

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

August 26th, 2025

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

OTHERS: Alternative Sentencing Director Mitchell, Department of Corrections Superintendent Lethbridge, Maintenance Superintendent Oakes, Kelley Monahan- via Teams, Sheriff Myers – via Teams, Janice Ann Novak – via Teams, Representative Bjelobrk – via Teams, Nick De Mayo – via Teams

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

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

Opioid Abatement Funding Request – CA Libby stated that they will have a detailed discussion regarding these funds later in the meeting and requested that the Commissioners not make any decisions regarding this request until they have that discussion. AS Director Mitchell stated, this request is the same as requested in 2023. She noted that the funds have been very successful and they lasted much longer than they anticipated. They are in a much more difficult predicament than they were in 2023, in terms of financial resources and community resources. This funding would support participants in their programs. CA Libby noted that LATCF funds are still available, and she felt that this may be a better option, as it would open the assistance opportunities to more of their participants, since the Opioid Abatement Funds are limited in who they can be used to help.

Department of Corrections Superintendent Lethbridge arrived and gave the following report (* see attached)

1. Out of State Travel Request – Supt. Lethbridge stated that they are looking to send Cpl. Irons to Rhode Island for Gracie Defensive Tactics training. Last year, Sgt. Buxton attended this training and now provides the training to officers in the facility. This training teaches them empty-hand defensive techniques and how to restrain an inmate if they were to attack an officer and defend themselves. It also teaches them how to protect themselves and their weapon simultaneously, if they are out on a hospital detail. By having an additional instructor, Cpl. Irons would be able to assist Sgt. Buxton with larger classes or be assigned to conduct a training. This is included in their training budget for this fiscal year.

MOTION: Commissioner Piper moved to approve the DOC sending Cpl. Scott Irons to a five-day Gracie Survival Tactics defensive tactics course in Coventry, Rhode Island, September 7-12. Commissioner Hedberg seconded the motion, and all were in favor.

2. Supt. Lethbridge reviewed the following Standard Operating Procedures (SOP)

a. Dry Cell & Contraband SOP – Supt. Lethbridge stated that they are adding a new concept for housing inmates who they have reason to believe have concealed internal contraband, but law enforcement is not pursuing an investigation. Currently, they only have the dry cell, which involves officers closely examining feces. By placing them in a dry cell, inmates are also strongly incentivized not to produce the contraband, as they do not want to incur additional charges. He explained that the jail does not want it in the facility, and if it is disposed of in any way, they consider it a win. This change to the policy would allow them to segregate the inmate, but would still provide access to a toilet. If law enforcement has an interest, they will place the inmate in a dry cell and allow them to conduct their investigation.

MOTION: Commissioner Hedberg moved to approve the Dry Cell & Contraband SOP as updated. Commissioner Piper seconded the motion, and all were in favor.

b. Revision of Contraband and Evidence SOP – Supt. Lethbridge stated that this is relative to the search SOP. It provides officers with more guidance on packaging and submitting any evidence they find.

MOTION: Commissioner Hedberg moved to approve the revision to the Contraband and Evidence SOP. Commissioner Piper seconded the motion, and all were in favor.

c. Hospital Detail SOP – Supt. Lethbridge stated that the Commissioners approved their transport SOP and Transport in Custody Officers SOP. This is the third SOP that ties into those. It gives details for officers who are on hospital details. They tried to anticipate any issues that might arise during a hospital detail. Commissioner McLeod asked if this was reviewed by any local area hospitals for their input. Supt. Lethbridge stated that he did not. He noted that it is clear from this policy that the inmate's life is the most important priority. In the event of a medical emergency, the restraints would be removed as directed by hospital staff.

Commissioner Hedberg noted a typo in the document.

MOTION: Commissioner Piper moved to approve the Hospital Detail SOP as amended. Commissioner Hedberg seconded the motion, and all were in favor.

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

Commissioner McLeod stated that they have received questions regarding the condition of the Courthouse and why preventative maintenance is not being performed. Supt. Oakes stated that preventative maintenance is done on the building. He explained that the issues they are looking at are large, such as the sprinklers and asbestos throughout the ceilings. Supt. Oakes stated that it

is not that the maintenance is not being done to the building; rather, it is the fact that they are running 50-year-old equipment, which should speak to the level of maintenance being done to the building. He stated that there have been steady capital improvements and the construction of new buildings throughout the years on the County complex. When the DoC was built and attached to the courthouse, they were aware of the issues with the Courthouse, but they did not anticipate needing to build a new one; they thought it could be renovated. Over the years, various measures have been taken to mitigate problems, and regular maintenance has been performed. He stated that to say maintenance has not been done is an insult to him, as he is very proactive.

Commissioner Piper stated that misinformation has been put out there regarding Supt. Oakes's work on the courthouse. This report he just gave is a clear example of preventative care that is taken care of on the complex. When former Commissioner Ahern was here for their last meeting, he strongly endorsed what Supt. Oakes has done for the County. Regardless of how they feel about the expense to taxpayers, they must be correctly informed.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the August 12th meeting. Commissioner Piper had one (1) grammatical edit. Commissioner Hedberg had the following edit:

- Page 5, Paragraph 1 – Commissioner Hedberg changed the sentence “She noted that one (1) of the issues with the current building is that much of the space is not used” to read “She noted that one (1) of the issues with the current building is that much of the space is not usable.

MOTION: Commissioner Piper moved to approve the minutes from the August 12th meeting as amended. Commissioner Hedberg seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1019-1021; 2025-08.15.2025.

3. CA Libby stated that the Commissioners have been invited to the Twin Pines 35th Anniversary Celebration on September 13th.

4. Sheriff Myers – Monthly Meetings – Commissioner McLeod stated that they had an email forwarded to them from Sheriff Myers. She read the following email:

I would like to express my appreciation for the board's continued interest in the work of our department. After careful consideration, I will not be providing monthly written reports moving forward. Instead, I would like to extend an open invitation for them to visit our department at their convenience.

I believe that in-person visits will provide a more comprehensive understanding of our initiatives, progress, and daily operations than written summaries can convey. During such visits, my team and I would be pleased to share updates, answer questions, and discuss our work in detail.

Commissioner Hedberg stated that she appreciates the invitation, but she would also find it helpful to know what is happening with basic operations. Commissioner McLeod indicated that she agrees; their responsibilities include overseeing how County taxpayer funds are being used, and they are not receiving any of that information. An in-person meeting visit to her office does not give them the same information as a monthly public meeting. She would request that Sheriff Myers continue to be put on the monthly agenda. She appreciates the invitation, but the transparency that people are looking for is not being addressed with this. Commissioner McLeod stated that she will not support any further funding requests from the Sheriff's Department unless the Sheriff provides information at their monthly meetings. She asked CA Libby to continue to put Sheriff Myers on the agenda.

5. Commissioner McLeod signed the following CDFA Paperwork:

- Authorization to Submit Claims
- BEDC Micro CDBG - \$98,150.00

6. EMS Study Update – CA Libby read the following email update from Don Bliss from Municipal Resources Inc.

We have completed a second round of in-person interviews with key stakeholders (fire chiefs, EMS chiefs, hospital providers) and are scheduling some additional virtual interviews. The on-line survey results have been analyzed, and the mapping process is underway. We are still waiting for the state to respond to our response data request. We have had quite a bit of back-and-forth communications to deal with their data privacy restrictions and concerns. We have begun drafting the report based on the information that we have collected so far.

We are seeing some interesting trends. While on the negative side, there are some serious financial issues in some communities, the recent legislation (sponsored by Sen. Prentiss) concerning standardized billing rates will help significantly with revenues. Volunteer and full-time recruitment and retention continues to be a challenge. But we have heard from numerous stakeholders that they recognize the need for a more regional approach to EMS, with strategically located ambulances that are complemented by volunteer first responders (FAST squads) in the smaller communities. The Plymouth fire chief is taking the lead on an effort to develop a multi-community fire and EMS district that would distribute resources in a more efficient manner. This initiative looks promising and could be a model that other parts of the county could emulate. We are encouraged that many fire and EMS agencies in the county are recognizing the need to collaborate and even reorganize on a regional basis, which has not been the case until recently.

CA Libby stated that she hopes to have a report from MRI within the next couple of months. Commissioner Piper wondered how this might interact with the request from the Plymouth Fire Chief. Commissioner Hedberg stated that she has not had further conversations with the Fire Chief. As they examine other funds that the County may have, it will provide them with a clearer picture of what the County can do. They also need to understand what is happening with the other communities involved.

7. July Financial Reports

CA Libby stated that July is a month when they close out the fiscal year, and they always start slow. The monthly variance report has a lot of red, but on a positive note, the Nursing Home operating revenue is starting off in the positive. They are running on target with the budgeted census. The Register of Deeds also exceeded its revenue target in the first month. CA Libby pointed out that the Town of Haverhill estimated their tax bill and sent the County half of that payment when they collected taxes in July.

Expense – CA Libby stated that it is not abnormal for departments to show negative variances during the first couple of months of the new fiscal year, as they typically pay several large items at the start of the fiscal year. She noted that the County Cap has not been set yet. The Medicaid Rate is \$5.23 ahead of what was budgeted for the first six (6) months of the fiscal year as well. CA Libby reported that they have not drawn down on the TAN yet, but she anticipates the first drawdown happening at the end of the week.

8. Funds Discussion – CA Libby reviewed the attached documents on the availability of LATCF, ARPA Interest, and Opioid Abatement Fund monies with the Commissioners.

CA Libby stated that, regarding AS Director Mitchell's request for funding, she would suggest allocating it from LATCF funds rather than Opioid funds, as this would provide AS Director Mitchell with more flexibility in utilizing it across all their participants. Commissioner McLeod expressed concerns about funding the full \$50,000 out of LATCF funds, given the uncertainty about the outcome of the EMS study, noting that they would not be able to use the Opioid funds for any expenses arising from that study. CA Libby suggested splitting the \$50,000 between Opioid funding and LATCF funds.

MOTION: Commissioner Hedberg moved to fund Alternative Sentencing in the amount of \$50,000, to be split between the LATCF and Opioid funds, at \$25,000 each.

Commissioner Piper seconded the motion, and all were in favor.

9. Courthouse Follow-up Discussion – Commissioner Piper stated that there is still uneasiness out there regarding the state's role in the courthouse. She asked what the annual dollar amount is that the State of New Hampshire pays for the lease, and inquired if that amount can be increased. Commissioner Piper also inquired about the budget for a renovation. She stated that the EH Danson report says the renovation would be more expensive, but questions what that cost would be. Commissioner McLeod inquired about the potential impact on taxes.

CA Libby reiterated the point Supt. Oakes said. The preventative maintenance that has been done speaks for itself. They are using equipment that is far past its useful life. The maintenance department has done everything they can to keep that building running. Commissioner Hedberg noted that they are now having issues with finding parts for some of these pieces of equipment. Commissioner McLeod also noted concerns about life safety issues.

Commissioner McLeod stated that Chief Justice MacDonald came to one (1) of their meetings as well as the business administration from the State. They reassured the County that the courts would stay in North Haverhill. CA Libby added that the courts have been located in North Haverhill for 54 years, and that speaks to the fact that the State is not going anywhere. If the County designs space tailored to what the State is looking for, she does not foresee them leaving. CA Libby stated that the state pays \$338,208.00 per year for a 2-year agreement. Probation and

Parole pays \$30,475 per year, and noted that they have significantly less space. These leases expire June 30th, 2027, and at that point, they will negotiate new leases. CA Libby stated that the State can only do up to a five (5) year lease, without needing to do extra work. She stated that she will investigate what that extra work is because she would like a 10-year lease. At that time, they will also look at square footage rates and market rates. The County will be asking for more money from the lease if they build a new courthouse.

Commissioner Piper asked what kind of conversation had happened with Probation and Parole after the comment from the Sheriff regarding that department looking to move each year. CA Libby stated that it depends on who you talk to at Probation and Parole. She stated that the indication from the state is that they are happy with their offices here. It is the officers themselves who would like to move. She stated that this is a conversation that has been had with Probation and Parole. Commissioner Piper stated that Sheriff Myers asked about the state leasing buildings to house their people. Commissioner McLeod stated that the state leases some courthouses and owns others. They lease the Grafton County Courthouse.

Commissioner Piper stated that there is money available through LATCF and ARPA Interest. If people want a renovation budget, the question is whether to spend the money to determine that number. Commissioner Hedberg stated that if they look at the EH Danson report, it looks at space needs, much like what was in the Lavallo Brensinger report, but it was done with 2021 figures. She is not sure if they need to spend that money again.

CA Libby stated that the Commissioners need to make a decision. If they are not going to pursue the new courthouse, they would need to start discussions on how to address the current building. If they vote to proceed, a public hearing will be required before the Delegation can vote on the bond. With the DoC, they held multiple public hearings throughout the County in the evenings to make it as easy as they could for the public to provide input on that project. The Chairman of the Delegation will then have to set a date for a meeting. From there, if the Delegation voted to approve it, Lavallo Brensinger would need twelve (12) months for the documents to be finished. If they had a notice to proceed by November 1st of this year, construction would start in November 2026, and it is an estimated 18-month construction with a completion date of May 1st, 2028.

CA Libby stated that the statute requires the full Delegation to make a vote, not the Executive Committee. They have discussed setting up dates and times to make tours available to the Delegation members. She stated that some members have done it in the past, but it was before this current Delegation.

CA Libby then reviewed possible bond scenarios with the Commissioners and answered questions. She stated that there are many ways they can structure the financing. The interest they pay increases with the number of years they pay on the bond. She stated that she considered spreading out the bond to reduce its impact. She stated that this specific scenario is based on two (2) 25-year bonds, and it would cost \$25 million in interest over the life of the bond in this scenario.

Commissioner Piper stated that she is thinking of the tariffs that will cause prices to go up to some extent, and also noted that the stock market has been volatile and 401 (k) s are still being affected. When they have CA Libby saying it would be \$25 million in interest, the impact is significant. Commissioner McLeod stated that if not this, they move to the renovation stage and get that information, noting that they need to do something. Commissioner Hedberg stated that doing nothing is not an option in her opinion. If they do nothing, they are putting themselves at risk of a major mechanical failure, despite the great preventative maintenance that has been done. Commissioner McLeod agreed, stating that not doing anything is not an option. They are discussing making a recommendation to the Delegation, and it is ultimately their decision. Commissioner Hedberg asked if they would consider holding public comment now and revisiting their conversation afterward, rather than postponing it until next week after hearing public comment. Commissioner Piper felt that was a good idea.

Public Comment

Sheriff Myers stated that the Commissioners mentioned a letter from Doug Dutile and asked if they were going to read that into the minutes. She stated that in the previous meeting, she did ask if anyone had checked with the state to see if they would be interested in leasing land and building their own building. Sheriff Myers stated that, for clarification, it was the Chief of Probation and Parole that has mentioned moving to Probation and Parole in Plymouth. She stated that she is offering different options for the courthouse, given the total cost of this proposed project, which would help taxpayers. It is a huge burden. With the towns that underwent reevaluations, she thinks of those people, and she stated that she does not want to see her taxes spike, mainly at the state's expense. It should be spread out across all taxpayers, not just Grafton County.

Nick De Mayo stated that the Commissioners covered a lot of ground this morning, and he appreciates the explanation of the funds. He stated that it sounds like the LATCF and ARPA funds are public money retrieved by the federal government, which is taxpayer money. The Opioid Abatement funds are from a lawsuit brought against the drug companies. The state has received money from that, and the counties are only getting 1/10 of 15% of those funds. The state is getting 85%. N. De Mayo asked what the state is doing with the 85%. He stated that maybe those other funds can be used to defer the cost of the courthouse to the taxpayers. He stated that CA Libby never addressed the other avenues available regarding the courthouse fix. She only addressed bonding. He would like to know the other avenues costs.

Commissioner McLeod stated that there is a Commission that oversees the other 85% of the Opioid Abatement Trust Fund, and that information can be found online.

Commissioner Piper read the attached letter from former Sheriff Doug Dutile.

Commissioner Hedberg stated that N. De Mayo mentioned other avenues for funding the project. She said that what CA Libby did was get a scenario for bonding, and what she presented was similar to what was done in the past that has worked. If this moves forward, they will get more

specifics. This was one (1) scenario for bonding that would perhaps work best. Commissioner Hedberg stated that doing a huge repair without planning would be worse, in her opinion.

Commissioner Piper stated that she would continue to be interested in the points the Sheriff raised. The County has two (2) departments that benefit from having the courthouse here. This is a difficult issue. She stated that she remembers the conversation with the State of New Hampshire, and she wished that the County did not have to pay the bill for what is primarily a state function. She would like to present that back to the state, given the feedback they have had from constituents. CA Libby stated that the State of New Hampshire was very clear that they would not build a courthouse for Grafton County. The purpose of the meetings with the State of New Hampshire was to ensure they would remain a tenant if the County were to build a courthouse to house them as well. CA Libby stated that the State was very clear in conversations that a Grafton County Courthouse was not something they were going to take over.

Commissioner Piper stated that this seems to be a concern that folks keep bringing up, that this is a state function. Many of their residents have indicated that they do not have an interest in building for the state as well. The County is more accountable to its taxpayers than the State is. CA Libby stated that they need to remember that the state court system is located in Haverhill to provide services to those in this area. She stated that if they discuss the court system not being in North Haverhill, it will have a significant impact on the departments that are still located in North Haverhill as well. The transports from the Department of Corrections to court would increase, and the Attorney's Office would also have to travel to court. CA Libby stated that this is not clear-cut; there are many components involved.

MOTION: Commissioner Hedberg moved to advance the recommendation to design and construct a new courthouse for Grafton County. Commissioner McLeod seconded for discussion.

Discussion: Commissioner McLeod asked if this is what's needed to move forward to the Delegation. CA Libby stated that the motion should be that the Commissioners approve the conceptual design and move the project forward to the delegation for bonding.

MOTION: Commissioner Hedberg amended her motion and moved to approve the conceptual design, thereby moving the project forward to the Delegation for bonding consideration. Commissioner McLeod seconded the motion. The Commissioners voted on the motion. Commissioner McLeod and Commissioner Hedberg were in favor, and Commissioner Piper was opposed. With the vote being two (2) in favor and one (1) in opposition, the motion passes.

Commissioner Piper stated that now is the time to talk to the Executive Committee.

12:03 PM With no further business, the meeting adjourned.

Respectfully Submitted,


Katie Wood Hedberg, Clerk

Alternative Sentencing Commissioners' Report July 2025

Directors Report:

Grafton County Alternative Sentencing completed five participants from Adult Diversion in July. The graduation ceremony was held on July 25, 2025.

All programs are busy and receiving referrals.

In July, \$38.45 from the Opioid Abatement Funds and \$0.00 from the Local Assistance and Tribal Consistency Fund were used to support participants.

Census:

Alternative Sentencing and Mental Health Court had 38 active participants, 02 successful completions from MHC, and 09 successful completions in July for Alternative Sentencing program participants. 11 referrals are pending for Alternative Sentencing programs, 12 referrals for Mental Health Court, plus 8 *actively supported* applicants for Mental Health Court.

**Actively supported meaning, the applicant is being provided intensive case management by the Mental Health Court team before pleading into the program. This is often a necessary step to stabilize the individual enough to move to the next step.*

***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

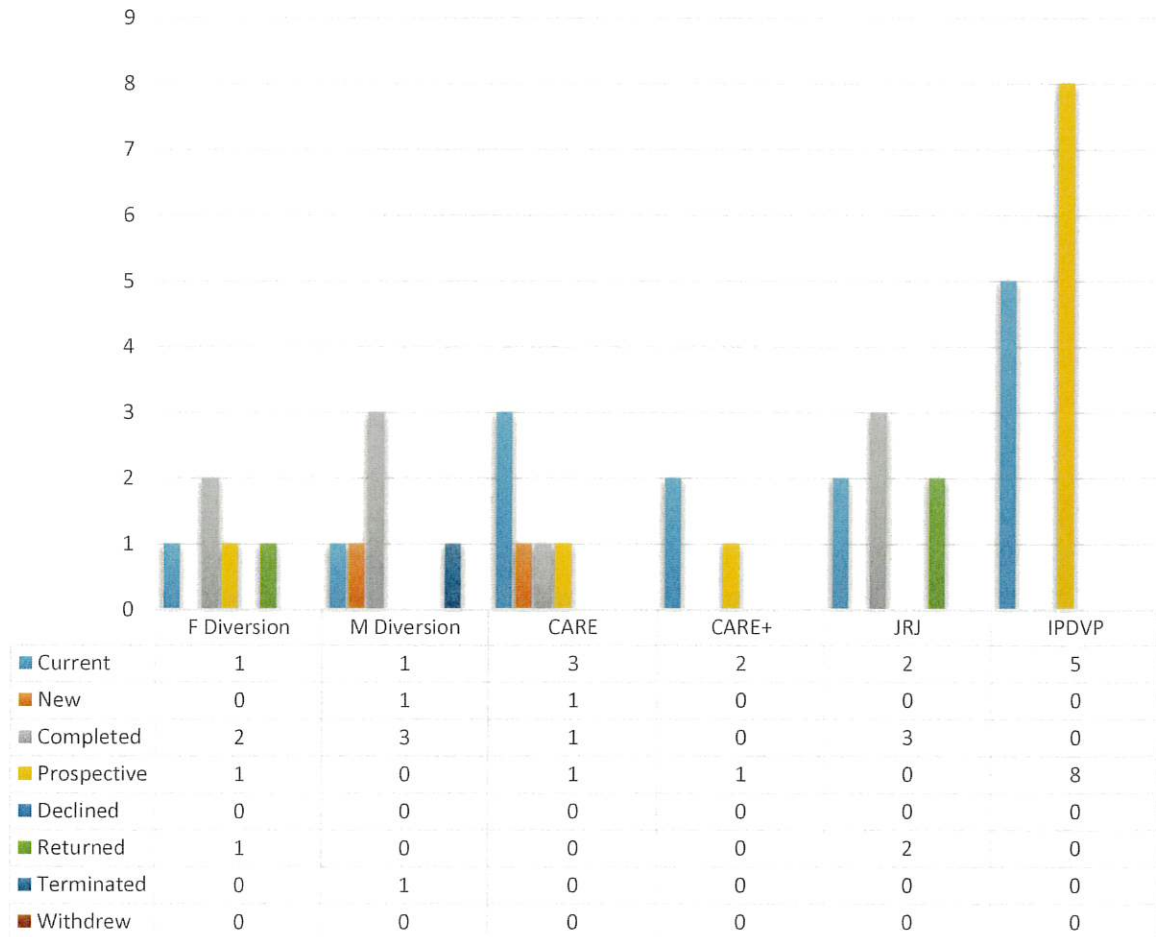
Anger Management Assessment and Programming

Life Skills Group

Alternative Sentencing Commissioners' Report July 2025

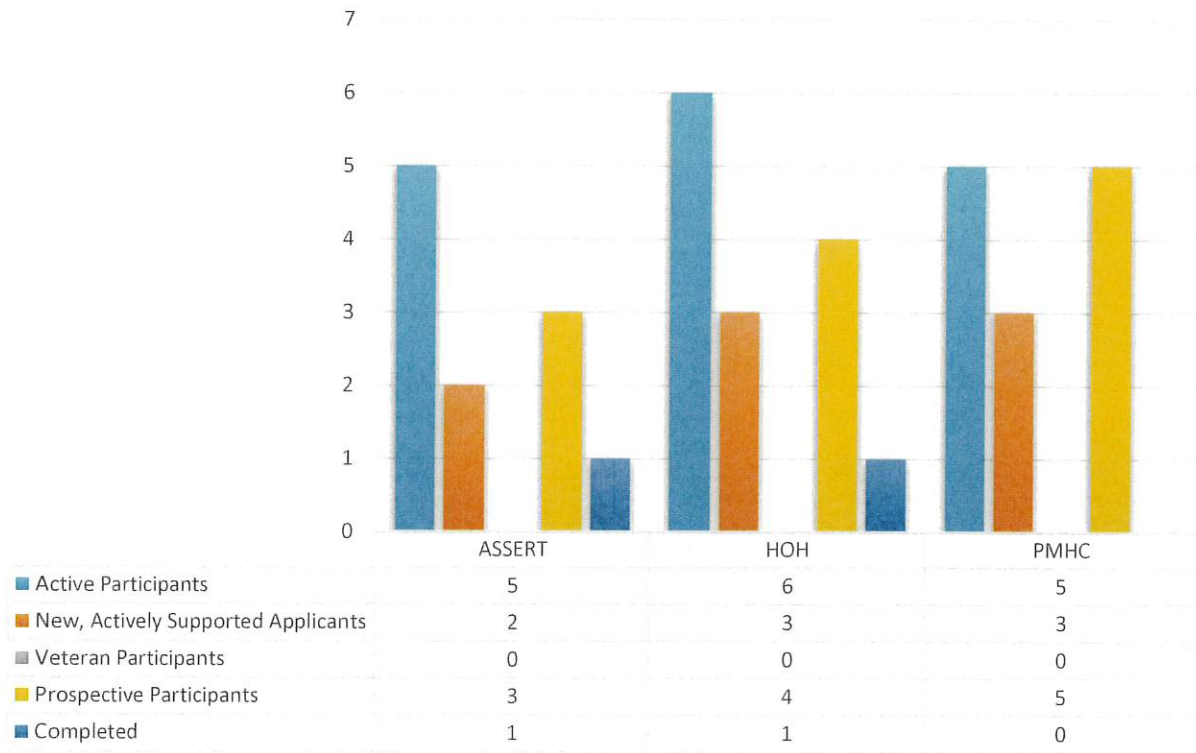
Alternative Sentencing Programs

JULY 2025



Alternative Sentencing
Commissioners' Report July 2025

Mental Health Court
July 2025



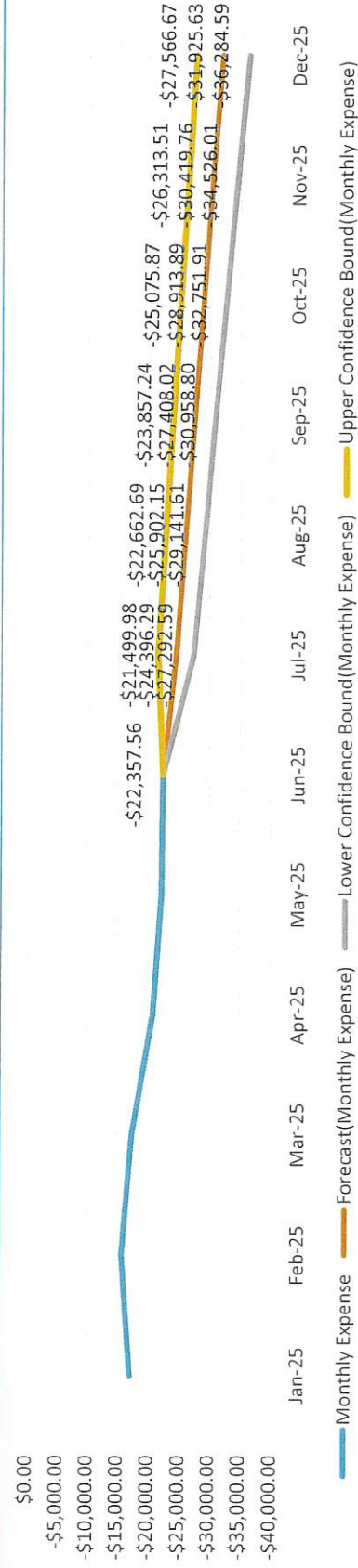
Alternative Sentencing Commissioners' Report July 2025

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-------------------|------------------|------------------|------------------|-------------------|-------------------|--------------------|--------------------|-----|-----|-----|-----|-----|
| JRJ | | | | | | | | | | | | |
| AD | \$90.50 | \$90 | \$100 | \$230 | \$288 | \$363 | \$44 | | | | | |
| MISSED | | | | | | | | | | | | |
| LATE | | | | | | | | | | | | |
| + UA's | | | | | | | | | | | | |
| Anger Managem ent | \$35 | | \$50 | \$110 | | | | | | | | |
| Emerge | \$250 | \$403 | \$100 | \$575 | \$575.25 | \$525 | \$350 | | | | | |
| CARE | | | | | | \$75 | | | | | | |
| MISSED | | | | | | | | | | | | |
| + UA's | | | | | | | | | | | | |
| BDAS | \$1628.81 | \$1901.42 | \$1682.31 | \$3270.02 | \$3184.34 | \$3676.78 | \$3288.68 | | | | | |
| Totals | \$1969.31 | \$2394.92 | \$1882.31 | \$4,185.02 | \$4047.59 | \$4639.78 | \$3682.68 | | | | | |
| Grand Total | <u>\$3598.12</u> | <u>\$5993.04</u> | <u>\$7962.35</u> | <u>\$10357.27</u> | <u>\$12239.58</u> | <u>\$16,424.60</u> | <u>\$20,472.19</u> | | | | | |

Alternative Sentencing Commissioners' Report July 2025

The SIM Transitional Housing Initiative is currently supporting nine individuals. Four rooms are used in Littleton. One room in Plymouth and one room in Lebanon, with one individual working through the intake process. Due to projected expenses being close to depleted in December 2025, we have capped referrals to the program and are focusing on obtaining permanent housing for the participants currently enrolled.

| Date | Monthly Expense | Forecast(Monthly Expense) | Lower Confidence Bound(Monthly Expense) | Upper Confidence Bound(Monthly Expense) | Total |
|--------|-----------------|---------------------------|---|---|---------------------|
| Jan-25 | -\$17,251.48 | | | | -\$17,251.48 |
| Feb-25 | -\$15,824.86 | | | | -\$15,824.86 |
| Mar-25 | -\$17,451.40 | | | | -\$17,451.40 |
| Apr-25 | -\$20,805.68 | | | | -\$20,805.68 |
| May-25 | -\$22,107.82 | | | | -\$22,107.82 |
| Jun-25 | -\$22,357.56 | -\$22,357.56 | -\$22,357.56 | -\$22,357.56 | -\$22,357.56 |
| Jul-25 | | -\$24,396.29 | -\$27,292.59 | -\$21,499.98 | -\$22,357.56 |
| Aug-25 | | -\$25,902.15 | -\$29,141.61 | -\$22,662.69 | -\$21,499.98 |
| Sep-25 | | -\$27,408.02 | -\$30,958.80 | -\$23,857.24 | -\$22,662.69 |
| Oct-25 | | -\$28,913.89 | -\$32,751.91 | -\$25,075.87 | -\$23,857.24 |
| Nov-25 | | -\$30,419.76 | -\$34,526.01 | -\$26,313.51 | -\$25,075.87 |
| Dec-25 | | -\$31,925.63 | -\$36,284.59 | -\$27,566.67 | -\$26,313.51 |
| | | | | | \$257,565.66 |



Monthly Department of Corrections Activity Report

July 2025



Major Incidents:

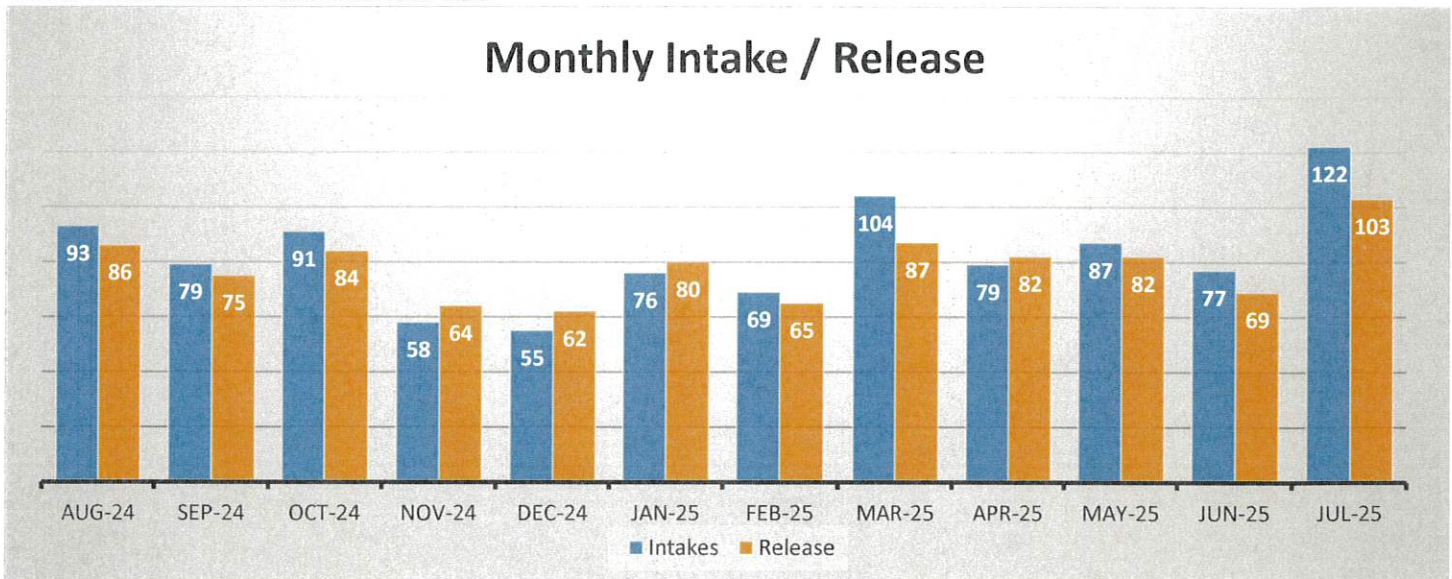
There were no major incidents in the Grafton County Dept of Corrections in July.

Population Data:

Total Intakes for the Month: **122** (Coos County Females:8)

Total Releases for the Month: **103**

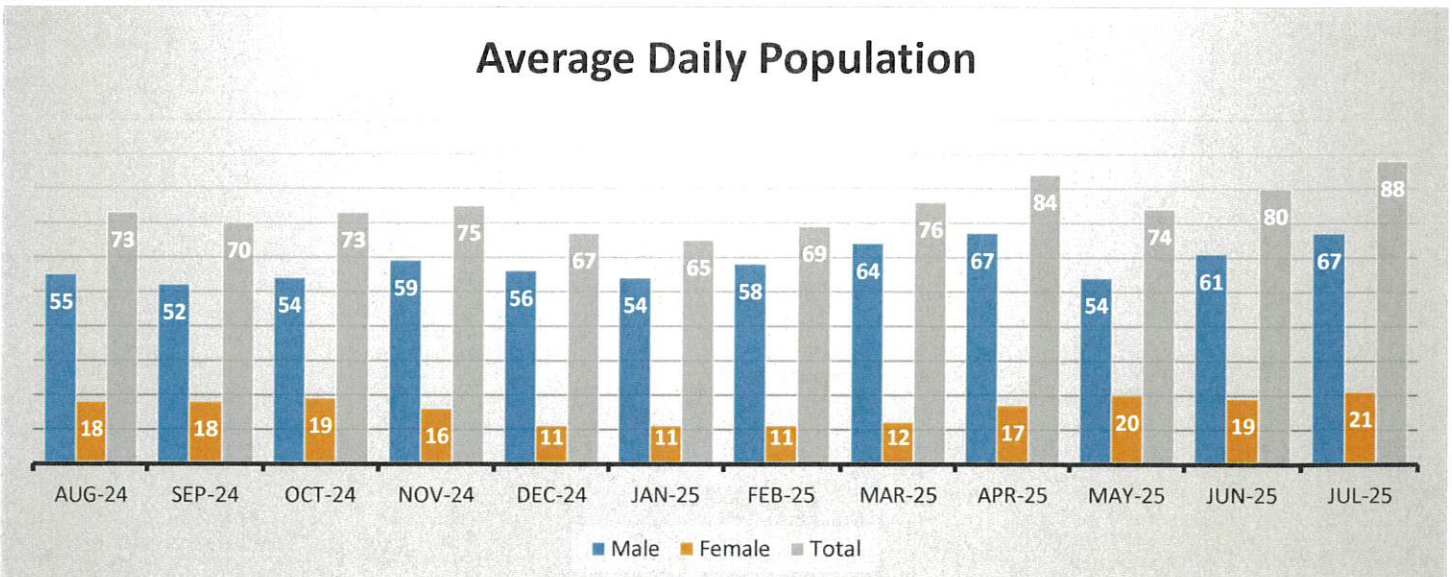
Monthly Intake / Release



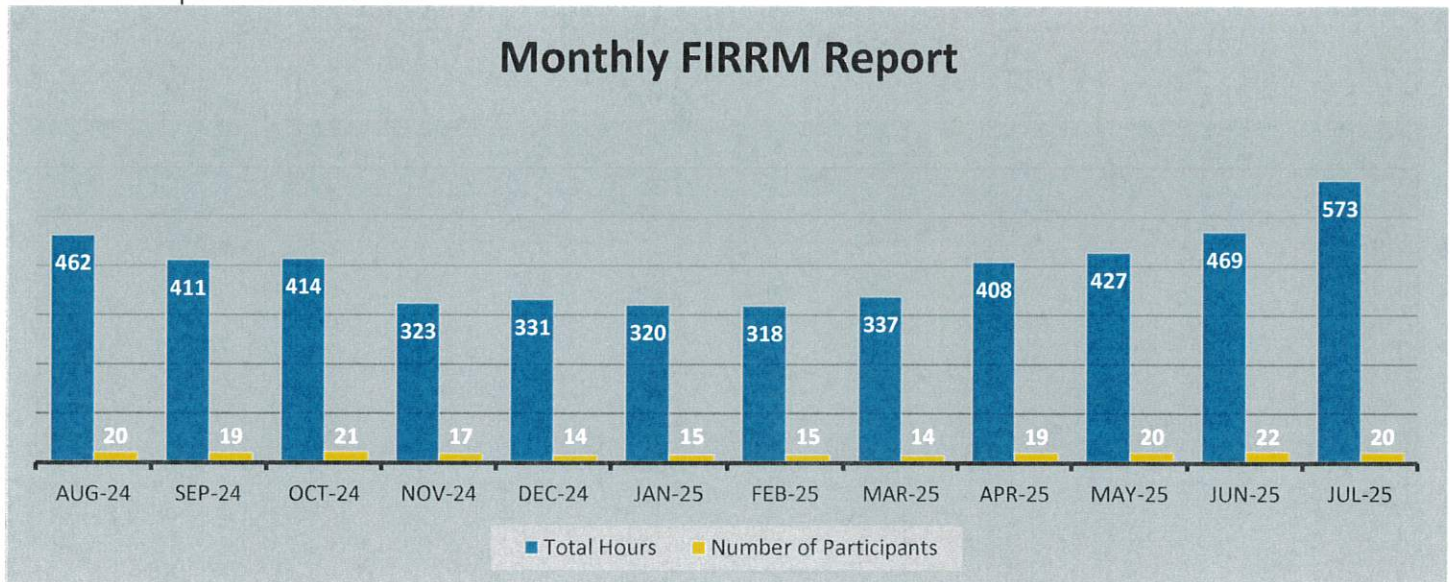
In House Average Daily Population for the Month: **88**

Male: **67** Female: **21**

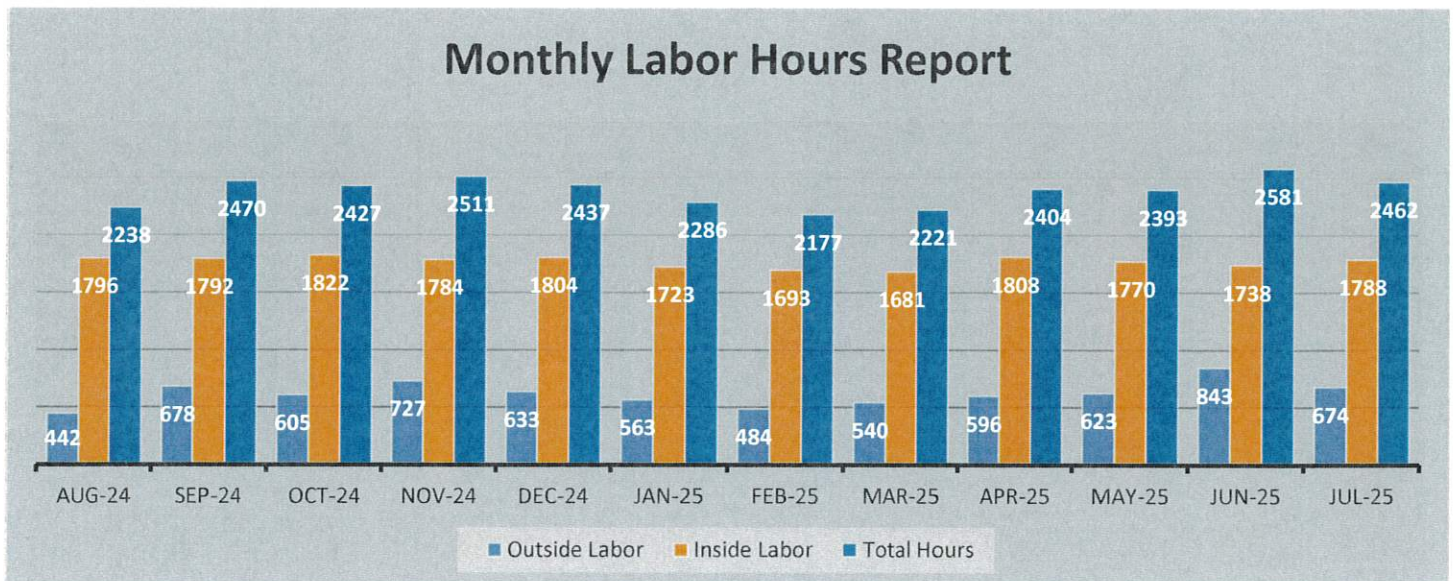
Average Daily Population



Inmates participating in FIRRM program during the month: **20**
Total Participation Hours: **573**



Hours of inmate labor outside the facility: **674**
Hours of inmate labor inside the facility: **1788**



Food Service:

Average per meal cost to feed each inmate: \$1.87

The cost per meal was up \$.01 from June. 7,577 inmate meals were served during the month of December, for a total food expenditure of \$14,151.

The DOC began receiving the first farm produce in July; about 184 lbs of zucchini were processed for storage or cooked for inmates from the County Farm. Lt. Allaire has prioritized farm work and

produce processing in the kitchen as inmate work assignments to maximize the amount of produce the DOC can receive, process, and store for the coming year.

Medical:

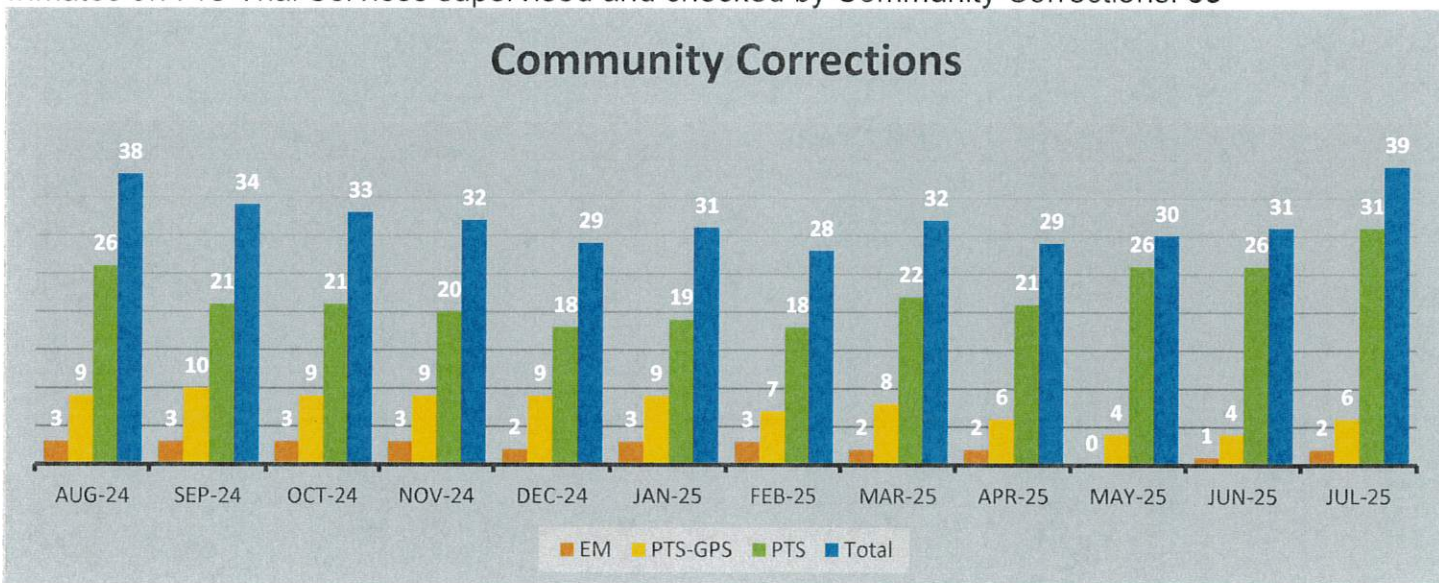
There were no medical emergencies or major events in June. All nursing positions are filled. The Grafton DOC is seeing inmates with more significant medical and mental health problems than was common even a decade ago. The increase in medically fragile inmates is consistent with nationwide trends.

Community Corrections:

Inmates supervised on Electronic Monitoring: 2

Inmates on Pre-Trial Services with GPS: 6

Inmates on Pre-Trial Services supervised and checked by Community Corrections: 39



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): 0

Promotions during the month: 0

Significant Developments and Achievements:

Officer Seth Pond was recognized by Sgt Balch for notable diligence in his duties. While conducting razor exchange, Officer Pond attention to detail allowed him to spot a razor where the blade had been removed and replaced by similar appearing paper. Officer Pond immediately isolated the inmate and recovered the missing blade. Corrections work requires consistent attention to small details, and I am

very grateful for Officer Pond's diligence, which may have prevented a serious assault on staff or another inmate.

Sgt. Levi Buxton, the DOC Training Sergeant, graduated from the National Association of Counties Professional Development Academy. This is a rigorous leadership training program for all types of local government supervisors. Sgt. Buxton not only completed the program while maintaining all of his training duties, he also graduated with a perfect score.

Significant Problems:

There were no significant problems in the Dept of Corrections in July.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jun 24 – Aug 25, 2025

Energy Efficiency and Conservation Block Grants

Dairy Barn & Pig Barn Lights – We converted 90 of the barn's fluorescent lights to energy efficient, sealed LED fixtures. This \$7,700 project will save the county \$3,458 annually and the energy savings will pay for the material cost in 2.25 years.

Domestic Hot Water (DHW) Tanks – The new hybrid electric DHW tanks arrived several weeks ago but other projects have kept us from installing them. I am tentatively planning to have my staff install them within the next few weeks.

Alternative Sentencing Building Windows – We are still awaiting Beckett Glass to receive our window order, and they will schedule through me once they have all the materials in their possession.

Complex

Elevator Preventative Maintenance – Stanley Elevator completed quarterly inspections on all complex elevators and all passed without issue.

Sprinkler Preventative Maintenance – Hampshire Fire Protection completed quarterly inspections and tests of all complex sprinkler systems...no issues reported.

HVAC & Refrigeration Preventative Maintenance – Alliance Mechanical completed their inspections and tests of air conditioning and refrigeration systems. The few things found are documented under the specific buildings below.

In-ground Grease Trap Preventative Maintenance – Schofield Septic pumped and cleaned both the nursing home and DOC kitchen grease traps. No issues noted.

COURTHOUSE

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Heating, Ventilation and Air Conditioning (HVAC)

- Air Conditioning Condensing Unit (ACCU) 1: This ACCU that was recently repaired had one of its new compressors experience a locked rotor condition that caused a refrigerant line to burst and dump mineral oil onto the EPDM rubber roofing. The roofing material reacted badly to the spill, causing it to bubble up in numerous locations. In a recent meeting I reported two roofing companies evaluated the damage and provided repair quotes, which you selected the quote of DG Roofing. DG Roofing is on site today to repair the roof. Trane Corporation provided a warranty replacement compressor and Alliance Mechanical installed the warranty replacement and serviced the system with refrigerant. I am working with PRIMEX on a claim that should cover the roofing repairs and possibly the mechanical ones as well.

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- Dispatch Radio Room AC: This unit continued to experience faults after replacing a thermistor several weeks ago. We replaced a contactor to get a final fix on it.
- Pump 2: Had its electric motor short out. We replaced the motor.

Plumbing

- Pressure Reducing Valve (PRV): The building's PRV failed and was cause for a leak at the superior court monitor's office toilet. No other sections of the building were affected. The bathroom is off-line until we receive and install a rebuild kit for this valve. The part has been backordered for a couple weeks and is due to deliver in early September.
- Domestic Hot Water (DHW) Tank: Dustin Taylor, the department's master electrician, identified where someone in the past had incorrectly wired the DHW tank to where it violated electrical code. To correct the problem, he installed a non-fused disconnect and appropriately sized circuit breaker.
- DHW Tank: Rick Colbeth identified that the same DHW tank did not have a mixing valve per plumbing code. I ordered the part and Steve Whitcomb, the department's plumber, will install it.

Sidewalk – The sidewalk along the front of the building was badly chunked in several areas, posing a tripping hazard to pedestrians. We've repaired one large area to the South of the main entrance and are currently repairing a section on the North side.

Jury Entrance – The hydraulic door closer for the jury entrance door failed due to a leak. We replaced the door closer to correct the issue.

NURSING HOME

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

Lighting – Through an attrition process as light ballasts failed we upgraded several inside lights from fluorescents to energy efficient LEDs.

Beds – We performed various repairs to several beds to keep them serviceable. Craig ordered 15-new beds, which delivered a week ago. We are still awaiting new mattresses to go with them along with side rails. Once these items are received we will be distributing the new beds to the various floors where there are gaps.

Patient Lifts – Two more lifts failed actuator lift tests. Craig ordered replacement lifts and my staff scrapped these two old ones since the manufacturer no-longer makes replacement parts for them.

Building Impact Damage (Insurance Claim) – Schulz Contracting replaced a section of the exterior wall and the window in room 101A. My staff completed all the painting and interior finish work to restore the sheetrock walls in 101A and 101B. Daryl Hamlett, a local mason, rebuilt the exterior brick façade below the

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window. I believe PRIMEX has paid the county most of this claim and is working on a supplemental payment because the window cost was higher than expected.

HVAC & Refrigeration

- ACCU 1: kept tripping its main circuit breaker. The department's electrician discovered the ACCU load is 225 amps but the main breaker was rated for only 200 amps. He replaced the main circuit breaker with 225-amp breaker.
- Walk-in cooler: This unit wasn't keeping its set temperature...to correct the problem we replaced a contactor that had burnt contacts.
- Heat Recovery Unit Air Handler HRU 1: This unit stopped producing cold air...to correct the problem we replaced a bad air flow sensor to restore the connected ACCU's cooling ability.

Ice Machine – The 22-year old existing refrigeration package had become less reliable due to a proliferation of age-related part failures in the past few years. Because of this my staff replaced the entire refrigeration package, which will give this ice machine another 20-years of use.

Bathing System – One of the Meadow tub lift chairs had a controller pendent fail, so we replaced it.

Security

- Employee Entrance: The Secure Care access keypad between employee inner and outer entrance doors started working intermittently. To correct the problem, we replaced a worn-out keypad.
- Maple Stairwell Exit by Elevator: The Locknetics maglock securing the stairwell door stopped functioning. As an interim measure we replaced it with a used one we had in stock but found that one's delayed egress function didn't work. I had a contractor install a different brand maglock to replace the interim maglock.
- Granite Clean Utility Room: Numerous employees had complained their keys worked intermittently in this lock. We replaced a worn-out lockset to correct the problem.

Elevator – Someone smashed the main elevator recall button into the wall. Stanley Elevator replaced it.

Laundry

- Washer 3: The department's master electrician identified that washer 3 did not have a non-fused disconnect per electrical code. He installed the proper disconnect.
- Washer 3: This washer was leaking water at the door...we rebuilt the cold-water valve to correct the problem.

Make Up Air Unit – Access to the DX cooling coils in the attic ductwork was precarious to get to. We fabricated and installed permanent scaffolding to access and work in that area safely.

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Fire Alarm – Fire pull station 61 in the boiler room failed...we replaced the pull station.

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

Lighting – Through an attrition process as light ballasts failed we upgraded several inside lights from fluorescents to energy efficient LEDs.

Front Steps & Porch

- Copia Specialty Contractors had a crew make a concrete repair to the front steps. They will return sometime in the next month to recoat the repair areas now that the new concrete has cured.
- The deck railings are heavily corroded. We sand-blasted and painted two sections thus far and are sand-blasting a third currently. We have one more to go after the third one is complete.

Other Entrances – Many of the entrance doors and frames are rusting, the handrails are rusting and the trim around the doors is in decay.

- Employee Entrance: The rails have been sandblasted and painted. We replaced and painted the door trim. We still need to address minor rust on the door and paint steps and landing.
- UNH Extension Entrance: The door is heavily rusted and is in the process of be replaced with a new metal door and frame. We sandblasted the handrails and painted them. The landing and steps require painting.
- Commissioner's Porch Fire Escape Exit Door: This door has a lot of rot around window pane areas and is not worth restoring. We installed a temporary weather door and I am in the process of procuring a replacement metal door.
- Maintenance Shop Door: We replaced the door, lockset, frame, threshold and door trim. We still need to paint the door.
- ADA Entrance Door: This door and frame are heavily rusted. I am in the process of procuring a replacement door and frame.
- Basement level Entry Door by Restrooms: This door and frame are heavily rusted. I'm in the process of procuring a replacement door and frame.
- South Entrance Door: We are in the process of replacing and painting the door trim. We still need to sandblast the and paint the handrails, address minor rust on door and paint the steps and landing.

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Generator – Although we made various repairs to eliminate a coolant leak, the leak persisted. A Powers Generator technician discovered a burr on the water pump flange and once filed down and re-clamped the leak stopped.

Dept. of Corrections (DOC)

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Sewage Pump 2: This pump kept tripping its circuit breaker. We troubleshot the cause to a bad circuit breaker and replaced it to correct the problem.

HVAC

- Heat pump WHP-B2 has a bad pressure switch. The part is on hand and awaiting Alliance Mechanical to install it. It also had a bad contactor, which we replaced.
- Heat pump WHP-F1 has a bad pressure switch. The part is on hand and awaiting Alliance Mechanical to install it.
- Heat pump HP-H8 had its compressor fail. My staff removed the heat pump from the ceiling and Alliance Mechanical replaced the compressor and serviced its refrigerant. My staff reinstalled the unit.
- Air handler ERU-D1 had its fan motor bearings fail...we replaced the bearings.
- Refrigerant Exhaust Fan REF-H1: We discovered mud wasp had built a nest in the fan motor, which was cause for it burning out. We replaced the motor.

Security – Cell D102 has a worn lockset. We did a temporary repair and are awaiting new lockset.

Kitchen

- Steam Table: The hot wells towards the cooking line were heavily degraded and needed replacement. We installed new hot wells, wiring and controls.
- Dishwasher: We replaced some broken door springs on this machine.
- Walk-in Freezer: The one in the property store room had its evaporator freeze up. Alliance Mechanical discovered the door seal had failed and was cause for the freeze up. The seal is back-ordered.
- Walk-in cooler: The one in the property room had its right evaporator fan fail...we replaced its fan motor.

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Laundry

- Washers 1 & 2 and Dryers 1 & 2: The department's electrician discovered the washers and dryers lacked non-fused disconnects at all locations per electrical code. He installed non-fused disconnects at all four locations.
- Washer 1 & 2: Both washers had leaks at their doors. We replaced the cold-water solenoid valve on washer 1 and the hot-water solenoid valve on washer 2.
- Dryer 1 had a blown fuse and burnt contactor...we replaced both parts.
- Dryer 2 wouldn't run...we replaced a blown door fuse and bad contactor.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Garage Doors: The Farm shop left garage door had a cable break and the door spring came unwound. Tomb's Door fixed the broken cable and rewound the spring to correct the problem. While on site I had them inspect all the other six overhead doors in the building. In doing so they replaced a few other rusted, frayed cables and worn out door rollers.

Farm

- Lighting: See EECBG part of report for details
- Bulk Tank: Left compressor, left fan and motor failed...we replaced both the fan blade and motor.
- Plate Cooler: Incurred a valve leak...we replaced the bad valve and some fittings.

BIOMASS PLANT

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

OTHER

Staffing – After a 5 ½ month vacancy, I finally hired a replacement for the department's skilled maintenance assistant position. The person hired starts Sep 15th. I have two applicants for a vacant custodial position, one was interviewed yesterday and the other will be interviewed this afternoon.

Douglas R. Dutile
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603-667-6069

August 11, 2025

Commissioner Martha S. McLeod
3855 Dartmouth College Highway
North Haverhill, NH 03774

Re: Courthouse Project

Dear Commissioner McLeod,

I want to provide you with full, complete and accurate information. I understand that the current Courthouse may need some repair's / upgrades. The only two **County** Departments in the Courthouse are the County Attorney and the Sheriff's Department with Dispatch (The Dispatch comes under the Sheriff by NH law) and is part of the Sheriff's Department. With that being said, Grafton County only needs space for two County Departments (County Attorney's Office and the Sheriff's Department).

Why should the County build a new Courthouse for the State of NH to rent / lease from the County? The State of NH built the Courthouses in Lebanon and Plymouth and the State maintains the State owned Courthouses. Grafton County should NOT be in the Real Estate business. If the County builds a new Courthouse and then five years down the road the State decides not to rent / lease from the County any longer, what is the County going to do with a five year old Courthouse? If the State wants a new Courthouse then the State should build and pay for one not the County taxpayers.

The population in Grafton County is now living to be an older age, making more people on a fixed income.

I have received information from the State that twenty (20) Courthouses are owned and maintained by the State and that eighteen (18) Courthouses are rented / leased by the State. I feel that the Grafton County Commissioners should be looking at ways to reduce taxes for the citizens / communities and not increase taxes. Please remember that the House of Corrections building loan is still being paid off by the taxpayers.

Thank you for your consideration in removing the Courthouse replacement project from the County budget. Please feel free to contact me if you have any questions.

Sincerely,



Douglas R. Dutile
Retired Grafton County Sheriff

cc: George Sykes, Delegation Chairman
cc: John Sellers, Delegation Vice Chairman
cc: Julie Libby, County Administrator