

GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections
North Haverhill, NH 03774
October 22nd, 2024

PRESENT: Commissioners Piper, Ahern, McLeod, Assistant County Administrator Elsholz, and Administrative Assistant Norcross

OTHERS: Kylee Emerson – SNS, Alternative Sentencing Director Mitchell, DoC Supt. Lethbridge, Katie Hedberg, Nick DeMayo – via Teams.

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

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 from SNS arrived and gave the following report (* see attached)

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

Commissioner McLeod stated that she has asked around to see where Opioid abatement funds are being used and noted that the funds have been used for childcare, specifically scholarships with childcare providers to assist with childcare for those in treatment. AS Director Mitchell stated that she hadn't seen the need for that with their participants, but she was sure that there was a need elsewhere, and she could look into it.

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

Employee and Uniform Dress Code Standard Operating Procedures (SOP) – Supt. Lethbridge explained that the DoC needed to update guidance on the dress code because officers are now going out in public with ballistic vests, and the DoC needs to make sure they are identified. They also needed to update the uniform standards within the facility. Supt. Lethbridge reviewed the various updates to the dress code with the Commissioners and answered questions.

MOTION: Commissioner McLeod moved to approve the Grafton County DOC Employee and Uniform Dress Code SOP. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner McLeod said “yes,” Commissioner Ahern said “yes,” and Commissioner Piper said “yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passed.

Electric Monitoring Home Confinement SOP—Supt. Lethbridge stated that this policy existed, but practices have evolved over time, and the policy was not in line with current practices. He stated that this policy has been updated to reflect current practices.

MOTION: Commissioner McLeod moved to approve the Grafton County Electronic Monitoring Home Confinement Program SOP. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner McLeod said “yes,” Commissioner Ahern said “yes,” and Commissioner Piper said “yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passed.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the October 15th meeting. Commissioner Piper had a couple of small edits.

MOTION: Commissioner McLeod moved to approve the minutes as amended from the October 15th meeting. Commissioner Ahern seconded the motion. 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 the motion passed.

2. The Commissioners signed check registers 1051 & 1054.

3. Assistant CA Elsholz submitted the MS-1 form for Livermore for the Commissioners to sign.

4. Probation and Parole Lease – Assistant CA Elsholz stated the Commissioners had suggested an 8% per year increase in the lease for Probation and Parole. Probation and Parole have come back at 5%. She noted that CA Libby has recommended that the Commissioners agree to the 5% per year increase. Commissioner Piper stated that given the struggles of taxpayers, it is always a worthy endeavor to ask for more from the State as they downshift costs. Commissioner Ahern stated that he agreed with Commissioner Piper. He still thinks 8% is fair, given all of the circumstances. Commissioner McLeod noted that they are also taxpayers at the state level. The Commissioners further discussed and agreed to the 5% per year for the two (2) year lease.

5. Parking – Commissioner Piper stated that the Commissioners received an email from Maintenance Supt. Oakes and read the following email:

County Commissioners,

Within the past year Kelley Monahan was quick to share pictures with you of my staff or department vehicles parked in undesignated parking areas. I addressed this with my staff and it is no longer a problem. However, a few weeks ago I noticed Kelley has regularly been parking in an undesignated area behind the nursing home, which is conveniently located near to her department. I took a picture of her car this morning and a close up of her license plate. I have no intention of going directly to her to address this issue for what should be obvious reasons. However, since you have authority over the entire complex and how it is used, I ask that you specifically address this directly with her. We have plenty of designated parking spots throughout the complex, so there is no excuse to park in such areas. I also request you put out a memo to all Grafton County employees (elected and appointed) telling them they must park in designated parking spots. I am seeing more and more people not doing so and it will be problematic this winter once we start plowing.

Commissioner Ahern stated that he thinks the Commissioners need to send out a memo to all employees and elected officials to address the issue of parking. Commissioner McLeod stated that the first part of the email bothers her, as well as the back and forth between the two (2) department heads. She added that she is sorry that this has to come to the Commissioners rather than the department heads dealing with it as adults. She did state that she feels the request to remind all employees of the parking is reasonable. Commissioner Piper stated that she is sorry to say that adulthood, or professionalism, was thrown out of the window a long time ago. She reminded the Board that a previous Board had put in a policy that the Register of Deeds would communicate with the Board of Commissioners and not with the employees directly because of the history of her tone and content of her communications with staff members and department heads. Commissioner Piper noted that this policy is still in place, and she is sorry that their department heads have to undergo this stress and that the Commissioners have to be brought into every discussion. Commissioner Ahern noted that his comment was based on the second part of the email from Supt. Oakes. He tried to stay away from the beginning of the email, but he tried to be as understanding and safety-conscious as possible with his comments. The Commissioners agreed to send out an email to all employees and elected officials regarding parking.

6. Commissioner Piper signed the following CDBG Drawdowns:

WEDCO - \$25,003.93

BEDC - \$28,412.12

CDEC - \$25,984.26

WREN - \$18,650.19

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

Commissioners' Issues:

1. Commissioner Ahern stated that he would like to go into a nonpublic session to address his Commissioner issue.

2. Commissioner McLeod mentioned that an article in *In-Depth* featured Commissioner Piper as a part of the NHAC. The discussion was around a letter in support of Coos County and the Connecticut River Region Forest. She stated that it was a very good article on the impact on the towns and counties for not getting funding from the logging that normally takes place. The Department of Resources and Economic Development Commissioner is reviewing the latest proposal from the owners. The proposal is that there is no logging, and the industry is using that area as a carbon-free zone, which impacts all of the loggers and towns.

3. Commissioner McLeod stated that she has heard from more constituents about no longer receiving WMUR on their TV. She asked if the County could move quickly on this and possibly use ARPA funding to pursue this issue if it is before the December deadline.

4. Commissioner Piper stated that on November 20th there is a new Legislator Orientation. On November 8th, DuPont will be holding an information session on the results of the elections and what that means for state government. Commissioner Piper stated that she spoke with Derek Ferland, Sullivan County Administrator, and they are wrestling with the court system. The court

system is expecting budget cuts, and they are suggesting less money to Sullivan County. There has been legislation proposed, to ask for a fair market standard for leases and rent across the board.

Commissioner Piper stated that Mark Brady, Administrator at Coos County, brought up the issue that Commissioner McLeod mentioned regarding the Connecticut River Region Forest. This is 146 acres, and an easement was previously put in place to allow recreation. Traditionally, it has been a working forest, and Administrator Mark Brady stated that this is what New Hampshire does, and it allows them to manage the forests. This has become an issue because the property was sold, and because of that, access will be changed. The company that bought the property is called Aurora Corporation, and they are looking at carbon credits to cut down on carbon emissions. This is a global corporation, and Coos County is asking the NHAC to support them in petitioning the new owners to honor the easement. Commissioner Piper added that the Timber Tax that is currently in place in the state would not be collected. The timber industry is a \$1.6 billion industry for the State of New Hampshire, and the businesses and employees would be affected. The roads that go into the private property were made by the timber industry to allow access, and the revenue from the timber tax maintains the roads. She reported that the state has not moved on this request, yet.

5. **MOTION:** * 10:04 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.

* 10:09 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.

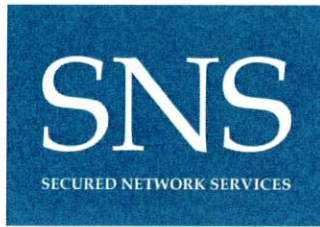
The Commissioners conducted their semi-annual inspection of the Department of Corrections per RSA 30-B:12 with Superintendent Lethbridge.

11:55 AM With no further business, the meeting adjourned.

Respectfully Submitted,

Martha S McLeod

Martha S. McLeod, Clerk

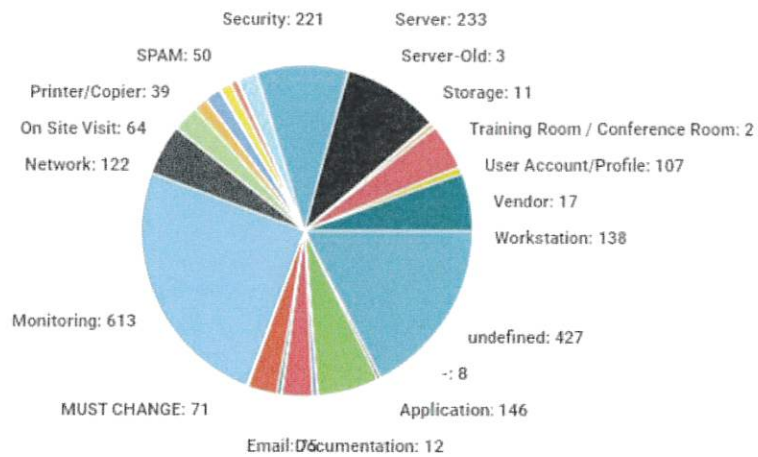


IT Department Commissioner's Update

Meeting Date: Tuesday, October 22, 2024

Monthly Ticket Report:

Tickets Opened By Type - Last 30 Days [Client]



Application	146
Cloud	1
Documentation	12
Email	75
Labor	1
Licensing	10
MUST CHANGE	71
Maintenance	3
Monitoring	613
Network	122
On Site Visit	64
Phone	34
Printer/Copier	39
Product	3
Question	28
SNS Internal	1
SOW Request	17
SPAM	50



Security	221
Server	233
Server-Old	3
Storage	11
Training Room / Conference Room	2
User Account/Profile	107
Vendor	17
Workstation	138

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.

Alternative Sentencing Commissioners Report September 2024

Directors Report:

In the month of September, the Grafton County Alternative Sentencing clinical teams attended one or both days of the New Hampshire Treatment Court Summit. Each of us attended different presentations to bring pertinent new knowledge back to the team. This Summit is also a great place to collaborate with other NH Treatment Court teams, police departments and community providers.

The Alternative Sentencing team also underwent an audit by the Bureau of Drug and Alcohol Services. The results are still pending currently due to system glitches they were experiencing.

Director Mitchell has begun to support the two case managers in the office in becoming Certified Recovery Support Workers (CRSW). Director Mitchell is an approved CRSW supervisor for the State of NH. Both staff are required to earn hours of supervision, hours of work experience, complete required course work and pass an exam to be fully certified.

Alternative Sentencing used a total of \$1220.00 from Opioid Abatement Funding (incentives and transportation) and \$1701.00 from the Local Assistance and Tribal Consistency Fund (transportation and utilities).

Census:

Alternative Sentencing had 44 active participants, 4 successful completions and 22 referrals pending acceptance.

The Mental Health Court Team is close to capacity with current staffing. As referrals continue to come in, Grafton County Alternative Sentencing will be seeking to support our team with additional staff.

When reviewing the graphs below, our decline in numbers is most often due to us closing cases when we have not had success in contacting a prospective participant or cannot obtain required documentation. We do often reopen those cases later.

***Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

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

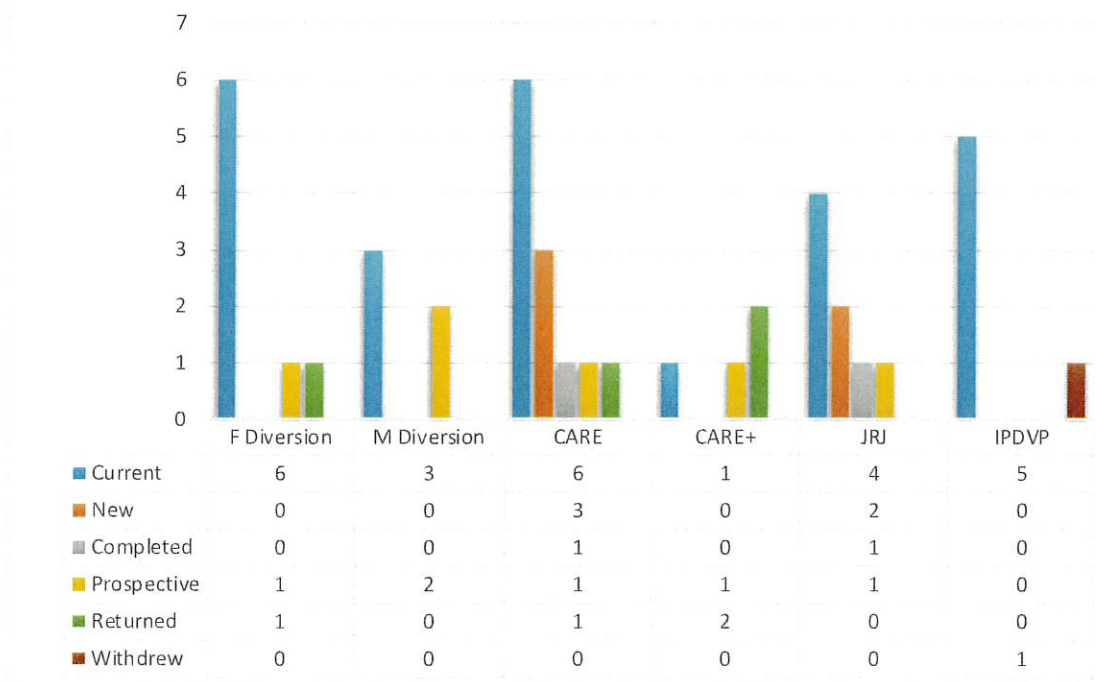
Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

Alternative Sentencing
Commissioners Report September 2024

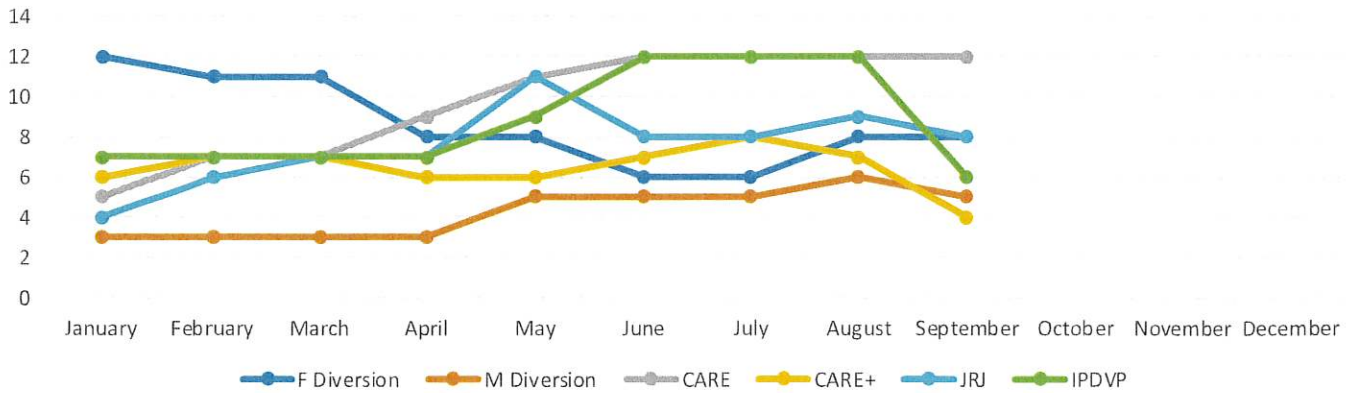
Alternative Sentencing Programs

SEPTEMBER 2024



THIRD Quarter 2024

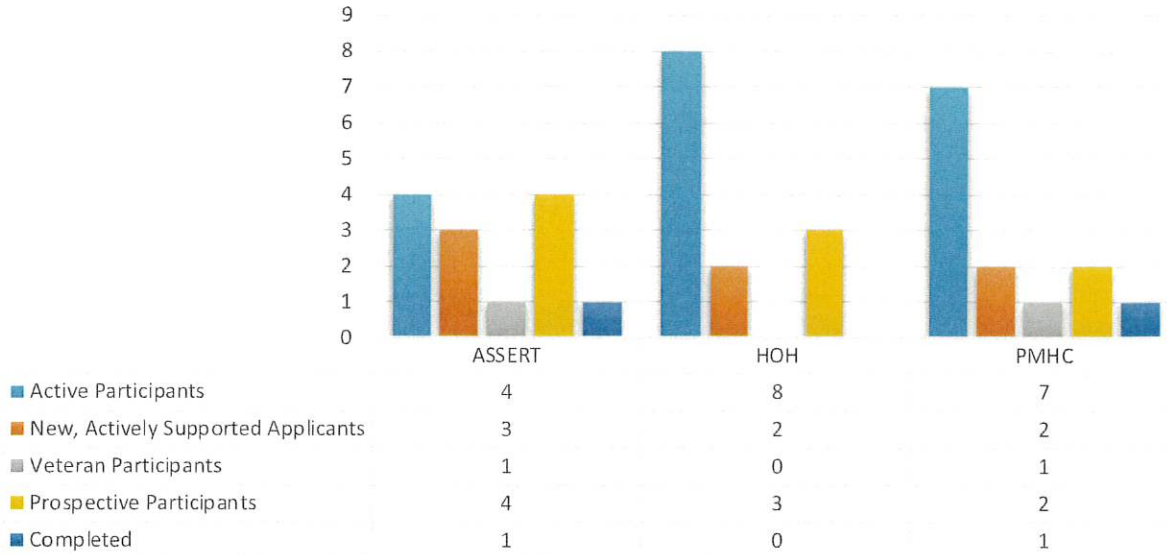
AS Programs



Mental Health Court

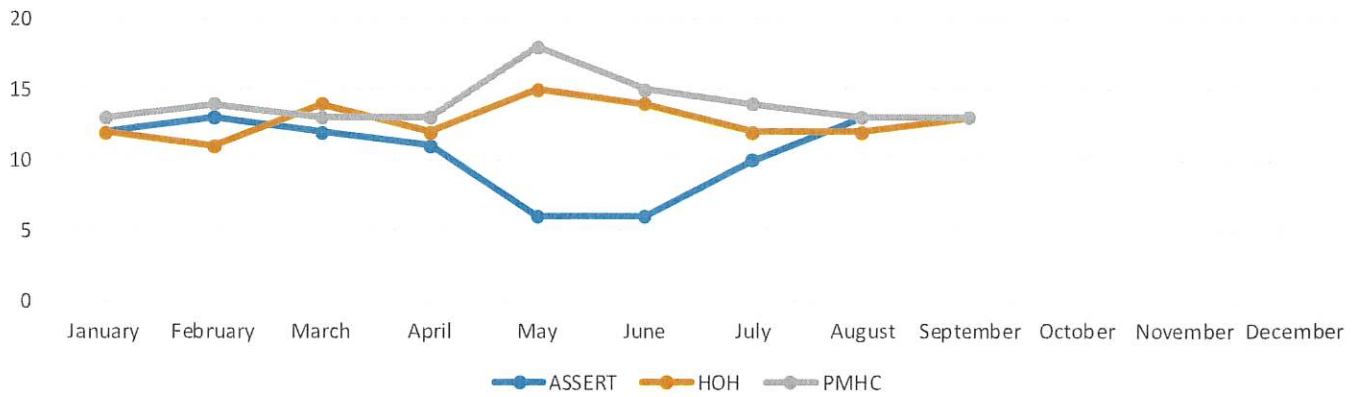
SEPTEMBER 2024

Alternative Sentencing Commissioners Report September 2024



THIRD Quarter 2024

MHC



Alternative Sentencing
Commissioners Report September 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	---	---	---	\$160	---	\$100	---	\$100	---	---	---
AD	\$515.75	\$370	\$405	\$160	\$350	\$450	\$50	\$250	\$190	---	---	---
MISSED	\$25	---	---	---	---	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
Emerge	\$325	\$550	\$550	\$675	\$550	\$711	\$1192.75	\$350	\$300	---	---	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
BDAS	\$1883.36	\$1994.69	\$2257.58	\$2074.80	\$2129.24	\$2781.31	\$2559.84	\$2356.58	\$2628.90	---	---	---
Totals	\$2749.11	\$2914.69	\$3212.58	\$2909.80	\$3189.24	\$3942.31	\$5105.34	\$2956.58	\$3218.90	---	---	---
Grand Total	\$2749.11	\$5663.80	\$8876.38	\$11786.18	\$14975.42	\$18917.73	\$24023.07	\$26979.65	\$30198.55			

Monthly Department of Corrections Activity Report

September 2024



Major Incidents:

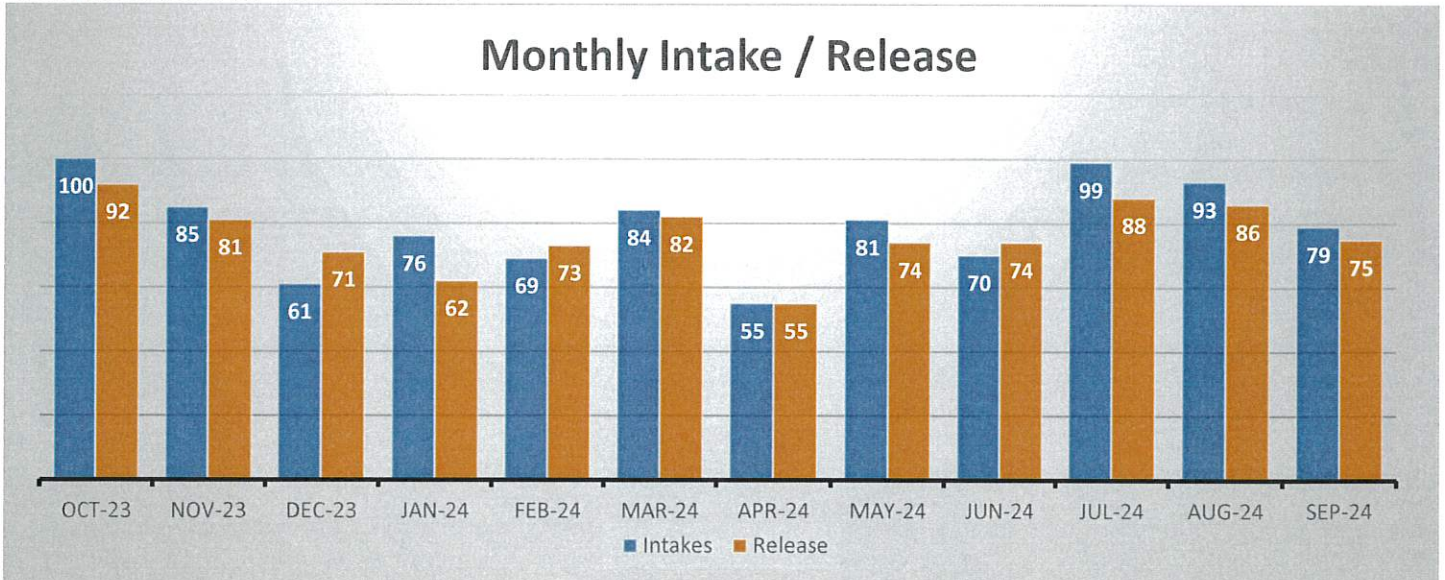
There were no major incidents in the Grafton County Dept of Corrections in September.

Population Data:

Total Intakes for the Month: **73** (Coos County Females:6)

Total Releases for the Month: **75**

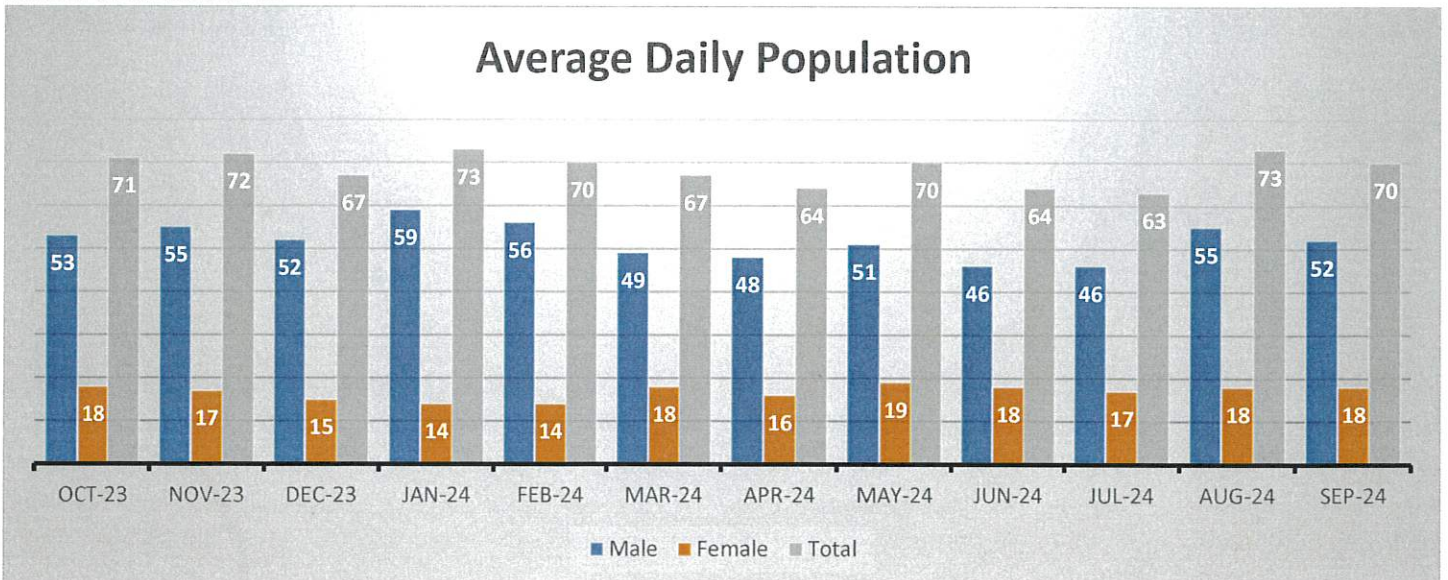
Monthly Intake / Release



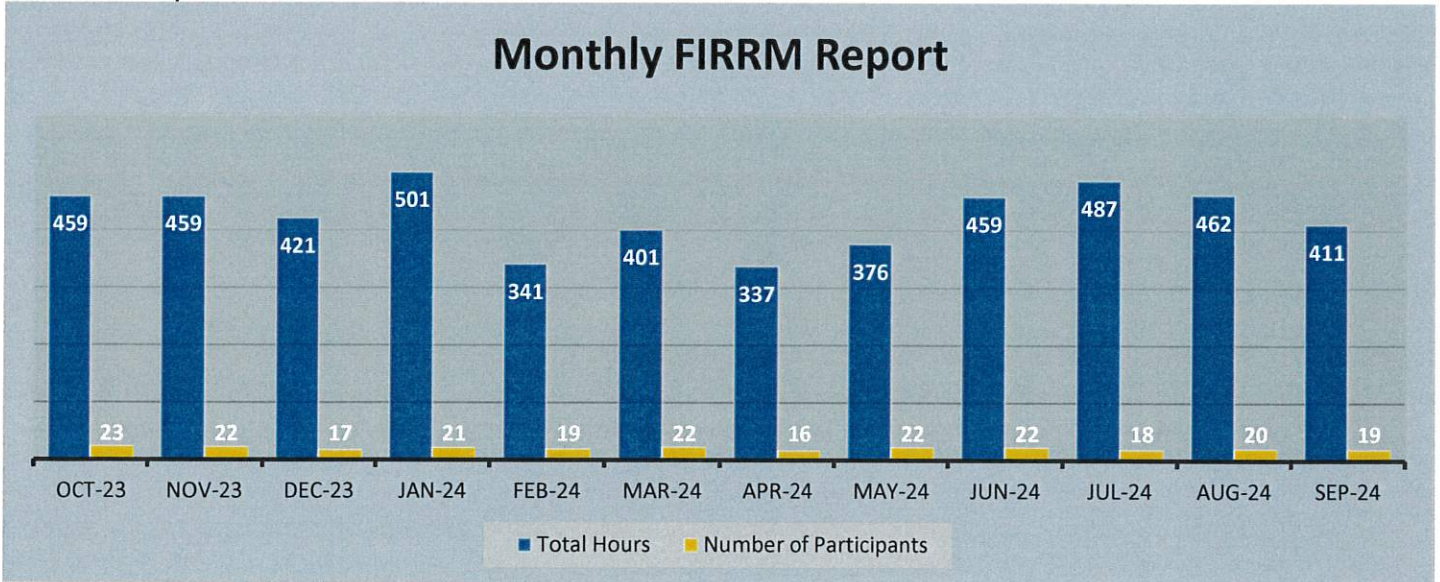
In House Average Daily Population for the Month: **70**

Male: **52** Female: **18**

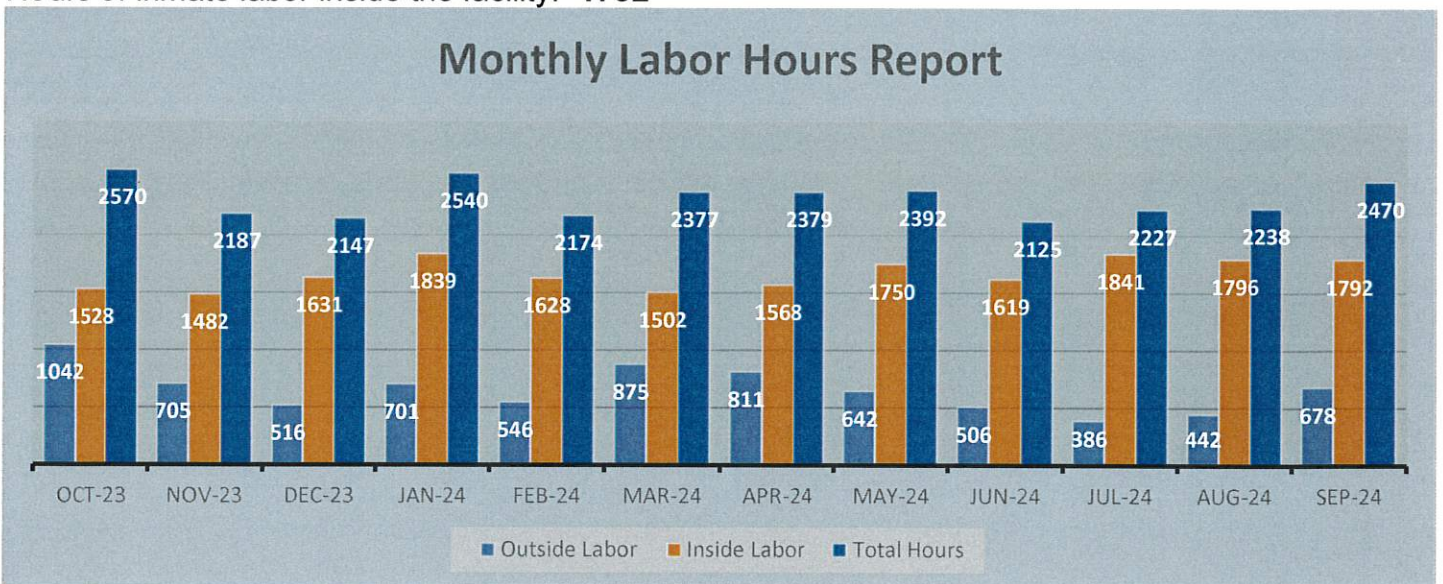
Average Daily Population



Inmates participating in FIRRM program during the month: **19**
 Total Participation Hours: **411**



Hours of inmate labor outside the facility: **678**
 Hours of inmate labor inside the facility: **1792**



Food Service:

The DOC has one full time and one part time chef position vacant.

The average per meal cost to feed each inmate in September was \$1.70. The cost per meal was down \$.01 from August. 5914 inmate meals were served during the month of December, for a total food expenditure of \$10,064.

The DOC kitchen has been receiving produce and other food from the County Farm. Thus far, the jail has received and processed:

July

21 dozen eggs
 336 lbs of zucchini
 49 lbs of cucumber
 371 lbs of corn

August

720 lbs of corn
 97 lbs of cucumber
 117 lbs of squash

September

24 dozen eggs
 3,314 lbs of squash

Medical:

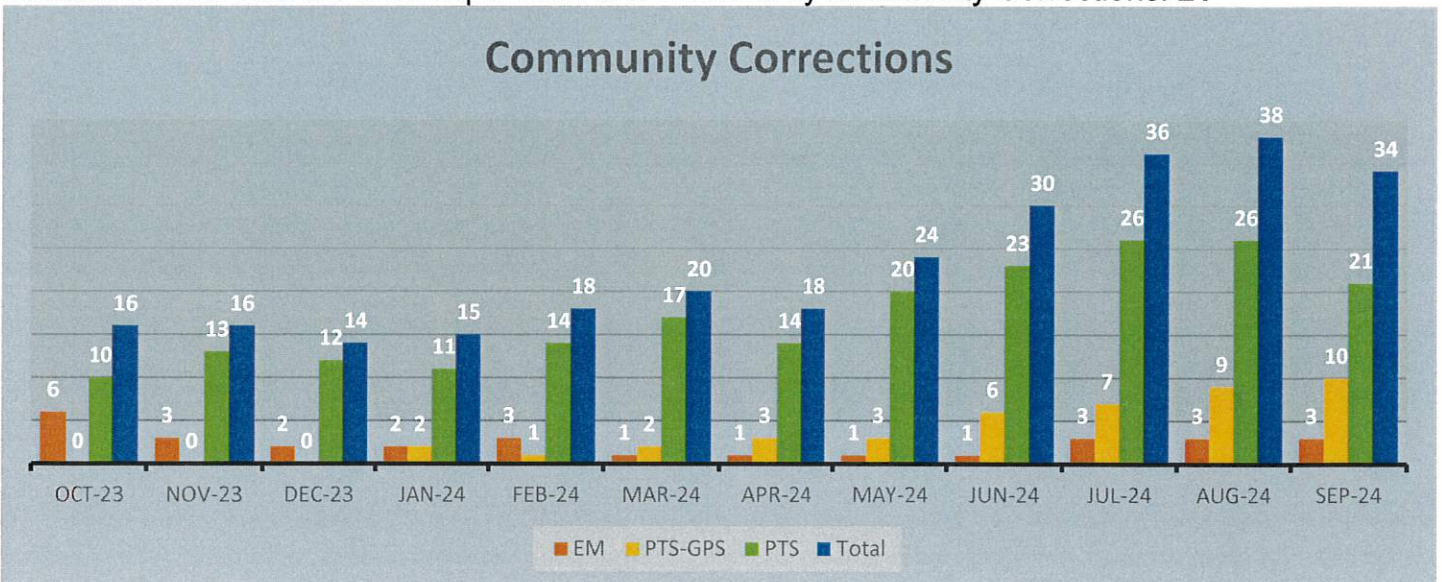
A full time RN started in September, leaving one full time nursing vacancy. There were no significant medical incidents in September.

Community Corrections:

Inmates supervised on Electronic Monitoring: **3**

Inmates on Pre-Trial Services with GPS: **10**

Inmates on Pre-Trial Services supervised and checked by Community Corrections: **21**



With the start of the school year, Community Corrections has resumed giving Operation Impact presentations in area schools. Currently, this duty is being divided between three Community Corrections Officers. The DOC anticipates advertising to fill the fourth Community Corrections position, which will focus on Operation Impact, this fall after the corrections academies are completed.

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): 4

Promotions during the month: 0

Significant Developments and Achievements:

Officers Timothy Lampman, Nick George, and Sadie Laauwe graduated from the NHAC Corrections Academy in September. Another cadre of officers is attending the academy class that started in September and will end in October. With these graduations, all but the most recent newly hired officers will be academy trained and fully certified corrections officers.



The first Transport and Custody Officer training program was completed in September. All three Community Corrections staff: Lt. Rachel Harness, Cpl. Olivia Vardaro, and Officer Chad Burt, along with night shift supervisors Cpl Ivan Sanders and Cpl Scott Irons completed the weeklong training and demonstrated proficiency on the NH handgun qualification course. Training Sgt. Levi Buxton has

worked hard and done an excellent job developing this training program from the ground up. Feedback from the first class was universally positive. Several more training classes are scheduled for this fall. I am also grateful for the Sheriff's Office and local PD firearms instructors who have been a resource for Sgt. Buxton, as well as Primex for making their firearm training simulator available for each scheduled training class.



The DOC surveyed line officers and line supervisors for feedback on the new schedule at the end of September, as promised. Staff supported keeping the 12-hour schedule by a 2:1 ratio. Bid sheets are going out in October and staff can select their squad/shift assignment based on seniority. The new squad/shift assignments will take place the first pay period starting in January. The DOC will continue using this schedule for the officers and supervisors working the security squads in the jail.

Significant Problems:

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