

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

September 23rd, 2025

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

OTHERS: Alternative Sentencing Director Mitchell, DoC Supt. Lethbridge, Register Monahan, Rep. Bjelobrk, Howard Hatch – via Teams, Nick De Mayo – via Teams, Omer C. Ahern Jr. – 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)

AS Director Mitchell reviewed the attached request for Opioid Abatement Funds with the Commissioners and answered questions.

MOTION: Commissioner Piper moved to fund \$3,400 out of Opioid Abatement funds for the Alternative Sentencing Program. Commissioner Hedberg seconded the motion and all were in favor.

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

Agenda Items:

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

MOTION: * 9:26 AM Commissioner Piper moved to enter into a non-public session for the purposes 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 Hedberg seconded the motion. This motion requires a roll call vote. Commissioner McLeod called the roll. Commissioner Piper said, "Yes." Commissioner Hedberg said, "Yes." Commissioner McLeod said "Yes." Commissioner McLeod stated that a majority of the board voted "yes" and would now go into non-public session.

* 10:18 AM Commissioner McLeod declared the meeting back in public session.

Register Monahan arrived

Commissioner Piper stated that she made a mistake yesterday during the Delegation meeting, and she wanted to apologize to Register Monahan as well as the public. Register Monahan asked that security not be discussed in public session. She stated that she has more common sense and discipline than the board to know that they do not discuss security in public meetings. She does not want Commissioner Piper to discuss the specifics of security in her office in a public session. Commissioner Hedberg suggested discussing that in a non-public setting.

Register Monahan asked if the Commissioners were receiving her monthly report, which is sent up to CA Libby each month. Commissioner Piper stated that they have not been receiving them. Register Monahan stated that when she stopped reporting to the Commissioners monthly, due to harassment from the board, they sent up a report monthly. Register Monahan stated that the Commissioners had thought she was not reporting to them for two (2) years. The report is going to the County Administrator and not making its way to their folders. She reported that they have had three (3) consecutive months of record-breaking revenue.

Commissioner McLeod asked Asst. CA Elsholz to make sure that Register Monahan's reports are put in their folders. Commissioner Piper stated that she had an issue for clarification. She asked "was I not told this morning that I was possibly going to be asked for a public apology?" Register Monahan stated that she wants a public apology from Maintenance Supt. Oakes for how she has been treated the last eight (8) years. She stated that this was an informal request in a casual conversation.

Commissioner McLeod stated that Register Monahan was upset during the meeting yesterday. Register Monahan stated that she was stopping the further spread of misinformation. Commissioner Piper said that for the sake of everyone online, she made a mistake. She fact checked herself yesterday afternoon extensively with a follow-up call this morning, and she realized her mistake. She is apologizing for the mistake she made yesterday. Many people who are online or in person today were at the meeting yesterday as well, and therefore she is apologizing to them too.

Commissioner McLeod asked if they could discuss what it is Register Monahan would like to accomplish today. Register Monahan asked that they be more disciplined and discuss security in a nonpublic session. Commissioner McLeod asked if Register Monahan sent copies of the revenue report to CA Libby. Register Monahan reported that she did. She explained that by law, they have to get the revenue from the previous month to DRA by the 10th of the month. This is why she would report to the Commissioners on the 2nd Tuesday of the month, but that then conflicted with Register of Deeds meetings, and when the animosity began, she stopped coming. It is not a legal requirement for her to report to the Commissioners monthly. She was not required to report activity; she was not appreciated and exploited. Commissioner McLeod stated that it is a good way to get the information out to the public as people read the minutes. Register Monahan stated that she would like to be added to the Executive Committee meeting agenda to directly report to them. Commissioner Piper stated that she felt a loss when Register Monahan stopped coming to present because she looked forward to her reports and learning about the large sales in her district. Register Monahan stated that it took a great deal of additional work to do that. She noted that anyone can go to their free public search, Ava, and see the daily activity.

Register Monahan stated that right now, they are overwhelmed with the terrorized public. She stated that there is a television station that is promoting a title lock service for profit that is terrorizing the public, and the Register of Deeds Affiliate is very focused on this. They are working very hard to inform the public about the free services that are available to them.

Parking Memo -- Register Monahan discussed a memo she had submitted regarding the handicap parking spots. She stated that after the two (2) new handicap parking spots were created, the previous handicap parking spots that were too far away from the building were never decommissioned back to regular parking. She was made the subject of ridicule when she was working in the vault and temporarily parked in a non-legal parking space. She stated that she has spoken with the Haverhill Fire Chief, and he will ticket any vehicles parked in the handicap spots or in front of the fire hydrants. She stated that she has suggested decommissioning the two (2) previous handicap spots and having them left for maintenance employees. Commissioner McLeod stated that this sounds like a decent idea. Commissioner Piper stated that she has reviewed the pictures sent by Register Monahan of a truck that is blocking access to handicap spots. Register Monahan stated that she wished the authority here would check with the law before they make decisions. Commissioner Piper stated that they should ask Supt. Oakes' input on any thoughts he might have regarding taking away the two (2) previous handicap spots. Register Monahan stated that HR Director Clough is in charge of the handicap spots. Commissioner Hedberg suggested checking with HR Director Clough about making sure they would not be out of compliance by decommissioning those spots and then working with maintenance to work on uses for those spots.

Register Monahan asked that Rep. Bjelobrk be included in her nonpublic session. Commissioner Hedberg stated that the Commissioners felt that, even though she is a State Representative, she is a member of the public and they cannot discuss security issues with members of the public.

MOTION: * 10:43 AM Commissioner Hedberg moved to enter into a non-public session for the purposes of consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life according to RSA 91-A: 3, II (i). 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." Commissioner McLeod said "Yes." Commissioner McLeod stated that a majority of the board voted "yes" and would now go into non-public session.

* 11:06 AM Commissioner McLeod declared the meeting back in public session.

County Administrator Libby arrived.

Commissioner Piper requested to go back into nonpublic session.

MOTION: * 11:07 AM Commissioner Piper moved to enter into a non-public session for the purposes 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 Hedberg seconded the motion. This motion requires a roll call vote. Commissioner McLeod called the roll. Commissioner Piper said, "Yes." Commissioner Hedberg said, "Yes." Commissioner McLeod said, "Yes." Commissioner McLeod stated that a majority of the board voted "yes" and would now go into non-public session.

* 11:44 AM Commissioner McLeod declared the meeting back in public session.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the September 16th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the September 16th meeting. Commissioner Hedberg seconded the motion. Commissioner McLeod abstained. With the vote being two (2) in favor and one (1) abstention, the motion passes.

2. The Commissioners signed check registers 1032-1035; 1037; 2025-09.12.25.

3. Asst. CA Elsholz stated that Woodsville Elementary School Pumpkin Day will be held on September 30th.

Commissioners' Issues

1. Commissioner Hedberg stated that she and Commissioner Piper attended the Farm Bureau dinner. Last week, she went to two (2) out of the (3) meetings that Plymouth Fire Chief Pierce held. The towns are on board and excited about the idea of the EMS district. The biggest concern is the money for renovating the Rumney site. CA Libby stated that CDBG grants are not appropriate for that project, but they did send a list of grants that were available, and those have been sent to Chief Pierce.

CA Libby stated that she is going to revamp the PowerPoint for the Courthouse public information sessions. She wrote down all the questions that were asked and is going to try to incorporate some of that into the PowerPoint. She stated that Lavalie Brensinger will not be at those sessions, so she is going to work on the part that they presented. She is also going to work on a second newsletter that will also address questions that have been asked.

Public Comment:

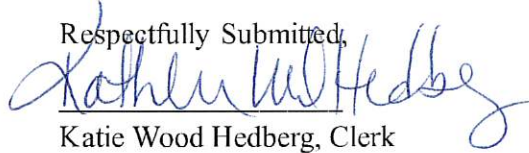
N. De Mayo was not able to get back into the second meeting yesterday and asked for the handouts to be mailed to him. N. De Mayo expressed concerns about the length of the nonpublic sessions. He stated that the right to know laws fall under the category of sunshine laws, open meeting laws, open records laws, open government laws, and freedom of information laws. He stated that there must be a time limit for nonpublic sessions. To go over an hour and then another hour on a different nonpublic in the same meeting should be prohibited. This is supposed to be open to the public. He understands the Commissioners have to go into nonpublic sessions, but to keep the public waiting for two (2) hours. Commissioner McLeod stated that these are Commissioner meetings, and they are doing the business of the county. When they have to take the time to handle their business, they are going to take the time to give that topic the attention

that it needs. She appreciates N. De Mayo's interest in the nonpublic, but they are not things that can be discussed.

The County's internet went out during N. De Mayo's public comment. Commissioner Hedberg stated for the record that they apologize to N. De Mayo for losing their connection.

12:14 PM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Katie Wood Hedberg", written over a horizontal line.

Katie Wood Hedberg, Clerk



GRAFTON COUNTY ALTERNATIVE SENTENCING

3801 Dartmouth College Highway
North Haverhill, New Hampshire 03774
Phone (603) 787-2042 Fax (603) 787-2044

September 19, 2025

Board of Commissioners,

Grafton County Alternative Sentencing (GCAS) and Grafton County Department of Corrections (GC DoC) request Opioid Abatement Funding to support a person in recovery to earn their supervised hours and obtain their certification as a Recovery Support Worker (CRSW). Further, this person will also be earning supervised hours as a Health Worker (CHW) under the apprenticeship program.

This position is in addition to the two positions previously funded. Funding for the position will be offset by the Apprenticeship NH support service monies that are available for individuals who are enrolled in the GCAS CHW apprenticeship program. This apprentice position will allow additional support to the program, will support a person in recovery in earning his supervised hours to become certified, and will eventually benefit our community.

Funding will cover a one-year salary.

\$6,000 salary at minimum wage/ until his 500-hour supervision requirement is met. This would require him to work 10 hours a week for 50 weeks.

Grafton County Alternative Sentencing will receive a \$2,600 refund from the CHW program for the cost of enrollment of the CRSW we plan to hire and for the apprentice, if approved, as each will be working under the Grafton County CHW Apprenticeship worksite. The total cost for the apprenticeship will be \$3,400.

Thank you for your consideration.

Nicole Mitchell MA, LADC, LCS

Nicole Mitchell MA, LADC, LCS

Director, Grafton County Alternative Sentencing

Timothy Lethbridge

Superintendent, Grafton County Department of Corrections

Monthly Department of Corrections Activity Report

August 2025



Major Incidents:

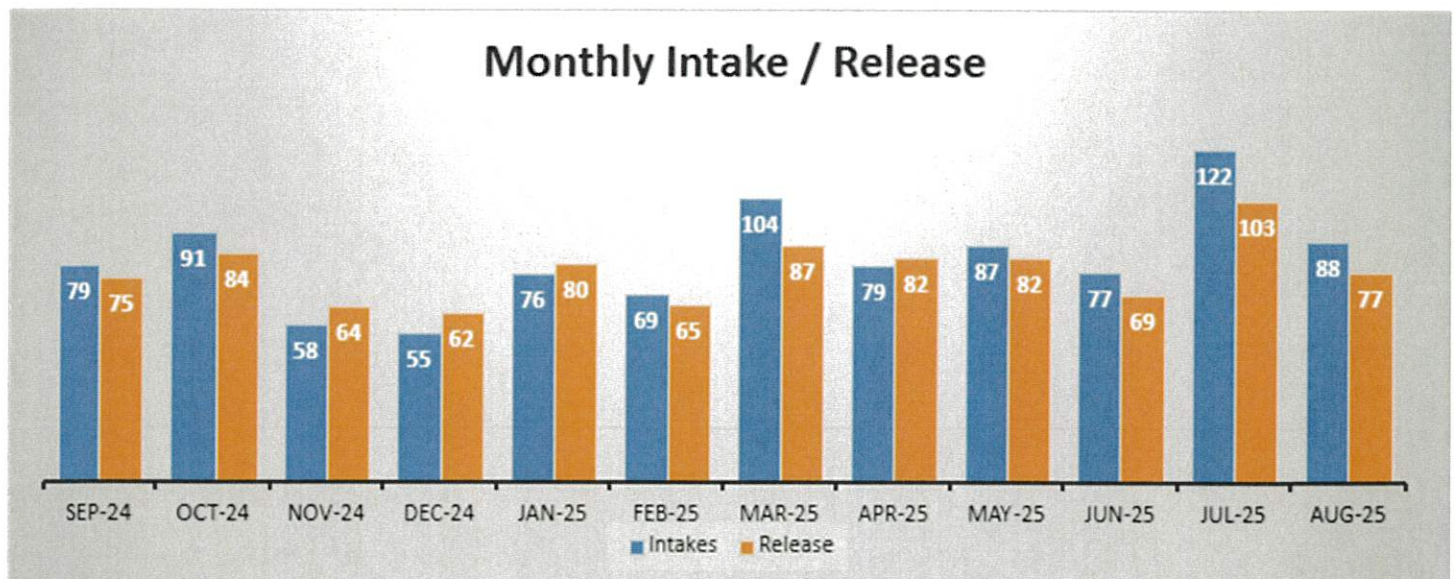
Alert officers in Intake prevented another overdose in August. An individual was brought in on a treatment and service hold under the influence of alcohol and registering over .4 blood alcohol content on the portable breath test (and still climbing), which is five times the DUI threshold. This individual began declining rapidly and he started having seizures. This individual was immediately transferred to Cottage by ambulance for treatment, as a hospital was a far more appropriate setting for his treatment than the DOC.

An inmate who had been booked into the jail regarding a crime against a child was released on personal recognizance bail. This individual then became a barricaded subject that required a multi-agency police response. While the incident did not directly involve the DOC, the squad on duty supplied requested information to the LE agencies on scene. This incident may also impact future personal recognizance bail decisions by arraignment judges and become another factor in the increasing census at the jail.

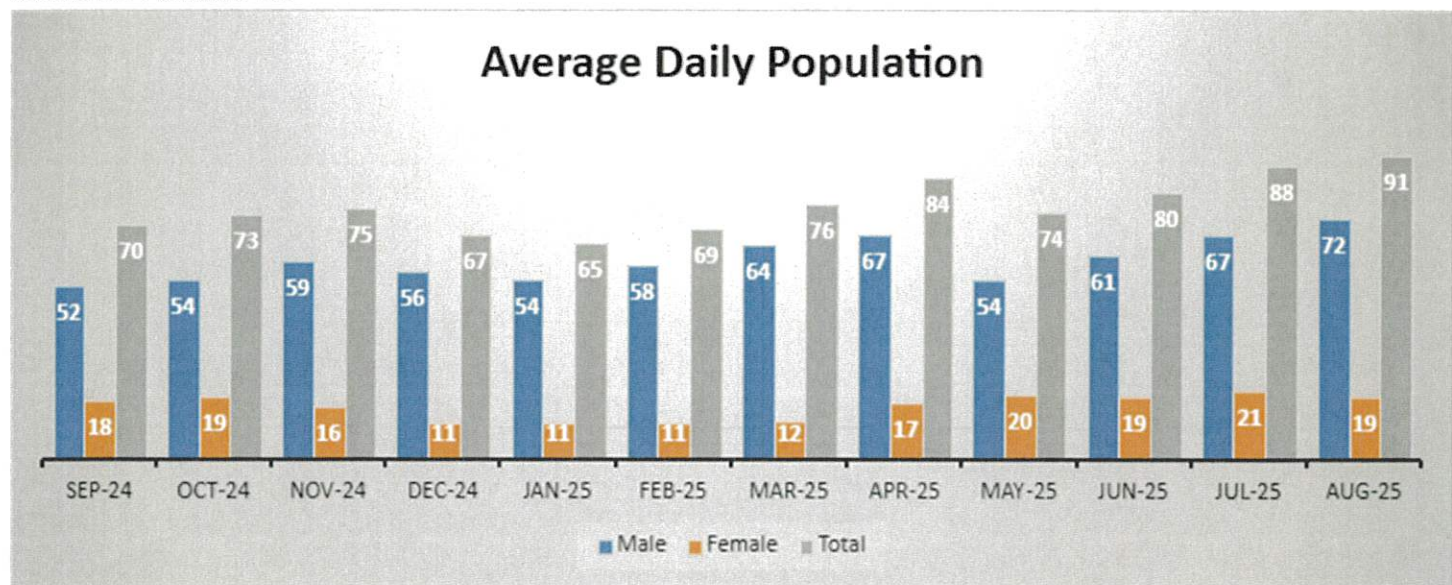
Population Data:

Total Intakes for the Month: **88** (Coos County Females: 4)

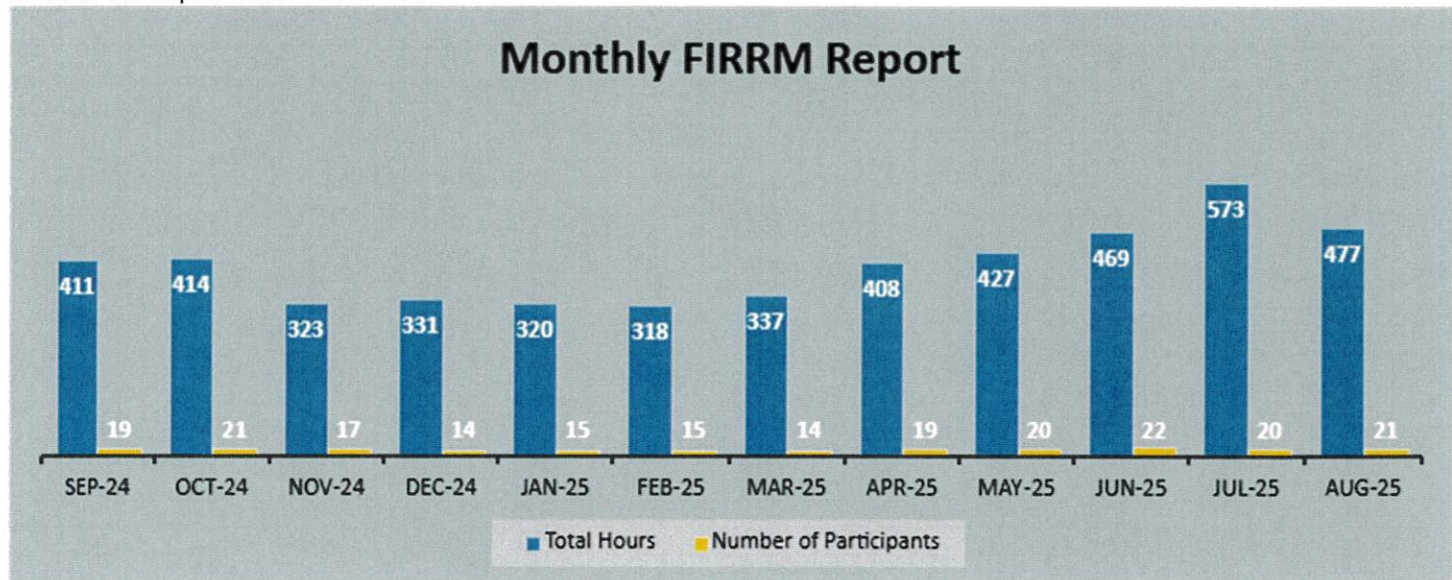
Total Releases for the Month: **77**



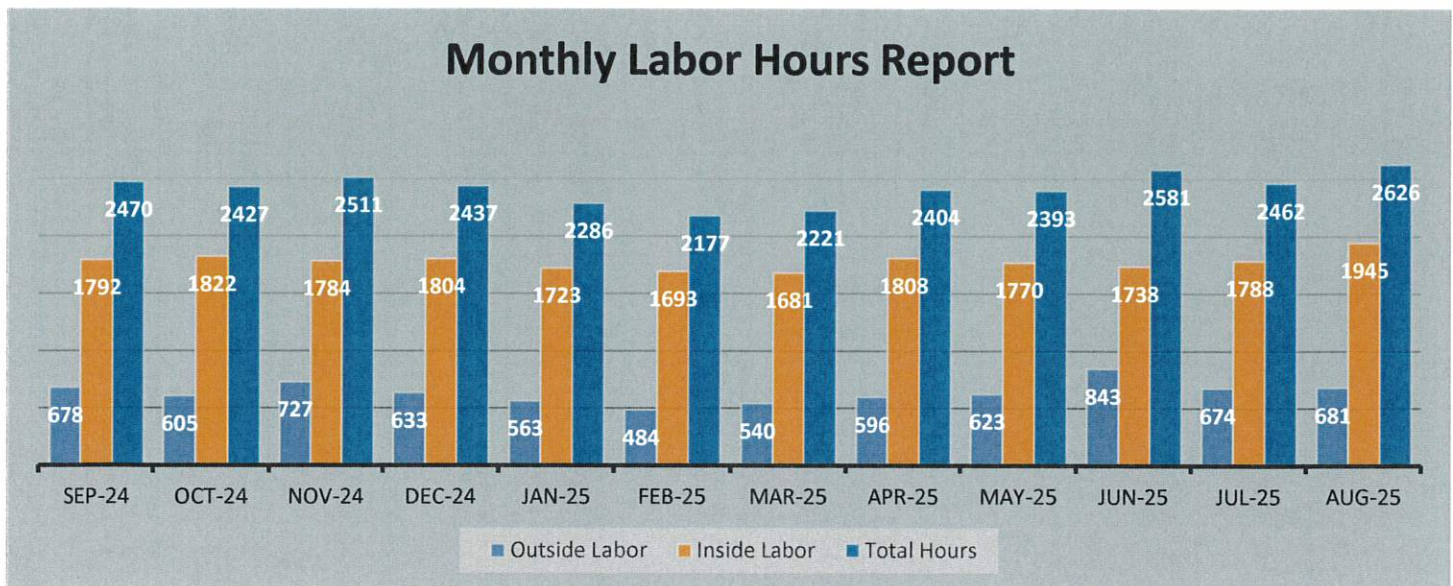
In-House Average Daily Population for the Month: **91**
 Male: **72** Female: **19**



Inmates participating in FIRRM program during the month: **21**
 Total Participation Hours: **477**



Hours of inmate labor outside the facility: **681**
Hours of inmate labor inside the facility: **1945**



Food Service:

Average per meal cost to feed each inmate: \$1.82

The cost per meal was down \$.05 from July; this reduction was almost entirely based on using produce from the county farm, as vendor food prices did not decline at all. 7924 inmate meals were served during the month of August, for a total food expenditure of \$14,390.

The DOC received over 951 pounds of produce from the County Farm in August, some of which was used in inmate meals, while the majority was broken down and packaged by inmate workers for use later in the year.

Medical:

Aside from the alcohol related incident in Intake, there were no major medical events at the Department of Corrections in August. Medical and Security worked diligently all month attempting to get a pre-trial inmate with significant mental health issues admitted into a secure psychiatric facility. Despite this inmate decompensating in the jail, these efforts were still ongoing at the end of the August.

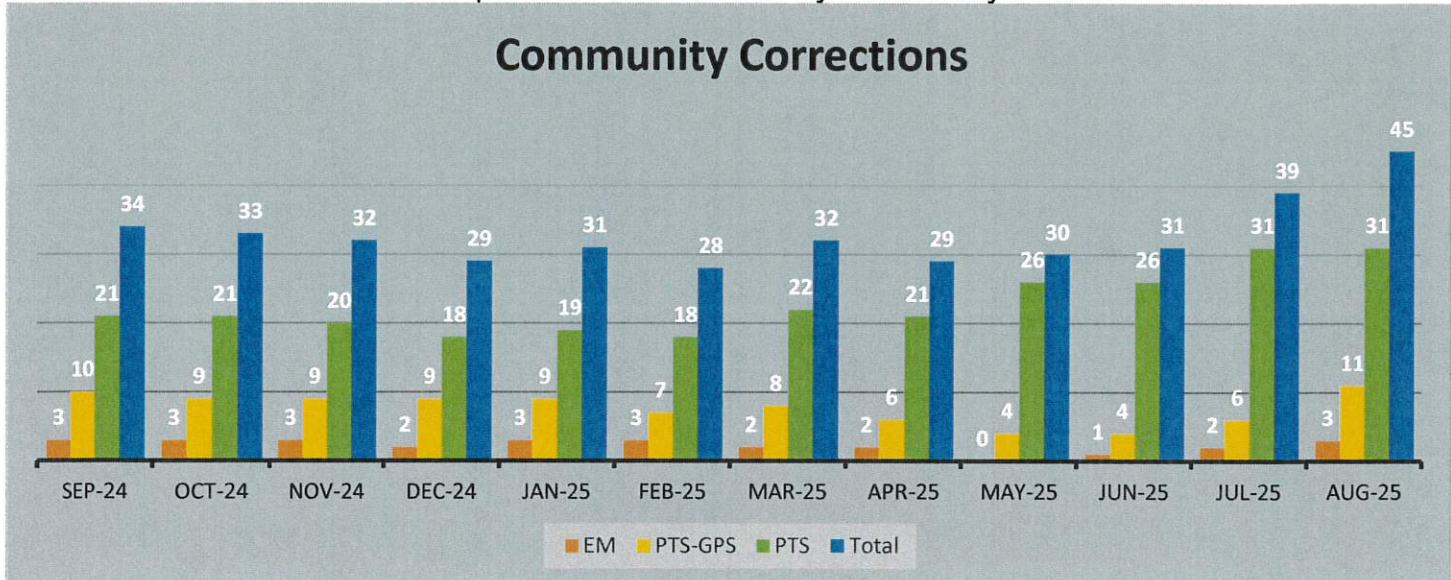
Community Corrections:

Inmates supervised on Electronic Monitoring: 3

Inmates on Pre-Trial Services with GPS: 11

Inmates on Pre-Trial Services supervised and checked by Community Corrections: 31

Community Corrections



Bail reform and changes in the criminal justice system are also increasing the number of people supervised on Pre-Trial Services.

Staff:

New officer hires during the month: 0

New officer/supervisor vacancies during the month: 3

Total vacant officer positions at the end of the month (including supervisory rank): 3

One listed vacancy is due to a candidate who accepted a conditional offer but did not actually complete the hiring process. A second officer determined the job was not the right fit for them and resigned after their first two weeks. In addition, the part time chef and one full time chef positions became vacant in August.

Significant Developments and Achievements:

The new portable radios were deployed to all officers in August. These radios have provided a significant improvement in transmission quality; officers are much more clearly understood even from housing units that previously were very hard to broadcast from.

Officer Scott Gordon, who is assigned to the FIRRM program, completed his Licensed Drug and Alcohol Counselor training and is now certified as a LADC. This is a significant achievement that required quite a bit of effort; this was also a certification Officer Gordon pursued on his own initiative; it was not required for his position. I am proud of Officer Gordon for his hard work and commitment to the FIRRM program.

Lt. Allaire and Jean Sutherland have worked for several months to create a new visitation system with an online appointment scheduler. This will provide more flexibility for the visitors and should increase the number of visits to inmates, while also reducing the staff time spent trying to schedule them. The DOC still plans to pursue an inmate communications vendor with a video visitation capable system; but the rising census was making the old system unmanageable. This new interim solution is scheduled to go live early October.

The FIRRM program began working with NH Governor's Recovery Friendly Workplace program in August. Grafton County is the first jail in the state to do so. This program supplies training to both employers and job applicants. Four live trainings (half in person, half remote) provided by this program are being incorporated into the FIRRM program to teach inmates with job applications, interview skills, and other training to obtain and maintain employment. Following the first round of training in the FIRRM program, the leadership team met with the Director of Workforce Development about expanding this training to other suitable inmate groups besides FIRRM. Sgt. Deem in Programs is also exploring other vocational and career focused training opportunities for inmates through JobForward, a program based at the University of New Hampshire.

Significant Problems:

There were no significant problems within the DOC in August. More criminal justice changes were passed by the legislature this past session; the earliest of those takes effect September 22nd. These changes reduce the burden of proof for preventative detention from "clear and convincing evidence" to "probable cause," which is a significantly lower burden of proof. Another change in the same statute allows for preventative detention for a failure to appear on any charge. Combined with the criminal justice reforms that took effect January 01, the DOC expects the census to continue trending upwards.