

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
September 2<sup>nd</sup>, 2025

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

OTHERS: HR Director Clough, Register of Deeds Monahan, Janice Novak – via Teams, Nick De Mayo – via Teams, Omer C. Ahern Jr, - via Teams., Representative Bjelobrk – via Teams, Sheriff Myers – via Teams.

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

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

HR Director Clough reviewed updates to the employee handbook with the Commissioners.

**MOTION:** Commissioner Piper moved to approve the updated 2025 Employee Handbook. Commissioner Hedberg 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 August 26<sup>th</sup> meeting. Commissioner McLeod had the following edit:

Page 3 – She changed the sentence “Commissioner McLeod stated that she will not support any further funding requests from the Sheriff’s Department unless they provide information from their monthly meetings” to read “ 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.”

**MOTION:** Commissioner Hedberg moved to approve the minutes from the August 26<sup>th</sup> meeting as amended. Commissioner Piper seconded the motion, and all were in favor.

2. The Commissioners signed check registers: 1018; 1022-1025; 1028; 2025-08.29.2025.

3. Memo for Consideration – NHA Labore – CA Libby stated that NHA Labore had submitted a memo for consideration for the purchase of five (5) refrigeration units for the Dietary Department that were included in the FY26 Nursing Home Capital Reserve. They have received quotes from the following three (3) vendors:

KaTom - \$4,010.00

Restaurant Supply - \$4,010.00

Singer Kittredge - \$3,967.00

In the memo, NHA Labore recommended that the Commissioners select Singer/Kittredge.

**MOTION:** Commissioner Piper moved to accept the Nursing Home Administrator's recommendation and accept the quote from Singer/Kittredge of Bow, NH, for the purchase of five (5) Everest Refrigeration Units, Reach-In Dual Temp Cabinet Model EBWRFH29, for a total purchase price of \$19,835.00. Commissioner Hedberg seconded the motion, and all were in favor.

4. The Commissioners signed the FY 2025 MS-45 for Livermore.

5. FY 2025 – Audit Engagement Letter – CA Libby stated that this letter is for Vachon Clukay, who is the County's current auditor. This is the 3<sup>rd</sup> year of their three (3) year commitment with them, and CA Libby stated that she will be putting their audit services back out to bid this winter for another three (3) year. She stated that Commissioner McLeod needs to sign the engagement letter, which is for this year's audit services.

6. Rescind Bid Award Approval – 5/27 – Cruiser Sale – CA Libby stated that on May 27<sup>th</sup> the Commissioners accepted a bid of \$1,855 from Bay Ridge Motors for a 2015 Ford Taurus. Bay Ridge Motors has not paid for or picked up the vehicle. CA Libby stated that they have made numerous attempts to contact Bay Ridge Motors and have not heard back. She stated that Bay Ridge Motors was sent a letter giving them until August 22<sup>nd</sup> to submit payment and pick up the vehicle, or the County would rescind the bid. Bay Ridge Motors did not respond to the letter, and therefore she is requesting that the Commissioners rescind the award.

**MOTION:** Commissioner Hedberg moved to rescind the motion that was made on May 27<sup>th</sup>, 2025, awarding the cruiser sale to Bay Ridge Motors for \$1,855.00. Commissioner Piper seconded the motion, and all were in favor.

7. FY 2026 County Cap Amount – CA Libby stated that they had budgeted \$7,812,227 for the cap, and the actual is \$7,367,267.00, which is \$444,960 less than what was budgeted. She explained that she had based their numbers on a 3-year average for Grafton's percentage, and the actual percentage came in much lower.

8. Courthouse Bond Process – CA Libby stated that she wanted to talk through that process that was used when the Jail project was approved. She stated that there is an enormous amount of misinformation being put out publicly regarding the courthouse. With the jail project, they put out newsletters with information updating the public on the project. CA Libby stated that she started putting together a list of frequently asked questions, noting that they need to get the factual information out there. She had a spreadsheet from the jail project, that at the time, it took every town's county portion tax rate and applied the calculated jail costs. She explained that she used a \$200,000 home and what that impact would be to those homes. She stated that it is very eye opening when you break it down. This was based on a \$40 million bond for the jail, and the



total increase over four (4) years on a \$200,000 home was \$144.22. She stated that this makes it much less scary. These increases are seen in the first few years of the bond. Once that bond is incorporated into the budget, the budget itself will not increase due to the bond. CA Libby stated that she will work on this for the courthouse project.

CA Libby stated that they also held informational meetings for the Delegation before the bond vote on the jail. She thinks they should try and have a regular Executive Committee meeting on September 22<sup>nd</sup> and follow that with an informational meeting with the Delegation at 10 am. She stated that with the jail, they then had five (5) public information meetings throughout the County. She stated that if the Commissioners wanted to do something like this, they could do one (1) meeting a week for the four (4) weeks following the September 22<sup>nd</sup> meeting. They could then be ready to have a Delegation vote in early November. CA Libby stated that she will get a draft put together of a newsletter and let the Commissioners review it.

The Commissioners also discussed scheduling tours. Commissioner Piper noted that there is a breakdown of the renovation and addition costs in the back of the EH Danson report that is located on the website.

The Commissioners discussed a public informational session schedule and named Littleton, Bristol, Plymouth, and Lebanon as possible locations. CA Libby stated that she would work on some dates for those sessions.

9. Rules of Procedure Discussion – CA Libby stated that legal counsel reviewed the document. Commissioner Hedberg noted that very few changes were made. The main thing that was changed was the order that the document was in. The Commissioners discussed some of the changes, and CA Libby stated that the Commissioners could review the final draft and vote on this next week.

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

1. Commissioner Hedberg stated that she had a conversation with Plymouth Fire Chief Kevin Pierce. He is meeting with the Rumney Selectboard this evening to talk about a substation in Rumney. She is planning to attend the meeting to listen. If things move forward with a substation, Chief Pierce would then reach out to the towns to see if they are able to help. He will attend next week's Commissioners' meeting to present the information he has. Commissioner McLeod stated that they need to get the EMS Study from MRI so they can see what the entire issue of EMS looks like across the county and how they might be able to help.

2. Commissioner McLeod stated that they need to complete CA Libby's evaluation. The Commissioners agreed to set time aside next week to do so.

3. Commissioner McLeod stated that there are many ongoing projects they are working on and noted that they have the broadband project, WMUR, the EMS study with MRI as well as the Courthouse project. CA Libby stated that she is working on a regular update for the broadband

project to put on the website and get to the public as well. Commissioner McLeod asked about a regular update schedule on these projects during their meetings.

4. Commissioner McLeod commended Register Monahan on the 2025 Achievement Award from NACO for the Grafton County Register of Deeds Records Enhancement Plan. Register Monahan was present at the meeting and spoke about the award. She noted that she will be having an Open House September 30<sup>th</sup> – October 2<sup>nd</sup>. Commissioner Hedberg asked if they could put this Press Release into the minutes and thanked Register Monahan for bringing the certificate as well. (\* see attached Press Release).

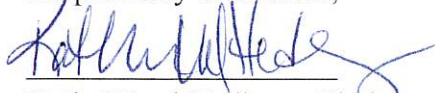
**Public Comment:**

1. Register Monahan stated that last Tuesday, she did have a comment, but noted that when she is listening to the meetings via Zoom, she is multitasking in the office. She stated that last week, the Commissioners went out of order with public comment, and she tried to unmute her microphone and turn her camera off, but by the time she was able to, she was muted again, and the Commissioners moved on. Register Monahan suggested calling people who have their hands raised and have people be in line to speak, noting that some people do not have anything to say. She stated that Rep. Bjelobrk also could not get her microphone turned on in time when she was recognized to comment. Commissioner McLeod encouraged members of the public to turn their cameras on as well to indicate they want to speak.

2. Nick De Mayo asked how many property owners there are in Grafton County and noted that not everyone will be paying for the courthouse, only property owners. N. De Mayo then asked what justifies the salaries at Grafton County Complex and stated that the County Administrator makes more than the Governor. He added that there has been discussion of subsidizing the Rumney EMT. He asked where that money is coming from and what other EMT services the County subsidizes. He stated that in his area, they do not get subsidized by the County. They have to pay for it through their tax dollars.

10:40 AM With no further business, the meeting adjourned.

Respectfully Submitted,



Katie Wood Hedberg, Clerk

Grafton County Human Resources Report  
Karen Clough, Human Resources Director  
September 2, 2025

**HR Activity Report (08/05/2025-09/02/2025)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	8 (1 PT, 1 Per Diem, 6 FT)	1 FT Dietary Aide, 1 FT Cook, 4 FT Unit Aide (LNA Program students), 1 PT RN, 1 PD RN
Corrections	1 (1 PT)	1 PT CO

***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	6 (2 FT, 4 PD)	1 FT Dietary Aide, 3 Per Diem LNA, 1 PD RN
Corrections	4 (1 PT, 3 FT)	1 PT Cook, 2 CO's 1 FT Cook
Sheriff's Dept.	1 (1 FT)	1 FT Dispatcher

***Reasons:***

Resigned personal reasons/no reason- 5  
Termination – 1  
Deceased -  
New job/career change –  
Relocated –  
School – 1  
Retirement –  
Not Reappointed -  
Not meeting Per Diem / Part Time Requirements - 4  
Other –

***Status Changes/ dept transfers: 1 PT Asst. County Attorney to FT, 1 3/5 LNA to per diem, 1 FT LNA to per diem, 1 PT Dietary Aide to FT***

***Active Leave of Absences August 5th to present***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	13	(10 are intermittent, 8 for self, 5 for family)
Nursing Home – Non-Nursing	11	(10 are intermittent, 8 for family, 3 self)
County Atty's Office	2	(2 intermittent, 2 self)
HR Department	2	(2 intermittent, 1 family, 1 self)
Department of Corrections	3	(1 intermittent, 2 family, 1 self)
Commissioners Office	1	(1 intermittent)
Alt. Sentencing	1	(1 intermittent family)
<b>TOTAL</b>	<b>33</b>	

**Scheduled to orient 09/03 and 09/08**

1 PT Dietary Aide  
1 Per Diem RN  
1 FT Skilled Maintenance Asst.  
1 FT Conservation District Office Manager



**Current Jobs posted/advertised**

LNA's/Unit Aides (20.95 FTE's vacant)

RN/LPN (7.5 FTE's vacant combined)

MNA

Custodian

Cook – DOC

Correctional Officers

Certified Recovery Support Worker

Activity Aide

Laundry Aide

Dispatcher

Other Business: 6 enrolled in LNA class, Approval of 2025 handbook.

**FOR IMMEDIATE RELEASE**

August 29, 2025

**CONTACT:** Kelley Monahan [KMonahan@grafftoncountynh.gov](mailto:KMonahan@grafftoncountynh.gov)

## **Grafton County Registry of Deeds Earns National Achievement Award**

**North Haverhill, New Hampshire** – Grafton County Registry of Deeds has been recognized with a 2025 Achievement Award from the National Association of Counties (NACo). The awards honor innovative, effective county government programs that strengthen services for residents. The project was awarded under the arts, culture and historic preservation category.

The three-prong plan was developed in response to the ARPA primary goals and guidelines of protection of public health and public employee health. The first process was the professional scanning by US Imaging of the years of written records 1870-1930, which had not been scanned into the digital database. The second step was the development of two copies of microfilm from the now complete digital data base of 1774-2023. The third step was the professional restoration of our historic plan books by industry leader, Kofile. From this final process, fresh images were rescanned into our now complete database which is comprised of close to six million digitized images.

Register Monahan said “Grafton County is prime for development and now all interested parties have internet access to these records which will save on time, cost and keep people safe in their offices and at home to conduct necessary research. Everything is available to view for free via our official website at [NHdeeds.org](http://NHdeeds.org).”

“Our trusted industry partner, Fidlar Technologies of Davenport Iowa acted as middleman for all three aspects of this project and was instrumental in the success of this 5-year effort.”

“I have proudly served as the Grafton County Register of Deeds for 15 years. The national recognition means a great deal to me and my dedicated staff. This project was an uphill battle every step of the way, but a personal mission in my life is to leave things better than I have found them and it is very gratifying to have been awarded this honor,” said Register Kelley Monahan.

# 2025 Achievement Award Winner

*“Without continual growth and progress, such words as improvement, achievement, and success have no meaning.” –Benjamin Franklin*

The National Association of Counties is proud to award  
**Grafton County, N.H.**

A 2025 Achievement Award for its program titled:  
**Grafton County Registry of Deeds Records Enhancement Plan**



Matthew Chase, CEO/Executive Director



Supervisor James Gore, NACo President

