

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

January 8, 2025

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

OTHERS: HR Director Clough, Nursing Home Administrator Labore, Register Monahan, Jeff Mealey – Via Teams, Nick De Mayo – via Teams, Omer C. Ahern Jr, Ed Hansalik – via Teams

Commissioner Piper called the meeting to order at 10:10 AM and began with the Pledge of Allegiance led by Commissioner Hedberg.

The Commissioners were sworn in before the meeting for the 2025/2026 term. The first order of business was the board's reorganization.

MOTION: Commissioner Piper nominated Commissioner McLeod as Chairman of the Board of Commissioners. Commissioner Hedberg seconded the motion, and all were in favor.

MOTION: Commissioner McLeod nominated Commissioner Piper as Vice Chairman of the Board of Commissioners. Commissioner Hedberg seconded the motion, and all were in favor.

MOTION: Commissioner Piper nominated Commissioner Hedberg as Clerk of the Board of Commissioners. Commissioner McLeod seconded the motion, and all were in favor.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the December 17th meeting. Commissioner Piper had the following edit:

- Page 3, Paragraph 1 – “The Commissioners followed the model regarding recipients of hazard pay established by the NH state government.”

MOTION: Commissioner Piper moved to approve the minutes from the December 17 meeting as amended. Commissioner McLeod seconded the motion. Commissioner Piper said “yes,” Commissioner Hedberg said “abstained,” and Commissioner McLeod said “yes.” With the vote being two (2) in favor, none in opposition, and one (1) abstention, the motion passes.

2. The Commissioners signed check registers 1083; 1085-1095; 2024-12.20.24; 2025-01.03.2025. CA Libby noted that Commissioner Hedberg would not sign these check registers as they are for checks that were cut before she became a Commissioner.

3. The Commissioners reviewed the following Sheriff's Report from Sheriff Stiegler for the month of December (*see attached)

4. The Commissioners reviewed the DoC Superior Court Report for the month of December.

HR Director Clough arrived and gave the following report (* see attached)

Weapons Policy Revision—HR Director Clough reported that HB1326 now prohibits employers from banning firearms storage in employees' vehicles, and the current County policy states that employees are not allowed to have firearms on County property. She explained that this requested revision to the policy brings the County in line with the new law.

Commissioner McLeod asked for the reason for the sentence that states "without the specific pre-approval of the employee's Department Head, which must be obtained in advance." HR Director Clough stated that that is for wiggle room if someone had an extenuating circumstance but noted that no one has ever asked. Commissioner Piper stated that this already exempts law enforcement. With all due respect to their department heads, they would not be in any better position to permit the carrying of a weapon than the Commissioners who approve a policy. She appreciates the wiggle room because she feels weapons policies can be more complicated, but she feels they should look at the whole policy. She noted that she does not like the wording regarding the department heads. Commissioner Hedberg stated that she felt they could remove that wiggle room, as this new bill no longer requires employees to ask for permission to have a firearm in their vehicle.

MOTION: Commissioner Hedberg moved to update the weapons policy to read: "With the exception of law enforcement personnel, employees are not permitted to possess guns and other weapons while in County buildings. If an employee legally possesses a firearm and is storing the firearm or ammunition in the employee's vehicle while on County property, this will be permitted as long as the vehicle is locked and the firearm or ammunition is not visible" to meet the new law that was affected. Commissioner Piper seconded the motion, and all were in favor.

MOTION: * 10:43 AM Commissioner Piper 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 Hedberg seconded the motion. This motion requires a roll call vote. Commissioner McLeod called the roll. Commissioner Piper said, "Yes", Commissioner Hedberg said, "Yes," and Commissioner McLeod said, "Yes." Commissioner McLeod stated that a majority of the board voted "yes" and would now go into non-public session.

* 11:00 AM Commissioner McLeod declared the meeting back in public session.

MOTION: Commissioner Hedberg 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 Piper seconded the motion. Commissioner McLeod called the roll. Commissioner Piper “Yes,” Commissioner Hedberg “yes,” Commissioner McLeod “yes.” Commissioner McLeod stated that a majority of the board voted “yes,” and the motion passed.

MOTION: Commissioner Piper moved to approve the DoC Supt.’s request to increase the accrual rate for Earned Time to the next level. Commissioner Hedberg seconded the motion, and all were in favor.

Commissioner McLeod stated that the Commissioners would like to review the policy on accrual rates for category 1 exempt employees.

Nursing Home Administrator Labore arrived and gave the following report (* see attached)

1. Updated CMS Regulations – NHA Labore reported that effective February 2025, there will be an increase in regulations. 867 pages to 902 pages. He explained that the Nursing Home cannot, under admission agreements, have a requirement that a 3rd party be accountable for balances not covered by insurance. He noted that this is more for the for-profit nursing homes. He noted that another update in regulation involves pain management for residents, the use of chemical restraints, and psychotropic meds. He noted that he is also not concerned about this on their end. NHA Labore further discussed the regulations with the Commissioners and answered questions.

2. LPN Program - NHA Labore reported that the LNA to LPN program was approved as a part of this year’s budget. He stated that the class will start later this month at White Mountain Community College, and two (2) LNAs will be enrolled in the program. NHA Labore noted that there were others interested in finding out more about this program, and he feels that as these two (2) staff members go through the class, there will be more interest from other staff as well. This program allows the LNA to go to school as their primary focus. They have to work 36 hours a month and will maintain their benefited status. Upon completing the program, the employee will be required to fill a shift identified as a need and have to stay at Grafton County for two (2) years. Grafton County will pay up to 100% of the program's cost depending on the GPA. A GPA of 3.5 or higher will qualify for the 100% rate.

NHA Labore also noted that the Nursing Home’s LNA program will be featured in the community college newsletter, and they will also highlight the LPN Program.

Agenda Items:

1. CA Libby submitted the Subrecipient Agreement for Commissioner McLeod to sign for the Lakes Region RPC Transformational CDBG.

2. Federal Mileage Rate – 2025 – CA Libby reported that the new mileage rate is .70 cents, and the County normally adopts the federal rate.

MOTION: Commissioner Piper moved to increase the mileage rate to .70 cents. Commissioner Hedberg seconded the motion, and all were in favor.

3. 2025 Holiday Schedule – The Commissioners reviewed the following 2025 schedule:

New Years Day		Wednesday	January 1, 2025	
Martin Luther King Jr./Civil Right's Day		Monday	January 20, 2025	
President's Day		Monday	February 17, 2025	
Memorial Day		Monday	May 26, 2025	
Juneteenth		Thursday	June 19, 2025	
Independence Day		Friday	July 4, 2025	
Labor Day		Monday	September 1, 2025	
Columbus Day		Monday	October 13, 2025	
Veterans' Day		Tuesday	November 11, 2025	
Thanksgiving		Thursday	November 27, 2025	
Day after Thanksgiving		Friday	November 28, 2025	***
Christmas Day		Thursday	December 25, 2025	

*** Day after Thanksgiving is a Floating Holiday for UE Bargaining Unit Members

MOTION: Commissioner Hedberg moved to approve the 2025 holiday schedule as presented. Commissioner Piper seconded the motion, and all were in favor.

4. Tax Collections/Investments –CA Libby reported that taxes have been collected from all towns. The town of Benton was the only town late, and its taxes were received on December 30th. An interest bill was sent to them for twelve (12) days. CA Libby also reported that all approved investments have been made except Passumpsic Bank, as they were waiting for Treasurer Cryans to be sworn in.

5. Town of Haverhill Car Show—05/24/25 – CA Libby stated that the Town of Haverhill hosts an annual car show and has requested to use the Courthouse parking lot for their show on May 24th, 2025.

MOTION: Commissioner Hedberg moved to approve the use of the County Complex parking lot for the town of Haverhill car show. Commissioner Piper seconded the motion, and all were in favor.

6. NHAC Executive Committee Appointments – CA Libby stated that Grafton County needs five (5) officials to serve on the NHAC Executive Committee. The current membership was Commissioner Piper, Commissioner McLeod, Commissioner Ahern, the County Administrator, and the Nursing Home Administrator. She stated that she and NHA Labore would like to maintain their membership on the committee, as they feel it is important for their role. All three

(3) Commissioners agreed that they would like to be on the Executive Committee. Commissioner McLeod noted that they did have one (1) other request from the Register of Deeds to be on the Executive Committee.

Register Monahan was present for the meeting and stated that she thought Commissioner Piper was grandfathered and had a seat as a past president, making it six (6) available seats. CA Libby explained that the bylaws were updated, and each county only has five (5) seats, even if they have an officer. Commissioner Hedberg noted that these meetings are open, so the Register of Deeds is welcome to attend the meetings, not as an official member. Register Monahan noted that she would lack a vote. Commissioner McLeod stated that she had not noticed many contentious items during these meetings. Register Monahan explained that the issue for them is that they have lost five (5) registers, and they are holding tight with a few veterans. She stated that with the change in leadership at the top, she is interested and has always attended the meetings. She stated that she had previously requested to be a part of the strategic planning committee but was denied.

MOTION: Commissioner Hedberg moved to appoint the three (3) Commissioners, CA Libby and NHA Labore, to the NHAC Executive Committee. Commissioner Piper seconded.

Commissioner McLeod thanked Register Monahan for her interest in being on the Executive Committee and encouraged her to continue attending meetings.

7. Re-Appointment of Officials – CA Libby reviewed the following list of appointed officials and stated that at the start of each term, the Commissioners re-appoint the following department heads:

Name	Position
Julie L Libby	County Administrator
Timothy J. Lethbridge	DoC Superintendent
Karen J. Clough	Human Resource Director
Craig J. Labore	Nursing Home Administrator
James C. Oakes	Maintenance Superintendent
Nicole L. Mitchell	Alternative Sentencing Director
Holly Elsholz	Assistant County Administrator
Glenn P. Libby	Farm Manager

MOTION: Commissioner Piper moved to reappoint the list of officials as presented. Commissioner Hedberg seconded the motion, and all were in favor.

8. Social Service Applications—FY 2026 – CA Libby explained that she and Assistant CA Elsholz broke the agencies down into categories based on the services they provide. The Commissioners reviewed the agency categories and discussed how they could change the funding methodology for social services agencies and simplify the application process.

CA Libby stated that the Commissioners can simplify the application process now for those agencies the County has funded in the past. The Commissioners can then work further on the funding methodology throughout the budget process and let the agencies know that the County will be making changes to the funding process in the future to develop a more standardized funding approach and provide operational support instead of operational funding. CA Libby stated that she would create a draft letter and application for the agencies to send to the Commissioners for review.

9. CA Libby stated that the Commissioners will be doing updated photos on January 21st at 1:00. She stated that the Commissioners will likely need to change their meeting time and start it later. CA Libby will look at the agenda for that meeting and discuss a start time next week.

Commissioners' Issues:

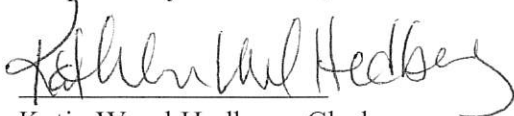
1. Commissioner McLeod asked about the FCC work and whether the County has found an attorney to handle that. CA Libby stated that she had not found a law firm in New Hampshire that deals with this. Therefore, the County contracted with a Washington, DC law firm that does FCC work and signed that contract before December 31st to obligate the ARPA funding approved for this. She stated that the process looks pretty complex, and they can only petition the satellite providers; therefore, they are unable to petition Spectrum. The County can initiate the petition for Dish Network. The attorney noted that the contract with Charter/Spectrum is ending soon, and he thought it would be in their best interest to add WMUR back into the lineup. She stated that they have a contract in place and will be working to address the issue.

Public Comment

1. Register Monahan presented the attached letter regarding her thoughts on efficiency and transparency improvement. She stated that she would like to be on the agenda for the next two (2) weeks to discuss this and get a refresher/update on what they do.

12:00 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Katie Wood Hedberg, Clerk



Grafton County Sheriff's Department Operations Division

Monthly Report

November 2024

Statistics

-Transport:

- Court Transports: **25** Prisoner Transports: **54**
- CSO movements from jail to court: **11**
- Juvenile Transports: **0**
- Involuntary Emergency Admissions (IEA): **11**

-Arrest:

-Arrest on warrant, Superior or Civil Warrant, Instate Warrant, EBW, GCSO cases and on view arrest(complaint generated by this agency)

Total Arrest: **11**

-Civil:

(CSI inforsew cannot differentiate types of civil service, In Hand, Abode or Non Est)

Total Monthly Civil Service: **119**

-Warrants:

-Total # of Active Warrants:	Criminal= 393
	Civil = 25
	Total 418

-Motor Vehicle Activity

-Motor Vehicle Stops: **9**

-Fleet Mileage

- Total Miles Driven: **25,654**



Grafton County Sheriff's Department Operations Division

Monthly Report

December 2024

Statistics

-Transport:

- Court Transports: **15** Prisoner Transports: **36**
- CSO movements from jail to court: **20**
- Juvenile Transports: **0**
- Involuntary Emergency Admissions (IEA): **9**

-Arrest:

-Arrest on warrant, Superior or Civil Warrant, Instate Warrant, EBW, GCSO cases and on view arrest (complaint generated by this agency)

Total Arrest: **18**

-Civil:

(CSI infor serv cannot differentiate types of civil service, In Hand, Abode or Non Est)

Total Monthly Civil Service:

-Warrants:

-Total # of Active Warrants:	Criminal= 393
	<u>Civil = 25</u>
	Total 418

-Motor Vehicle Activity

-Motor Vehicle Stops: 7

-Fleet Mileage

-Total Miles Driven: **22,597**



Grafton County Sheriff's Department

Operations Division
 Agency Fleet Monthly Mileage Report
 Month: December Year: 2024

Car #	Year	Make	Model	Last 4 VIN	Assigned	Monthly Total Mileage	Current Mileage	#
1	2023	Chevrolet	Tahoe	3943	J. Stiegler	825	12562	1
2	2020	Chevrolet	Tahoe	4323	E. James	927	76593	2
3	2023	Chevrolet	Tahoe	7737	D. Hamilton	1523	10193	3
7	2022	Ford	F-150	7739	P. Chierichetti	3426	61857	4
8	2023	Chevrolet	Tahoe	1479	P. Cunningham	1360	4526	5
9	2023	Ford	F-150	2769	B. Adams	1228	31164	6
10	2022	Ford	F-150	0673	E. Marshall	2578	46468	7
11	2021	Ford	F-150	7296	H. Torrey	2857	61072	8
15	2020	Chevrolet	Tahoe	5021	M. Tamulonis	1355	91411	9
16	2018	Ford	Interceptor Utility	9978	Bates	1216	105832	10
17	2020	Ford	Interceptor Utility	7124	T. Cohen	572	91100	11
19	2021	Ford	F-150	7295	C. Mackay/D. Wentworth	2913	69747	12
26	2020	Ford	F-150	4765	D. Moorhead	1794	129458	13
50	2024	Ford	E-450	9064	Operations	23	3079	14
Com	2019	Ford	F-350	1433	Communications	N/A	N/A	
Com	2007	FEAT/ Nomad	Communications Trailer	0922	Communications	N/A	N/A	

Total Mileage collectively for the month: 22,597

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 January 8, 2025

HR Activity Report (12/03/2024-01/07/2025)

• ***New Hires***

Department	#	Position(s)
Nursing Home	5 (2 FT, 1 Per Diem, 2 PT)	1 FT RN, 1 PD LNA, 1 FT Laundry Aide, 1 PT LNA 1 PT Unit Aide
Maintenance	1 (1 FT)	1 FT Custodian

Separations

Departments	#	Position(s)
Nursing Home	3 (1 PD, 2 FT)	1 PD LNA, 1 FT LNA, 1 FT Housekeeper
Sheriff's Department	8 (1 FT, 7 PT)	1 FT Admin Asst., 6 PT Deputies, 1 PT Dispatcher

Reasons:

- Resigned personal reasons/no reason- 9
- Termination –
- Deceased -
- New job/career change –
- Relocated –
- School –
- Retirement – 1
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements - 1

Status Changes/ dept transfers: 1 FT Criminal Admin Asst. to FT Dispatcher, 1 Pt Detective to PT Deputy, 1 PD RN to FT Coordinator of Quality Improvement, 1 FT Cook to FT LNA, 1 FT LNA to PD, 1 FT CO to PT, 1 FT LNA to 3/5 (24 hours)

Active Leave of Absences between December 3rd to present

Department	#	Details
Nursing Home – Nursing	13	(10 are intermittent, 9 for self, 4 for family)
Nursing Home – Non-Nursing	8	(8 are intermittent, 6 for family, 2 self)
County Atty's Office	2	(2 intermittent, 2 self)
HR Department	1	(1 intermittent, 1 family)
Maintenance	1	(1 intermittent, family)
Alternative Sentencing	1	(1 intermittent, 1 family)
Department of Corrections	3	(2 intermittent, 1 self)
TOTAL	29	

Scheduled to orient 01/15

1 FT LNA

1 PD LPN

Current Jobs posted/advertised

LNA's/Unit Aides (14.35 FTE's vacant)

RN/LPN (9 FTE's vacant combined)

CO's (4 FTE's)

Cook – DOC

Cook – Nursing Home

Deputy

Dispatcher

County Attorney's Office Legal Assistant

IT Director

Housekeeper

Activity Aide

Civil Admin. Asst.

Criminal Admin. Asst.

Other business: Weapons Policy revision, IT Director interviews scheduled for 1/9/25

Grafton County Nursing Home Commissioner's Report: January 8, 2025

Census

Medicare: 7
NH Medicaid: 63 (8 Pending)
VT. Medicaid: 18 (0 Pending)
VA: 7
Hospice: 2
Private: 22
Total Census: 119

FY '25 Budgeted Census

Medicare: 3
NH Medicaid: 69
VT. Medicaid: 20
VA: 7
Hospice: 0
Private: 17
Budgeted Census: 116

Monthly Admissions/Discharges

Admissions: 11
Deceased Residents: 1
Discharges: 6

Other Topics:

- 1) Updated CMS Regulations
- 2) LPN Program



**Grafton County New Hampshire
Register of Deeds**

Kelley J. Monahan/Register

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kmonahan@co.grafton.nh.us

www.nhdeeds.com



December 5, 2024

To: The Grafton County Delegation

Having followed Grafton County Government for 25 years as a taxpayer and concerned citizen, and now having served Grafton County for 14 years as a Constitutional Officer in my role as Register of Deeds, I have studied the operation from outside and from within. I respectfully request that the elected members of our House of Representatives consider the following suggestions for improving the communication with the public and for the protection of our assets.

1. Establishing a YouTube channel dedicated to broadcasting all public meetings. Other New Hampshire counties have provided this service for years.
2. To utilize the tools available with AI Artificial Intelligence for drafting minutes. This will eliminate the human element and the temptation for any agenda pushing bias.
3. Reconsider the stipend for attendance at Executive Committee meetings to encourage regular attendance.
4. Establish a protocol where the Executive Committee and the other Delegation members are fully informed of the agenda items and provided any informational materials seven days prior to the meetings to increase awareness and allow time for analysis before the meeting.
5. Reestablish former policy where each member of the Executive Committee chooses a Department to act as a liaison for and to form a deeper understanding of the complexities of that department in order to build a stronger and more efficient budgeting process.
6. Attempt to avoid any big decision making during the last meetings in June, to avoid withholding any actions taken from public scrutiny until the following meeting in late September when the minutes are then approved and finally published.
7. Establish policy where minutes must be published to the website the day that they are approved.
8. Mandate Cybersecurity training for any new Treasurer.

I will be presenting this document to the new Board of Commissioners at their first meeting in January.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kelley J. Monahan".

Kelley Monahan Grafton County Register of Deeds