner McLeod stated that the funding is in the budget, and she has always been uncomfortable making people cohabitate. This is planned training, and she has no problem with it. Commissioner Piper stated that the majority of the Board approved it in the budget. She also thinks asking adults to share rooms is not something she is comfortable with.

MOTION: Commissioner McLeod moved to approve the overnight travel request for the Dispatch staff to attend the APCO Atlantic conference in Portland, ME. Commissioner Piper seconded the motion. Commissioner Piper and Commissioner McLeod were in favor, Commissioner Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

3. FY2025 Tax Apportionment – CA Libby stated that the official tax rates were received yesterday. She reviewed the list with the Commissioners and stated that tax bills would go out at the end of October.

4. TAN Paperwork for Signature – CA Libby submitted the paperwork for the Tax Anticipation Note for the Commissioners to sign.

5. Broadband Groundbreaking – CA Libby reported that they are looking at the week of November 18th for the event, and she asked the Commissioners who they would like to invite. The Commissioners discussed who they would like to invite and agreed to the selectmen from the towns involved, constituents who have testified, those involved at the round table discussion, the Governor, the Governor-elect, and the Delegation,

6. CA Libby stated that Chris Laux, a resident from Hebron, contacted her about the FCC process to get WMUR added back into the channel lineup for communities in Grafton County. She stated that the FCC recommends that the County hire an attorney because it is a big process. The FCC process is set up for counties that are much more involved than those in New Hampshire. She said this would be a large undertaking for her and her staff. Commissioner Ahern and Commissioner McLeod stated that they favor pursuing it. CA Libby noted that television stations can also initiate this, and WMUR may be more knowledgeable about the process. She does not know if they would be interested in pursuing it or helping the County. Commissioner Ahern said they needed to determine how much the attorney would charge them. CA Libby stated that they would look further into it.

Commissioner Issues:

1. Commissioner Piper stated that the Commissioners were invited to the White Mountain Community College Annual Advisory and Legislative Dinner.

2. Commissioner McLeod heard from Senator Shaheen’s office that the sewer has failed at the Abbie Greenleaf Library in Franconia, and they are looking for ARPA funds. CA Libby added that Wentworth is also looking for ARPA funding for a new fire station.

3. Commissioner Ahern reported that he attended a hearing in front of a new committee in the legislature, and they discussed the process for beef and pork for farmers in New Hampshire not needing to fall under USDA regulations. He stated that the County can process poultry, rabbits, and red deer without needing to be inspected. UNH Extension can train inmates on how to process this food. He stated that these are going to be options made available to farms in New Hampshire and he hopes Grafton County can do this.

Public Comments

1. N. De Mayo stated that he thinks the Commissioners should consider holding nonpublic sessions at the end of the meeting rather than having them throughout it. People online have to wait an hour and not be notified when they are back online. He stated that he feels this is not transparent. CA Libby stated that is not always possible. If a department head is in the meeting

and requests a nonpublic, they are not going to ask the department head to leave and come back at the end of the meeting. If an issue comes up and needs to be addressed in a nonpublic session, it is their responsibility to do so at that point in time. She stated that she understands that may not be convenient for him, but he is referring to the nonpublic session with Supt. Lethbridge was only 5-10 minutes long, and Administrative Assistant Norcross emailed N. De Mayo to notify him that the Commissioners were back in public session. N. De Mayo stated that he never received an email. He asked what would happen if more people were online and was concerned about the increase in county taxes. Commissioner Piper asked Administrative Asst. Norcross, how does it work if they are in a non-public session, and how are those online notified when they are back in a public session? Administrative Asst. Norcross stated that she has always emailed anyone online to notify them that the Commissioners are back in public session. She noted that she emailed N. De Mayo at 9:56 am and let him know the Commissioners were back in public session. Commissioner Piper stated that the policy is to email the public to let them know.

N. De Mayo asked for a copy of the tax bills that they discussed. CA Libby stated that she would email the spreadsheet to him but wanted to note that the Department of Revenue Administration sets the tax apportionment. The County provides the DRA with what it needs to raise in taxes for the year, and the tax rates are set by the DRA based on individual community equalized valuations. Therefore, how the taxes fluctuate between the towns has nothing to do with the County.

CA Libby requested a nonpublic session.

MOTION: * 12:18 PM Commissioner McLeod moved to enter into a non-public session for the purpose of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c). 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.

*12:43 PM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern "Yes," Commissioner McLeod "yes," Commissioner Piper "yes." Commissioner Piper stated that a majority of the board voted "yes," and the motion passed.

Commissioner Piper requested a nonpublic session to discuss an employee evaluation.

MOTION: * 12:44 PM 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.

*1:05 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.

1:05 PM With no further business, the meeting adjourned.

Respectfully Submitted,



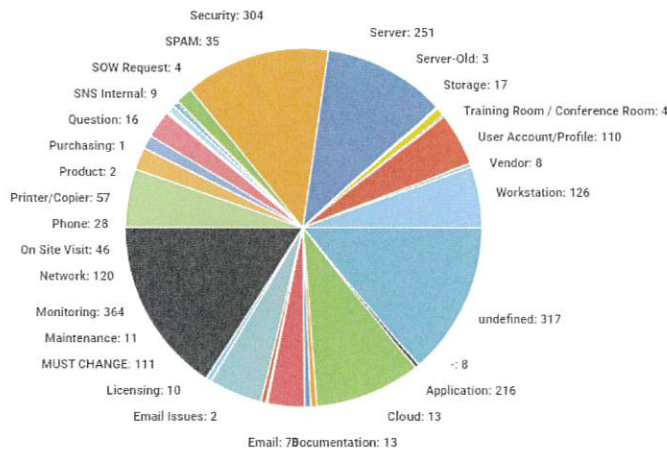
Martha S. McLeod, Clerk



IT Department Commissioner's Update
Meeting Date: Thursday, September 26, 2024

Monthly Ticket Report:

Tickets Opened By Type - Last 30 Days [Client]



Application	216
Cloud	13
Documentation	13
Email	78
Email Issues	2
Labor	1
Licensing	10
MUST CHANGE	111
Maintenance	11
Monitoring	364
Network	120
On Site Visit	46
Phone	28
Printer/Copier	57
Product	2
Product\Labor	1
Purchasing	1
Question	16
SNS Internal	9
SOW Request	4
SPAM	35
Security	306



Server	251
Server-Old	3
Storage	17
Training Room / Conference Room	4
User Account/Profile	110
Vendor	8
Workstation	126

There are additional fields in this weeks report. We have been able to include the sales, help desk, security, and monitoring boards.

Artic Wolf Report:

- Artic Wolf report was reviewed with Dan Cullen, Director of Security for SNS on 09/23/2024. Everything looks normal and consistent with previous weekly reporting.
- There were no incidences that required our attention.

Project Status Report:

- Equipment damaged from lightning strike. The switches were installed Wednesday, September 18, 2024.
 - (2) Meraki Switch
 - (1) SFP
 - (1) Dell Micro Tower PC

Alternative Sentencing

Commissioners Report August 2024

Directors Report:

During August, the Alternative Sentencing team conducted interviews to fill the Case Manager position. We have just successfully hired, and a start date is set for September 30, 2024.

Director Mitchell and Coordinator Golden continue to work with our assigned Sequential Intercept Model team to problem solve transitional housing for those experiencing mental health needs that cannot be safely met in the community.

Alternative Sentencing used a total of \$505.95 from Opioid Abatement Funding in August and \$452.46 from the Local Assistance and Tribal Consistency Fund.

Census:

Alternative Sentencing had 47 active participants in August with 21 referrals pending acceptance.

***Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

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

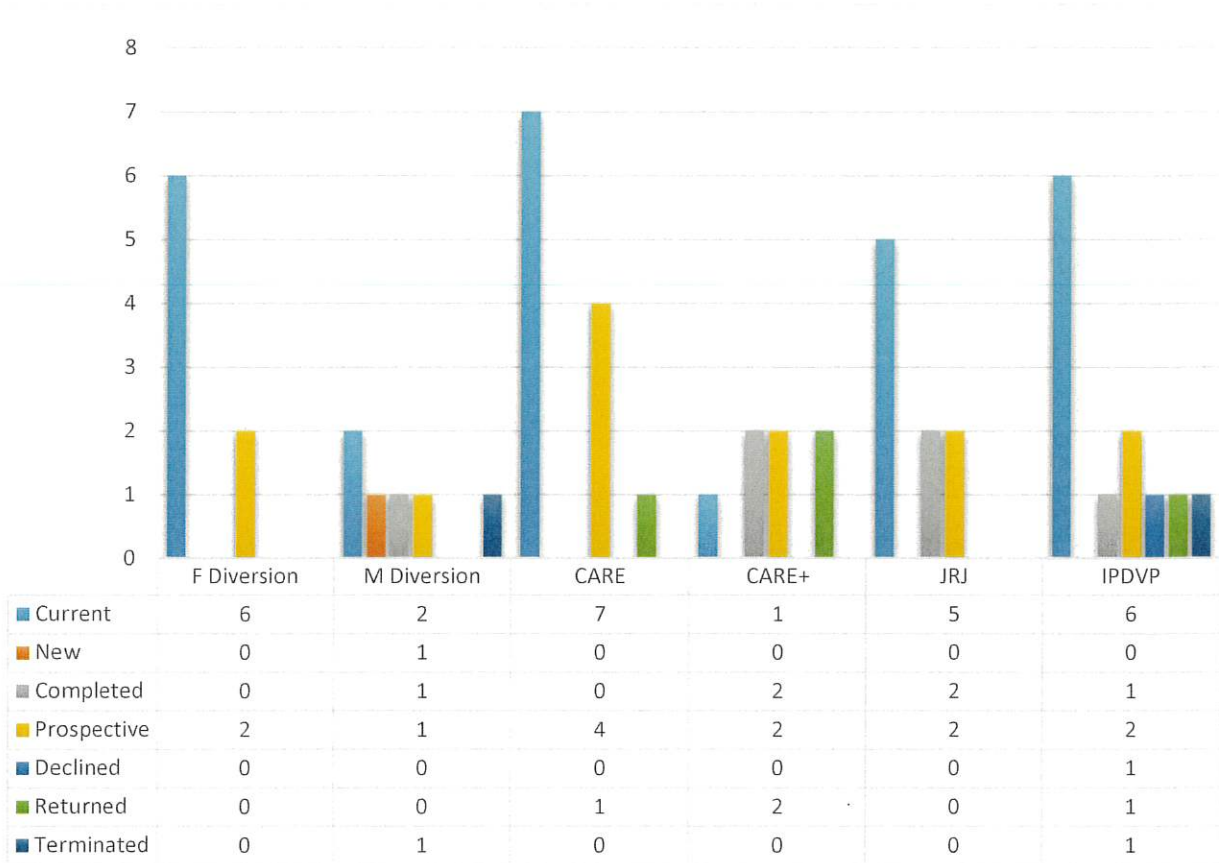
Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

Alternative Sentencing
Commissioners Report August 2024

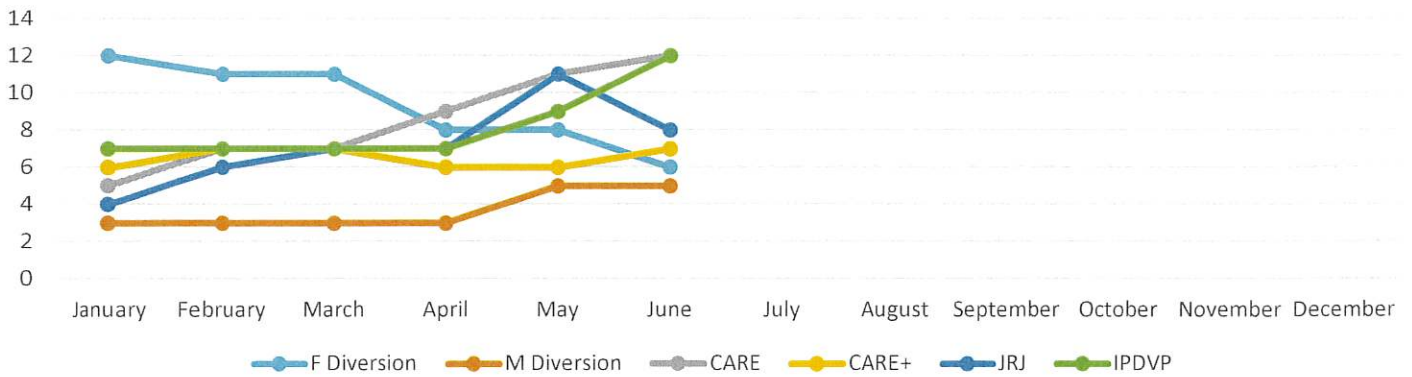
Alternative Sentencing Programs

August 2024



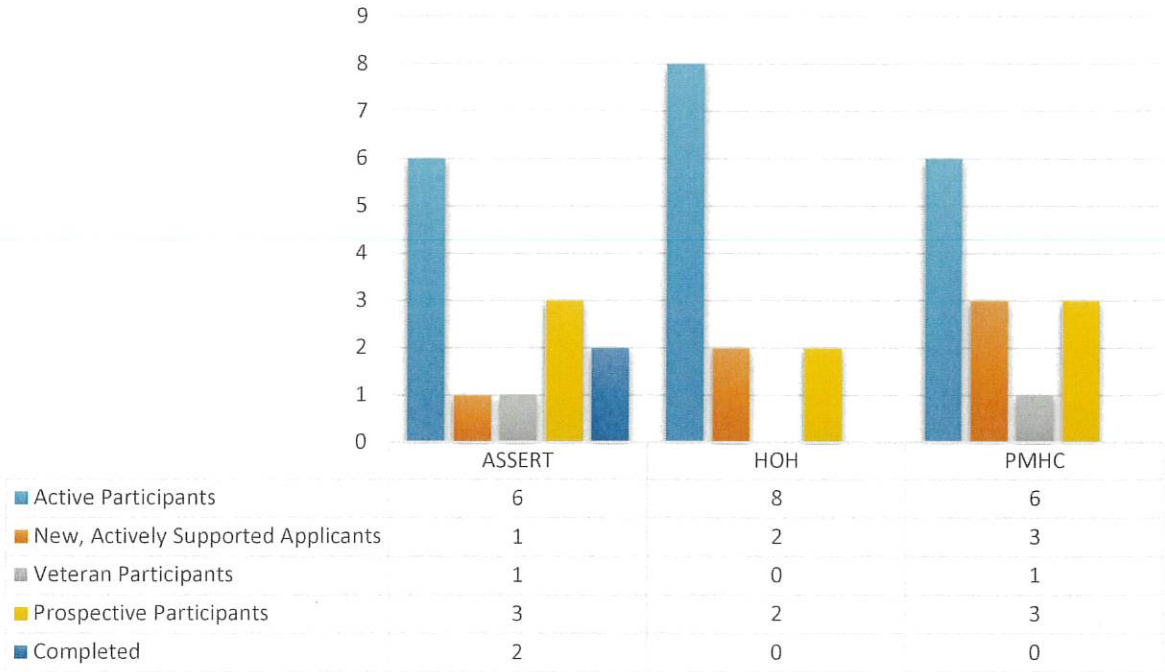
Second Quarter 2024

AS Programs



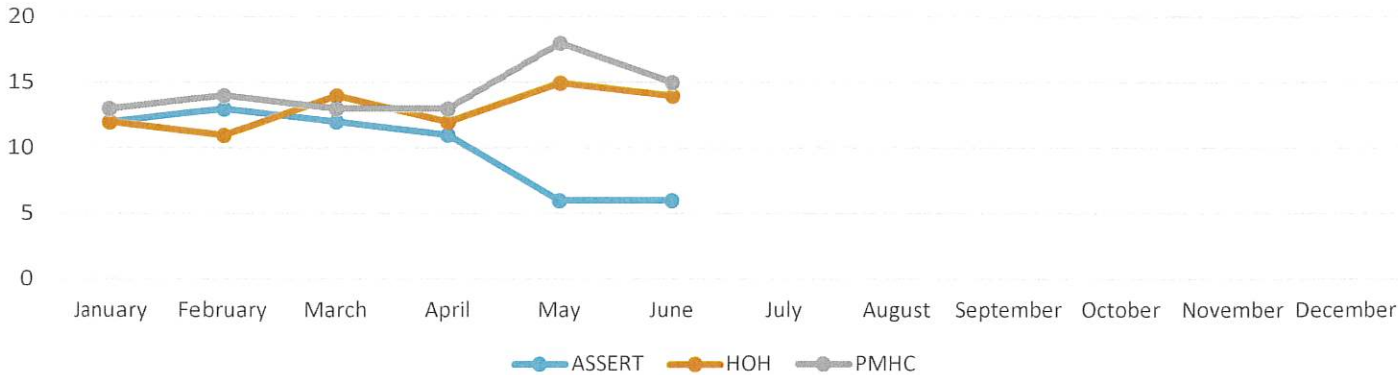
Alternative Sentencing
Commissioners Report August 2024

Mental Health Court
August 2024



Second Quarter 2024

MHC



Alternative Sentencing
Commissioners Report August 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	---	---	---	\$160	---	\$100	---	---	---	---	---
AD	\$515.75	\$370	\$405	\$160	\$350	\$450	\$50	\$250	---	---	---	---
MISSED	\$25	---	---	---	---	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
Emerge	\$325	\$550	\$550	\$675	\$550	\$711	\$1192.75	\$350	---	---	---	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
BDAS	\$1883.36	\$1994.69	\$2257.58	\$2074.80	\$2129.24	\$2781.31	\$2559.84	\$2356.58	---	---	---	---
Totals	\$2749.11	\$2914.69	\$3212.58	\$2909.80	\$3189.24	\$3942.31	\$5105.34	\$2956.58	---	---	---	---

Total: \$26,979.65