

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
July 29<sup>th</sup>, 2025

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

OTHERS: Kerri Harrington, Robin St Germain, Erika Collins, HR Director Clough, Sheriff Myers, DoC Superintendent Lethbridge, Register Monahan, Paul Varcek, Rep. Bjelobrk, Julie Steckbeck

Commissioner McLeod called the meeting to order at 9:00 AM.

**Kerri Harrington, Robin St Germain, Erika Collins – Littleton Winter Shelter – Opioid Funding Request**

K. Harrington reviewed the following PowerPoint presentation with the Commissioners that outlines and explains their \$150,000 funding request. (\* see attached).

The Commissioners thanked them for coming in and were all in agreement to fund their request from the Opioid Abatement Funding.

**MOTION:** Commissioner Hedberg moved to allocate \$50,000 a year over the next three (3) years to support the Littleton Winter Shelter. Commissioner Piper seconded the motion and all were in favor.

**Union Negotiations**

9:34 AM Commissioner McLeod temporarily recessed the meeting for the purposes of Union negotiation discussion. The public must leave the meeting room, and the door will be closed.

9:45 AM Commissioner McLeod reconvened the meeting.

**Agenda Items:**

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the July 22<sup>nd</sup> meeting. Commissioner Piper had a few grammatical edits.
2. Commissioner McLeod asked if everyone had a chance to read the revised minutes from the July 8<sup>th</sup> meeting. Commissioner McLeod had the following edits:

- Page 5 Paragraph #5 – Commissioner McLeod changed the sentence “Commissioner McLeod stated that she is not personally interested in discussing this anymore” to read “ Commissioner McLeod stated that she is not personally interested in discussing this anymore and the group should move on”
- Page 5 Paragraph #6 – Commissioner McLeod added the following sentence “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”
- Page 6, Paragraph #1 – Commissioner McLeod changed the sentence “ 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” to read “ 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”
- Page 6, Paragraph #1 – Commissioner McLeod changed the sentence “ Commissioner McLeod stated that they can take the chair position” to read “ Commissioner McLeod stated that the other Commissioners consider if they need to take the chair position and put that hat on.”
- Page 6, Paragraph #1 – Commissioner McLeod added the sentence “Commissioner McLeod pointed out the resource she provided on Robert’s Rules for Small Groups.”

Commissioner Piper had the following edit:

- Page 5, Paragraph #2 – Commissioner Piper changed the sentence “ 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 dilatory, time wasting or obstructive” to read “ 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 had the following edit:

- Page 4, Paragraph 1 – She changed the sentence “They did not look at it from the potential financial risks” to read “ They looked at it from the potential financial risks”

**MOTION:** Commissioner Hedberg moved to approve the minutes from the July 22<sup>nd</sup> meeting as amended. Commissioner Piper seconded the motion and all were in favor.



**MOTION:** Commissioner Piper moved to approve the minutes from the July 8<sup>th</sup> meeting as amended. Commissioner Hedberg seconded the motion and all were in favor.

3. The Commissioner signed check registers 1010-1011,1183.

#### 4. Financial Reports

CA Libby reported they have closed the year out and ended the year just under \$450,000 under revenue, due to the Proshare Payment. She stated that almost all departments finished over revenue. The Nursing Home finished over revenue in their operating revenue. She stated that they received \$388,000 of the \$450,000 budgeted amount for interest. CA Libby noted that their abandoned property payment was \$300,000 in revenue, when they only budgeted \$100,000. She reported that they finished \$2.459 million under expended. She stated that a few departments finished over expended but none outside of the \$5,000 mark. CA Libby noted that the surplus ended up around 6% and she will have that final number the next time she meets with the Commissioners.

5. Northern Shield Grant - \$80,000 – CA Libby stated that the grant was awarded for \$40,000 per year for two (2) years.

**MOTION:** Commissioner Piper moved to accept the \$80,000 Northern Shield Grant. Commissioner Hedberg seconded the motion and all were in favor.

Commissioner McLeod initialed and signed the grant.

6. NTIA Letter of Credit – CA Libby explained that it has recently come to her attention that the way the NTIA letter was written was for 30% of the total project and it only needs to be written for 30% of the federal awards. The Bank of New Hampshire is going to reduce the County's letter of credit by \$1,282,393.00 . She stated that this will free up \$1.2 million from that cash secured letter of credit and will help with cashflow purposes. All three (3) Commissioner signed off on the necessary paperwork for the letter of credit. CA Libby stated that there is a personal banking information form that Commissioner Piper and McLeod signed with the original letter but because there is a new Commissioner, everyone needs to sign again.

7. Rules of Procedure – Commissioner Hedberg stated that she revised the document with the changes from the last meeting. She noted that she also attended a session on Roberts Rules of Order at the NACo conference and after attending that session she took out references to the Jurassic Parliament in the Rules of Procedure, as it was not authoritative. Commissioner Hedberg also noted that the last time the Commissioners discussed this document, Commissioner McLeod felt strongly on not recognizing a motion but that was not what she found in Roberts Rules of Order, nor when she asked in that session she attended. She would reiterate that she does not feel as a board of three (3) that one person cannot accept a motion. Commissioner Piper stated that she is happy with the revisions. CA Libby stated that once there is a draft that the Commissioners are happy with, it should be sent to legal counsel for official review as it will be procedures that

will be followed. Commissioner McLeod also asked that CA Libby review this document as well.

Commissioner Piper stated that she is getting questions about when online access will be opened back up. She has answered by stating that issue is imbedded with this document and she thinks as soon as this document is approved, then online access will be opened back up. Commissioner Piper also noted that Commissioner Hedberg wanted to revisit this on July 8<sup>th</sup> and did do so.

CA Libby stated that if the Commissioners are comfortable with this draft, she would review it and send it to legal counsel. She stated that she believes IT Director Tetreault is ready to go with the online meetings. Commissioner McLeod suggested meeting with the IT Director to discuss his plans. CA Libby stated that the Commissioners are meeting with IT Director Tetreault on August 12<sup>th</sup>. Commissioner McLeod referenced a news article that she read in New Hampshire where someone sued a town because they could not hear the meeting proceedings, and they won the lawsuit.

**MOTION:** Commissioner Hedberg moved to send the rules of procedure to legal counsel, pending CA Libby's review. Commissioner Piper seconded the motion. Commissioner Piper and Commissioner Hedberg were in favor. Commissioner McLeod was opposed as this is still only in draft form and she feels this should be done when it is finalized.

Commissioner McLeod noted that she was not in favor of this, she feels they should wait to hear if CA Libby has any changes before they decide to send it to legal counsel. She feels the motion is unnecessary at this time and they should wait to see what CA Libby has for changes first and then make a motion. Commissioner Piper stated that if CA Libby sees no issues, they are able to expedite the process and send it straight to legal counsel. Commissioner Piper asked when they would open up online meetings again and Commissioner McLeod suggested putting it on next week's agenda to discuss. Commissioner Piper stated that she did not feel it needed to be revisited, she thought that once the Rules of Procedures were approved, given they had already met with IT Director Tetreault, they could go back to online meetings. CA Libby stated that IT Director Tetreault meets August 12<sup>th</sup> and has a policy that needs approval for online access and the County's YouTube channel. Commissioner Piper asked if they could open up Zoom participation without having the information on YouTube. She stated that she does not want to wait until August 12<sup>th</sup>, noting that is five (5) weeks after they had stated they would revisit the issue. The Commissioners asked if IT Director Tetreault can meet with them next week to review the online meeting procedures.

### **Commissioner's Issues:**

1. Commissioner Hedberg reported that she and Commissioner McLeod were able to accompany Executive Councilor Karen Liot Hill on a tour of the Warren Fish Hatchery. Conservation



Officer McDermott did an excellent presentation on drones and how they are using them for search and rescue.

**Public Comment:**

1. Paul Varcek, Landaff NH. – P. Varcek stated that in regard to the new courthouse, residents should understand what the alternative is, what is the requirement they would have to fix the existing building, not just the \$47 million new courthouse. Commissioner McLeod noted that their comment section is around the meeting agenda and explained that the courthouse was not on today's agenda. Commissioner McLeod noted that there is an EH Danson report on the website that was done to decide whether building a new courthouse or renovating the existing building was more feasible.

**Commissioner's Issues:**

1. Commissioner Hedberg requested a non-Public Session per RSA 91-A:3, II (c)

**MOTION:** \* 10:31 AM Commissioner Hedberg 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 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.

\* 10:57 AM Commissioner McLeod declared the meeting back in public session.

**Agenda Items:**

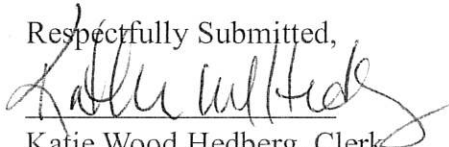
1. Non-Public Session per RSA 91-A:3, II (a)

**MOTION:** \* 10:59 AM Commissioner Hedberg 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 (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.

\* 11:37 AM Commissioner McLeod declared the meeting back in public session.

11:37 AM With no further business, the meeting adjourned.

Respectfully Submitted,



Katie Wood Hedberg, Clerk

"These things become the norm: that some homeless people die of cold on the streets is not news. In contrast, a ten-point drop in the stock markets of some cities is a tragedy."

POPE FRANCIS

Littleton Winter Shelter 7/29/2025

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## Agenda

Who we are

The Littleton area unhoused/SUD/ODD situation

Addressing unmet needs

Littleton Winter Shelter first season accomplishments

Proposal/request for funding

Littleton Winter Shelter 7/29/2025

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<h2>Littleton Winter Shelter – Who we are</h2>	<ul style="list-style-type: none"> <li>◦ Mission statement</li> <li>◦ Board &amp; volunteers</li> <li>◦ Staff from first season</li> <li>◦ Collaborations – Town of Littleton, The Shed, Health Consortium, LAMA, Peer Support, Littleton Police, Littleton Fire Department, and others</li> <li>◦ Low barrier shelter – clients do not need to be sober or in rehab for entry</li> </ul>
	<p>Littleton Winter Shelter 7/29/2025</p>

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<h2>The Littleton Unhoused Community &amp; Related NH Data</h2>	<ul style="list-style-type: none"> <li>• The number of unhoused individuals in the Littleton area is ~ 30 individuals</li> <li>• The majority (90%) have a history and/or active substance use disorder as well as chronic, mostly untreated, mental health issues</li> <li>• The number of people experiencing unsheltered homelessness (PIT count in NH) quadrupled from 2019 to 2024</li> <li>• NH had the highest percentage increase in the PIT count of any state in the nation (2022 to 2023)</li> <li>• Chronic homelessness in NH has grown 150% since 2019</li> <li>• The housing crisis is particularly grim in Northern Grafton</li> </ul>
	<p>Littleton Winter Shelter 7/29/2025</p>

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<h2>Addressing Unmet Needs</h2>	<ul style="list-style-type: none"> <li>• We seek to protect a vulnerable population from severe weather conditions</li> <li>• We collaborate with Littleton town resources which may provide potential for future housing, rehabilitation and support</li> <li>• We understand that the unhoused need community and support, not isolation</li> <li>• We know that wrap around services are key and aim to be a responsible community partner</li> </ul>
	<p>Littleton Winter Shelter 7/29/2025</p>

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<h2>First Season Accomplishments*</h2> <p> <small>           *Please see Director's report for more statistics and details         </small> </p>	<table border="1"> <thead> <tr> <th></th><th>Metrics</th></tr> </thead> <tbody> <tr> <td>Number of paid skilled staff</td><td>5</td></tr> <tr> <td>Number of unhoused individuals served this winter season</td><td>30</td></tr> <tr> <td>Bed nights for our first season</td><td>280</td></tr> <tr> <td>Average # of individuals per night</td><td>6-8</td></tr> </tbody> </table>		Metrics	Number of paid skilled staff	5	Number of unhoused individuals served this winter season	30	Bed nights for our first season	280	Average # of individuals per night	6-8
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<h2>Proposal/Request for Funding</h2>	<ul style="list-style-type: none"><li>◦ \$150k - \$50k over three years</li><li>◦ 50K is approximately half of our annual operational budget to serve the unhoused during the winter season</li><li>◦ Other anticipated funds/income will be from grants: e.g., Tillotson, United Way, private contributions, local businesses, and other sources</li><li>◦ Fundraisers/community outreach is planned for increased awareness of our services and funding needs</li><li>◦ Your funding would meet the criteria for Strategies 3 and 5 from the Guidelines for Opioid Abatement grant monies- housing and harm reduction</li></ul>
	<i>Littleton Winter Shelter 7/29/2025</i>

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<h2>BACKUP</h2>		
		<i>Littleton Winter Shelter 7/29/2025</i>

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<p>Our Staff – Commitment to Quality &amp; Safety</p>	<p>Paid staff – 5 for our first season - \$20/hour- overnight and awake; Director- \$25/hour</p> <ul style="list-style-type: none"> <li>• Trained in de-escalation, CPR, Narcan delivery, harm reduction, detox training, therapeutic crisis intervention training</li> <li>• Staff have lived experience and relevant work experience including crisis hotlines, Easter Seals work, shelter work, harm reduction work</li> <li>• We learned that it is important to have staff/client continuity to build trust and a supportive environment</li> </ul>
	<p>Littleton Winter Shelter 7/29/2025</p>

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	<p>THANK YOU</p>	
		<p>Littleton Winter Shelter 7/29/2025</p>

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