

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

July 8th, 2025

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

OTHERS: Farm Manager Libby, Sheriff Myers, Register Monahan, Department of Corrections Superintendent Lethbridge, Alternative Sentencing Director Mitchell, Nursing Home Administrator Labore, Maintenance Superintendent Oakes, IT Director Tetreault, Taylor Maine – ACLU, Rep. Bjelobrk, Julie Steckbeck

Commissioner McLeod called the meeting to order at 9:04 AM

Farm Manager Libby arrived and gave the following report (* see attached)

Sheriff Myers arrived and requested to go into nonpublic session

MOTION: * 9:10 AM Commissioner Hedberg moved to enter into a non-public session for the purpose of consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees according to RSA 91-A: 3, II (g). Commissioner Piper 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.

* 9:15 AM Commissioner McLeod declared the meeting back in public session.

MOTION: Commissioner Hedberg moved to accept the MOU as presented by Sheriff Myers. Commissioner Piper 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 June 24th meeting. Commissioner Piper had a few grammatical edits. Commissioner Hedberg noted that she had signed off on the MicroCredit CDBG Award and it was not noted in the minutes.

MOTION: Commissioner Piper moved to approve the minutes from the June 24th meeting as amended. Commissioner Hedberg seconded the motion and all were in favor.

2. The Commissioners signed check registers: FY '25 – 1172-1174; 1176-1179 FY '26 – 1000 - 1004; 2025-07.03.2025

3. Commissioner McLeod signed and initialed the CDBG Contract for NHARDC in the amount \$269,000. Commissioner Hedberg signed the certification.

4. The Commissioners reviewed the GCDoc Superior Court Report for the month of June.

Maintenance Supt. Oakes arrived.

Supt. Oakes stated that he solicited three (3) vendors for quotes on window replacement in the Alternative Sentencing building. He stated that one (1) vendor chose not to submit a quote. The other two (2) quotes were as follows:

Granite State Glass - \$32,900

Becket Glass - \$25,029.36

Supt. Oakes stated that Becket Glass holds the state contract for glass repairs and the state has spoken highly of them.

MOTION: Commissioner Hedberg moved to accept the bid from Beckett Glass in the amount of \$25,029.36. Commissioner Piper seconded the motion and all were in favor.

Register Monahan arrived and requested to go into nonpublic session:

MOTION: * 9:28 AM Commissioner Hedberg 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 Piper 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.

* 10:17 AM Commissioner McLeod declared the meeting back in public session.

Commissioner McLeod stated that the Commissioners wanted to recognize Register Monahan for receiving an award at the NACO meeting for their digitization project. She stated that two (2) of the Commissioners will be there and asked that they bring back information about this award. Commissioner Piper noted that this is an enormous accomplishment.

IT Director Tetreault arrived and gave the following report(* see attached)

NHA Labore arrived and gave the following report: (* see attached)

1. Commissioner Memo Request Re: Resident Bed Purchase – NHA Labore stated that this purchase was approved as a part of their FY 26 Capital Reserve budget. He further explained that NOA Medical Industries is the same manufacturer of the beds they have been purchasing under their replacement program and the maintenance department continues to find these beds of superior quality, having reported no operational defects. NHA Labore stated that because of this he is requesting to waive the bidding process and purchase the beds through NOA Medical Industries.

MOTION: Commissioner Piper moved to accept the nursing home administrators request to waive the competitive bidding process and accept the quote from NOA Medical Industries, for the purchase of twenty-one (1) Elite Riser 35"x80" beds with HDPE Head & Footboard; Safety Lock Feature; and Soft Touch Side Rail and four (4) Expandable Eliete Bariatric Beds with 48" head and footboards and soft touch side rail, from NOA Medical Industries bariatric beds for a total purchase price of \$48,108.20. Commissioner Hedberg seconded the motion and all were in favor.

2. Masking in the Nursing Home – NHA Labore stated that on June 17th they ended masking for staff. He reported that they are three (3) weeks in and have not had any outbreaks.

Commissioner McLeod asked NHA Labore asked if there are any predictions with the cuts at the federal level. NHA Labore stated that he feels the hospital system will be in bad shape with people losing their insurance. He stated that because of the inability of hospitals to discharge out to nursing homes with the change in the lookback period from 90 days to 30, he feels this will create a large backlog of patients. On average in New Hampshire, nursing homes, when they had the ability to lookback 90 days, would average \$100,000 in Medicaid costs. NHA Labore stated that Nursing Homes will not accept pending Medicaid cases and there are already issues at the state level with the backlog of pending cases.

Commissioner Piper stated that there has been some good pushback on provider tax; she asked for clarification, if this is the bed tax. NHA Labore stated that it is and that is staying in place. He explained that states that currently do not have a provider tax in place cannot get it going forward but those who have the tax can keep it, they just cannot add to it. Any program in place is grandfathered in.

AS Director Mitchell and DoC Supt. Lethbridge – Opiod Abatement Request

AS Director Mitchell stated that they are looking to pay two (2) part-time Certified Recovery Support Workers to help in both the Department of Corrections and the Alternative Sentencing Department to help with case management and recovery support work in the community. She explained that her department would utilize this to help people introduction into the community and in the Department of Corrections, they might utilize these positions more for case management and support around reintegration. Supt. Lethbridge stated that the DoC had advocated for a case manager position to help with the transition out of the facility and into the community, both through the FIRRM program and without FIRRM. He stated that right now, if

an inmate is not a FIRRM participant, they do not have anyone to address those issues once they are released. He stated that he thinks this is a good solution as they would use this position to identify inmates who have obstacles to get back into the community and address those concerns. He noted that many of these positions are filled with people who have been criminally justice involved in the past and that could create challenges

AS Director Mitchell explained that they need someone who knows the systems and can guide people in the right direction. Commissioner Hedberg stated that she thinks this is a great idea. As they use opioid funds, this is not something that the need will go away for. Commissioner McLeod asked if there will be money in the future to continue to use these funds. CA Libby stated that this will be roughly \$56,000 for the year and suggested that they designate a 3-year time period and stated that this will be a grant funded temporary position. It would cost roughly \$200,000 for that time period and there are plenty of funds for that. CA Libby stated that they can then reassess towards the end of the 3-year period to see how it worked and see where they are at with the funds. Supt. Lethbridge stated that he would suggest putting these positions directly under Alternative Sentencing and he can reach out to AS Director Mitchell if he were to need assistance. AS Director Mitchell and Supt. Lethbridge answered further questions from the Commissioners on the Commissioners.

Commissioner Hedberg commended Supt. Lethbridge and AS Director Mitchell for working together to come up with this program that will serve the county well. AS Director Mitchell stated that if this works, they have the potential to create a meaningful recovery community right here and that is needed.

MOTION: Commissioner Hedberg moved to allow the Department of Corrections and Alternative Sentencing to develop two (2) part-time CRSW positions for a three (3) year Opioid Abatement funded program period of up to \$200,000. Commissioner Piper seconded the motion and all were in favor.

Agenda Items:

1. UE – 2025 Contract Re-Opener – Asst. CA Elsholz stated that the union agreed to the 2% COLA and this contract includes the changes to the health insurance as well. The Commissioners signed off on the contract.

6. Appropriation Transfers – Asst. CA Elsholz presented a list of appropriation transfers totaling \$945,624. CA Libby stated that the largest over expenditures are in the Nursing Home and that is due to them hiring more staff than they had anticipated during the fiscal year. She noted that everything else is standard. CA Libby stated that this is the first round of transfers, there will be a second round on July 22nd.

MOTION: Commissioner Hedberg moved to approve the appropriation transfers for FY2025 totaling \$945,624.00. Commissioner Piper seconded the motion and all were in favor.

7. Department Head Evaluations- Asst. CA Elsholz reminded the Commissioners that the HR Director, County Administrator and DoC Superintendent evaluations need to be completed.

8. Rules of Procedure – The Commissioners reviewed the draft policy and each discussed their suggested revisions. Commissioner McLeod discussed her revisions and expressed concerns that the role of the Chair was described as ‘ceremonial’ and shared a resource for Roberts Rules for small groups that included the 11 duties of the Chair, the roles of the Vice Chair and the Clerk. Commissioner Hedberg and Commissioner Piper both expressed concern and disagreement with Commissioner McLeod’s revisions that would allow the Chair to not recognize a motion, if the motion is perceived to be dilatory, time wasting or obstructive. Commissioner Hedberg stated that if that type of motion were to be made, as a board of three (3) members, it would not get a second. She thinks in a three (3) person board, this would give the Chair power that they should not have. Commissioner McLeod noted that this is in Roberts Rules and they should look at the Roberts Special Rules of Small Boards. Commissioner Hedberg stated that if she wanted to do something that the other two (2) Commissioners did not want to do, this would allow her not to accept a motion, which she does not agree with. She feels a board of three (3) is different than twelve (12). Commissioner McLeod stated that she disagrees and the duties under Roberts Rules are clear about the reasons why they do this, to protect the group from time wasting or obstructive motions. Commissioner Piper noted disagreement with the changes Commissioner McLeod made as well. She preferred the original language and does not see the need for the new changes. She worries about the kind of judgement laden language in these policies. She stated that she does not know who determines if a motion is time wasting or obstructive. Commissioner Piper stated that she worries that this judgement can be one (1) person’s perception.

Commissioner McLeod stated that her focus is on how they can conduct the business they need to get done in the time they have set aside to do so.

Commissioner Piper stated that she cannot support the Rules of Procedure if the sentence regarding protecting the group from dilatory, time wasting or obstructive motions is included. She does not feel the group needs to be protected from any voices as they make decisions on behalf of the public. Commissioner McLeod stated that she cannot support the Rules of Procedure if they are not going to follow prescribed duties. She feels they should have something clear and as it was written, there was no process to go forward with and seemed very chaotic to her.

Commissioner McLeod stated that she is not personally interested in discussing this anymore and the group should move on.

Commissioner McLeod offered a revision to the language on the roles of the Vice Chair adding that the Vice Chair also plays a leadership role and steps in when the Chair is not available and that the Vice Chair often steps up to the Chair position. Commissioner Piper expressed concerns with Commissioner McLeod’s revisions to the role of Vice Chair as well. She stated that she preferred the original language. Commissioner Hedberg noted that she has no concern either way. The Commissioners further discussed the roles of each member.

The Commissioners discussed the appeals process under the Rules of Procedure. Commissioner Piper expressed concerns with the statement that Commissioner McLeod added that states the Chair decides all questions of order subject to appeal-unless, when in doubt, the Chair prefers initially to submit such a question to the group for decision, as described by Robert's Rules for Small Groups. Commissioner Piper stated that as a small board of three (3) she preferred the original wording of a majority vote. Commissioner McLeod noted that this is where the chaos was in the Delegation meeting and the Chair should have been able to conduct the meeting. Commissioner Hedberg stated that they are looking at apples and oranges because there is only three (3) of them. If there is an appeal and no one wants to vote for it, then it does not go anywhere. Commissioner McLeod asked what the point of having a Chair is. She stated that if they discuss an item that is not a part of the agenda and does not need to be discussed immediately, they are not addressing what does need to be taken care of. Commissioner Hedberg noted that this gives one (1) person of a three (3) person board more power. Commissioner McLeod stated that the other Commissioners consider if they need to take the chair position and put that hat on. Commissioner Hedberg explained that she is not asking for the Chair position, she felt she stepped up when it was stated that there were no procedures for meetings. She does believe a three (3) person board is different than a twelve (12) person board. Commissioner McLeod pointed out the resource she provided on Robert's Rules for Small Groups.

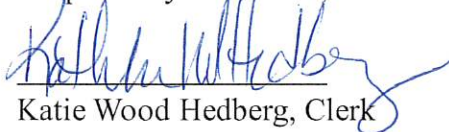
Commissioner Piper asked if they wanted a motion regarding the chair position and Commissioner McLeod asked if that was a threat. Commissioner Piper stated that it was not and Commissioner McLeod had suggested two (2) times that someone else can take the role if they prefer that role.

Commissioner Piper stated that it seems as though all the examples Commissioner McLeod have taken were from the Delegation meeting and she personally does not think that there has been any dilatory tactics occurring in the Commissioners' meetings. She would notice today that they were running significant overtime and that had nothing to do with dilatory tactics. They are running over right now because of disagreements and interruptions among members of the board. She stated that it seems that what is causing a delay in them finishing the meeting is their inability to rest with disagreement. Commissioner Piper asked if they can take this up in another work session.

Commissioner Hedberg offered to retype the procedures with the changes that they have agreed on today and then they can further review.

12:10 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Katie Wood Hedberg, Clerk

July 8, 2025

Commissioners Report

1. Milking 55 shipping 8500
2. 1st cut grass in – 2nd cut coming up fast
3. Crops doing fair – fighting bugs (potato's) and weeds (everywhere else)
4. 15 new piglets

Respectfully submitted,

Glenn Libby, Interim Farm Guy



Grafton County Information Technology Check In

July 9, 2025

Executive Summary:

- Department Head Meetings
- Training/Webinars Attended
- Conference Room Project Update
- Upcoming Projects

Attachments:

- Virtual Meeting Policy
- Microsoft Teams -vs- Zoom Comparison

Department Head Meetings:

- Maintenance – Jim
- Register of Deeds – Kelley
- Nursing Home – Craig
- HR – Karen
- Director of Communications – Thayer
- Farm Manager – Glenn

Training/Webinars Attended:

- Consolidated Telephone Administration Training
- MS/ISAC Future Forward Changes to Program
- MS Copilot training for IT Professionals

Conference Room Project Update:

- Teams' vs Zoom
- Security Feature comparison: **eDiscovery**: This feature allows organizations to search for and manage electronically stored information (ESI) that may be relevant to legal cases or investigations. In Microsoft Teams, eDiscovery can be used to search for and delete chat messages, helping to find and remove sensitive or inappropriate content.

Legal Hold: When there is a reasonable expectation of litigation, organizations are required to preserve ESI, including Teams chat messages that are relevant to the case. Legal Hold ensures that all messages exchanged in Teams (including private and shared channels) or by specific individuals are preserved and discoverable by compliance managers or Teams Admins. This feature helps organizations meet regulatory and privacy requirements by preserving content that might be relevant to a case.

Data Loss Prevention (DLP): DLP policies help prevent the sharing of sensitive information on Microsoft Teams channels or chat sessions. For example, if someone attempts to share sensitive information with external users, DLP policies can automatically delete those messages or prevent documents containing sensitive information from being opened by unauthorized users. This feature helps protect sensitive information.

- Yealink Video System Able to use Zoom after rebuilding software.

- Installed new table microphones
- Virtual Meeting Policy

Upcoming Projects:

- Working on P&P's
- Working on 3YR IT Strategic Plan
- Continuing Department Head meetings - Alternative Sentencing – Nicole scheduled for 07/15

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

Census

Medicare: 6
NH Medicaid: 73 (8 Pending)
VT. Medicaid: 19 (2 Pending)
VA: 8
Hospice: 0
Private: 17
Total Census: 123

FY '26 Budgeted Census

Medicare: 4
NH Medicaid: 73
VT. Medicaid: 21
VA: 8
Hospice: 0
Private: 18
Budgeted Census: 124

Monthly Admissions/Discharges

Admissions: 6
Deceased Residents: 5
Discharges: 0

Other Topics:

- 1) Commissioner Memo Request Re: Resident Bed Purchase**
- 2) Masking In the Nursing Home**