

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

September 9<sup>th</sup>, 2025

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

OTHERS: Attorney Closson, Farm Manager Libby, IT Director Tetreault, Nursing Home Administrator Labore, Janice Novak – via Teams, Nick De Mayo – via Teams, Omer C. Ahern Jr, - via Teams., Rep. Bjelobrk, Register Monahan

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

**Attorney Closson arrived via Teams.**

**MOTION:** 9:00 AM Commissioner Hedberg moved to temporarily adjourn the meeting for the purpose of consulting with legal counsel. Commissioner Piper seconded the motion, and all were in favor.

Commissioner McLeod stated that they would now adjourn the public meeting for the purpose of consulting with legal counsel for union negotiations. She stated that it would be 15-30 minutes. The public must leave the room, and the door will be closed.

9:24 AM Commissioner McLeod reconvened the meeting.

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

The Commissioners opened bids for the sale of 17+/- acres of standing feed corn. Three (3) bids were received as follows:

Briar Stone Farm - \$35/ton

Newmont Farm - \$41.10/ton

Charles Elms - \$27.50/ton

**MOTION:** Commissioner Piper moved to accept the bid from Newmont Farm for \$41.10/ton for the standing feed corn. 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 September 2<sup>nd</sup> meeting.

**MOTION:** Commissioner Hedberg moved to approve the minutes from the September 2<sup>nd</sup> meeting as written. Commissioner Pipe seconded the motion, and all were in favor.

2. The Commissioners signed check registers: 1026-1027; 1029 - 1031; 2025-08.29.25

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

IT Director Tetreault reviewed the following policies with the Commissioners and answered questions:

- Acceptable Use Policy
- Change Management Policy
- YouTube Channel – Social Media Policy

**MOTION:** Commissioner Hedberg moved to accept the Grafton County Acceptable Use Policy as written. Commissioner Piper seconded the motion, and all were in favor.

**MOTION:** Commissioner Hedberg moved to accept the Grafton County Change Management Policy as written. Commissioner Piper seconded the motion, and all were in favor.

**MOTION:** Commissioner Hedberg moved to accept the Grafton County YouTube Channel – Social Media Policy as presented. Commissioner Piper seconded the motion, and all were in favor.

**Kevin Pierce – Plymouth Fire Chief, E. Hacker – Rumney Fire Chief**

Chief Pierce reviewed the attached packet with the Commissioners regarding his request.

Chief Pierce asked if the County would be able to contribute funds to offset the initial cost of the building. He explained that the towns in this proposed district would be covering the operational costs, and he is meeting with these towns next week. Once all towns say they are interested, they will create this proposed district. Chief Pierce explained that by having Plymouth run this district, it will save the towns money as they will not have administrative or insurance costs. The only hesitation he is receiving from towns is the one-time fee to get the \$500,000 renovation to the building completed. He asked if the County could provide any assistance towards that \$500,000.

Chief Pierce stated that Plymouth's resources are taxed, and this is the most viable solution that he has found. He stated that if he does not get this up and running by March, Plymouth will be unable to provide service to the Warren/Wentworth area anymore. This Rumney location is key and he is fighting for a one (1) time commitment from the County to help offset construction costs and get the rest of the communities to split the remaining costs.

Commissioner Piper stated that, conceptually, she supports this proposal. There is no question that the need is there in these towns.

CA Libby stated that there is a category of grant funding through CDFA for emergency funding for up to \$500,000. She stated that she could reach out to the County's grant administrators and see if this situation would qualify for this. She stated that the County handles and is the administrator for several CDBG grants, and this is something they can look into. Commissioner Hedberg proposed coming up with a base figure that they may be comfortable with, with the hope that they can get the funding through a grant. Commissioner McLeod stated that she would prefer them to look at the grants first before setting a dollar amount. CA Libby stated that they would know if this project would qualify for this grant by the end of the week.

**Nursing Home Administrator Labore arrived and gave the following report (\* see attached)**

1. Managed Long-Term Services & Supports (MLTSS) Commission – NHA Labore stated that there is a first meeting this Friday in Concord that he is planning to attend. Rep. Lucas from Campton is on the Commission, and he has reached out to her to share his concerns that the NHAC has about moving towards this type of program. There is another meeting on September 19<sup>th</sup>, and he thinks there will be a 3<sup>rd</sup>. The Commission is expected to produce a report in October to give to the Legislature for consideration, and he feels that this is being done too quickly, as it is an important population they are discussing. He is cautiously optimistic that this will go by the wayside.

2. State Survey Window – NHA Labore reported that the window opened on September 1<sup>st</sup>.

Commissioner McLeod asked about the Flu and COVID-19 vaccines and what the Nursing Home's plans are to protect its residents. NHA Labore stated that in March, they put in their order for the flu vaccine for residents and staff. They anticipate being able to continue moving forward with administering that to those who want it in October. He stated that there are not a lot of staff who want the COVID vaccine but the Nursing Home can get them if need be. He does not anticipate difficulty in getting those vaccines for the residents.

**Agenda Items:**

1. The Commissioners reviewed the DoC Superior Court Report for August.

2. CA Libby stated that it is time for the Commissioners to start thinking about their dedication for the Annual Report. She explained that in the past, they have typically had a dedicatee from each Commissioner district. They are due by the end of September. Commissioner Piper noted that they have previously chosen a group or nonprofit, rather than an individual from each district, as well.

3. Dates for Upcoming Events – CA Libby reviewed a list of possible dates for the Proposed Courthouse Informational Sessions as well as the Employee Recognition Dinner with the

Commissioners and stated that once the dates are confirmed, she will let the Commissioners know.

#### 4. Policy Approval:

a. Fund Balance Policy – CA Libby stated that this updates the policy with the current fiscal year's numbers.

**MOTION:** Commissioner Hedberg moved to approve the Fund Balance Policy as updated. Commissioner Piper seconded the motion, and all were in favor.

b. Public Participation at Commissioners' Meetings – CA Libby stated that this update reflects the updates to RSA 91-A:c.

**MOTION:** Commissioner Piper moved to approve the updated Public Participation at Commissioners' Meeting policy. Commissioner Hedberg seconded the motion, and all were in favor.

c. Rules of Procedure – CA Libby stated that this is the final policy after the Commissioners had reviewed the changes last week.

**MOTION:** Commissioner Hedberg moved to accept the Grafton County Commissioners' Rules of Procedure. Commissioner Piper seconded the motion, and all were in favor.

d. NTIA Broadband Grant Policies – CA Libby stated that to ensure proper award management of this grant, some policies need to be put in place. She reviewed the policies with the Commissioners and answered questions. Commissioner Hedberg noted that the word administered was written twice in the County of Grafton Program Specific Award Management, Monitoring, and Evaluation Policy.

**MOTION:** Commissioner Hedberg moved to approve the following NTIA Middle Mile Broadband Infrastructure Program Policies:

1. County of Grafton Program Specific Award Management, Monitoring, and Evaluation Policy
2. County of Grafton Records and Audit Support Policy
3. County of Grafton Key Personnel Policy
4. County of Grafton Financial Operations and Cash Management Policy
5. County of Grafton Drawdown Policy
6. County of Grafton Award Purchasing, Procurement, and Property Management Policy
7. County of Grafton Subrecipient Management Policy
8. County of Grafton Contractor Management Policy
9. County of Grafton Performance and Financial Reporting Policy
10. County of Grafton Laws, Statutes, and Executive Orders Policy

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

5. CA Libby stated that the Annual Grafton County Farm Bureau Meeting will be held on Friday, September 19<sup>th</sup>, at Hatchland Dairy. She stated that if any of the Commissioners would like to go, they need to pre-register.

6. FCC Market Modification Update – CA Libby explained that Grafton County has a split designated market area between Boston/Manchester and Burlington/Plattsburg, which is why some areas have WMUR and some do not. She stated that they have spoken with Direct TV, DISH Network, and WMUR. Direct TV stated that they provide coverage of WMUR in the County. CA Libby stated that this is true in some parts of the county but not in others. If this is true, they might not be able to do a market modification. DISH Network does not offer WMUR. WMUR would like to be carried throughout Grafton County, but raised concerns about contract negotiations and coming to an agreement with DISH Network. CA Libby stated that the next step will be formally requesting that both Direct TV and DISH Network provide a pre-filing analysis looking at whether carriage of WMUR throughout the County is technically and economically reasonable.

6. CA Libby stated that the Commissioners received an email from a reporter from the Boston Globe. Supt. Lethbridge is all set to respond to that email and noted that Grafton County has not been contacted by the federal government to hold ICE Detainees.

**Public Comment :**

1. Register Monahan stated that having lived in Orford for 26 years and being on the Planning Board, Upper Valley Ambulance, which is located in Fairlee, VT, came to them ten (10) years ago, said they were in trouble and needed to explore how they were going to move forward. She stated that she pointed out to Chief Pierce and Chief Hacker when they left the meeting to think about having a conversation with these two (2). She stated that the 25A and 25C corridors both lack internet, and they do not have the response time. Register Monahan stated that she is going to speak with her selectmen, who is a Deputy Fire Chief, about where the help in the Upper Valley is. East Orford is in Wentworth; there has been distress on Lake Tarleton and Armington with response times. She stated that she would love to see a use for a Rumney station, as it has been underutilized for years.

2. N. De Mayo stated that in reviewing the block out of the Zoom meetings from April 22<sup>nd</sup> to August 12<sup>th</sup>, because those meetings were blocked, he lost comment time. He thinks the Commissioners owe him 51 minutes of comment time. N. De Mayo then stated that with all due respect to Commissioner Piper, she mentioned fixed incomes, and he noted that many of them are on fixed incomes throughout Grafton County. He would suggest Chief Pierce look at getting area trade students from high schools and colleges to renovate the Rumney Station and look at nursing schools to help with EMS personnel. He suggested going to Dartmouth Hitchcock and Dartmouth College; maybe they would be willing to give funding for this project. N. De Mayo then stated that he would like to address the politicizing of these meetings. He stated that if the County is going to go to YouTube, he thinks talking about the DHHS Secretary and calling what he did a mess, is atrocious. He stated that he does not think the Commissioners should conduct their meetings by talking about politicians in a negative way. The Commissioners should not be

politicizing these meetings and talking about their officials on the national and state level, when they are trying to get funding, it is very embarrassing.

Commissioner Piper stated that she wanted to address the comment about the fixed incomes. She stated that she does not recall saying fixed income, but she may have. She understands that so much of Grafton County is on a fixed income. The point she was trying to make, the issue she was concerned about, was if Grafton County awarded funds to one area, other towns would look for those funds as well.

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

**MOTION:** \* 11:52 AM Commissioner Hedberg moved to enter into a non-public session for the purpose of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. according to RSA 91-A: 3, II (a).

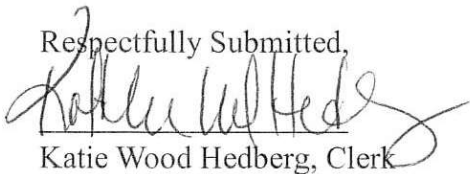
Commissioner Piper seconded the motion. This motion requires a roll call vote.

Commissioner McLeod called the roll. Commissioner Piper said, "Yes", Commissioner Hedberg said, "Yes," and Commissioner McLeod said, "Yes." Commissioner McLeod stated that a majority of the board voted "yes" and would now go into non-public session.

\* 12:00 PM Commissioner McLeod declared the meeting back in public session.

12:00 PM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'Katie Wood Hedberg', written over the printed name.

Katie Wood Hedberg, Clerk

September 9, 2025

### Commissioners Report

1. Milking 67 – shipping 9900
2. Fall work – update
  - a) 3 cuts of grass done
  - b) Spreading manure on all grass pieces
  - c) Harvesting Fall crops - red potatoes, winter squash, pumpkins
3. Open feed corn bids

Respectfully submitted,

Glenn Libby, Interim Farm Manager



# Grafton County Information Technology Check In

## September 9, 2025

### Executive Summary:

- Training/Webinars Attended
- Review of IT Policies and Procedures
- Upcoming Projects

### Attachments:

- Acceptable Use Policy
- Change Management Policy
- YouTube – Social Media Policy

**Training/Webinars Attended:**

- Microsoft Virtual Briefing - Secure your AI applications with Microsoft Defender
- Ready or Not: Governing AI in a Fragmented Regulatory Landscape
- A Day in the Security Operations Center at Thrive

**Policy and Procedure Follow Up**

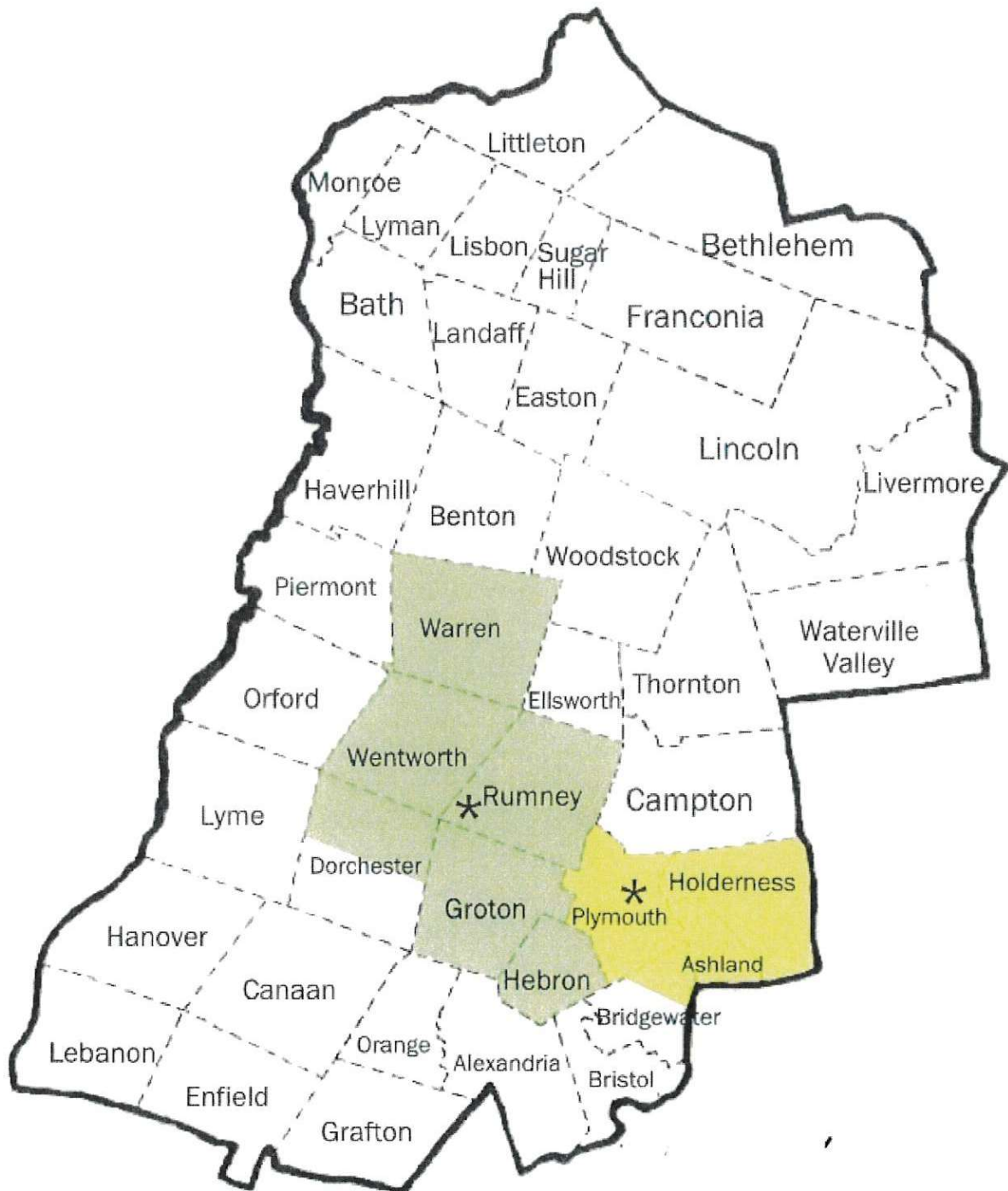
- Acceptable Use Policy
- Change Management Policy
- YouTube – Social Media Policy

**Upcoming Projects:**

- Barn Wi-Fi
- Transfer the Register of Deeds Office internet connections to the Admin building internet connections.
- Building IT Intranet page and Posting Approved IT Policies

# Proposed EMS District

## Grafton County Locations



# PROPOSAL

August 29, 2025

Steve Welch Builders

355 Rowentown Rd.

Wentworth NH 03282

Submitted to:

Town Of Rumney

RE: 2926 NH Rt 25

Rumney NH 03266

With regards to the above listed property, we recommend the following scope of work and have provided an anticipated cost of the project based upon this scope.

Existing Building: The existing building presents no structural concerns at this time, however will require an extensive remodel to include (but not limited to): demolition of all existing interior partitions and framing of new to create (1) Americans with Disabilities Act (ADA) compliant washroom, (1) kitchen for crew use, (2) crew use bedroom areas, (1) crew living/working area. It should be noted that this remodel will also require the demolition and removal of the existing chimney as well as the relocation of the staircase to access the basement. With the change in use, the electrical system will need to be altered to meet the new needs. The change in purpose will also require the complete removal of the existing plumbing system and the installation of new (to include a new on demand style water heater). Also included in this proposal is the replacement of the decking on the existing deck and the addition of code compliant railings. Windows will need to be added to the crew bedroom areas to meet egress code. The two existing patio doors onto the deck will be removed and, in their place, will be one sliding glass door. The entire building is in need of residing as the existing shows signs of neglect. It is our recommendation that the cedar siding be removed and replaced with vinyl siding for both cost and maintenance. There is currently no climate control in the building, it is our recommendation based upon past experience with similar builds that mini-split style systems be employed. Due to the level of remodel required, new drywall and flooring will be required throughout.

# PROPOSAL

Anticipated cost of the above scope: \$200,000.00

New Addition: The new addition is proposed to be 32' x 40'. It would be oriented in the same direction as the existing structure and attached on the west side of the existing structure. We propose a 32' x 40' x 6" frost protected slab to be installed, tying to the existing foundation where applicable. The new structure would feature 3 overhead doors, (2) 12' x 11' doors facing south (NH Rt 25 side) and (1) 10' x 10' located on the west side of the new building. This allows space for 2 pieces of apparatus as well as an access point to the rear of the building which could house additional equipment (trailers, boats, all terrain vehicles etc.). Interior finishes would be 4' of fiberglass reinforced paneling throughout with standard drywall above and on the ceiling. Lighting to be LED wherever possible for longevity and operational cost. Standard clothes washer and dryer connections will be located in this area as well. Exterior finish would be vinyl siding and roof shingles to match existing building. A proposed 3' roof overhang on the south side of the building would be recommended for ease of snow removal and improved drainage off roof runoff. Climate control for the new building would be handled with a propane fueled unit style heater (commonly known as a Modine style) for quick recovery and efficient operation. It should be noted that this project will require shoreline protection surveying and permitting.

Anticipated cost of the above scope: \$250,000.00

With a project of this size and complexity, it is highly recommended that a general contractor/project manager be used to ensure quality standards are met and that the project is completed in a timely manner. Typical rates for these services on a project of this size and scope are 12-15%

Anticipated cost of Project Management: \$50,000.00

Note: This proposal should be considered budgetary as of the date listed, due to unknown factors and market volatility, pricing will likely change by time of construction. Historically new construction prices rise 8-11% annually. Additionally, this proposal should not be considered a bid specification but rather a guideline that will require further refinement before a bid process can be started.

← Directions



A Hebron Village Store

B 2962 Rumney Route 25, I

⊕ Add stop ⚙ Route settings ⏱ Leave now ▾

Route #1

Route #2

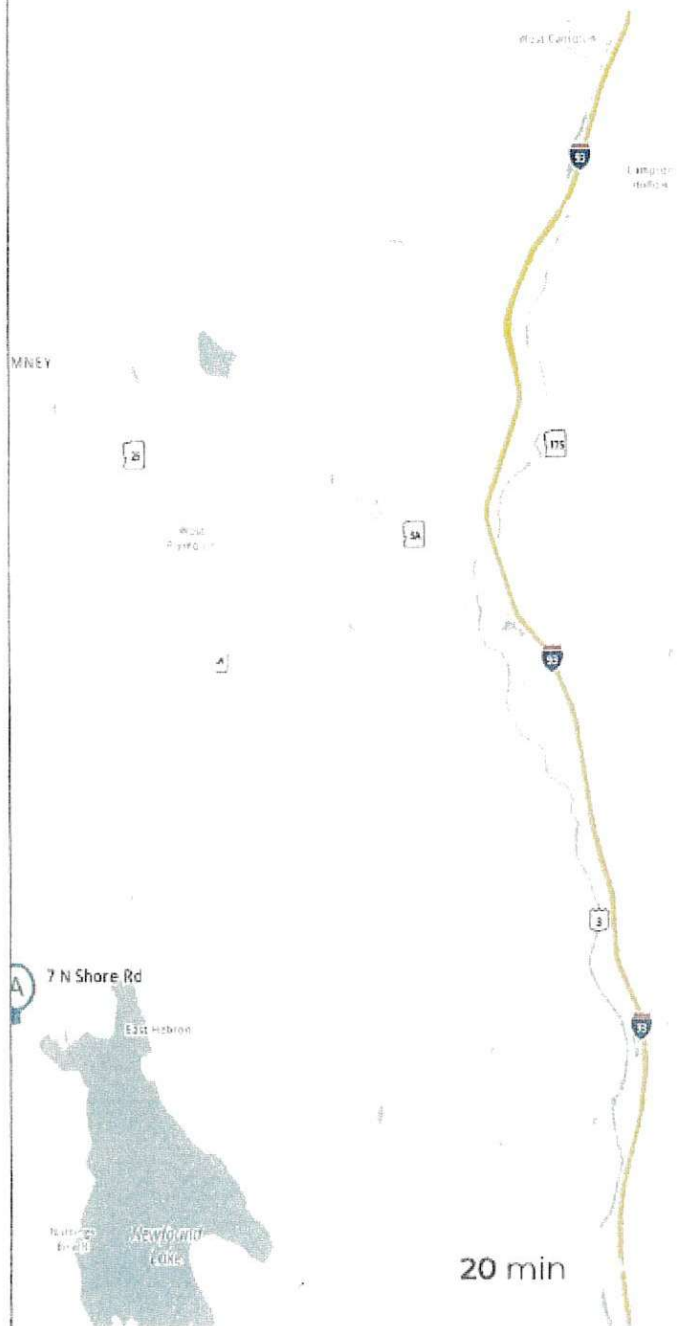
via N Groton Rd and Halls Brook Rd

22 min 12mi 🚗

Light traffic

Directions from Hebron Village Store to  
2962 Rumney Route 25

Get step-by-step walking or driving directions from  
Hebron Village Store, 7 N Shore Rd, Hebron, NH to  
2962 Rumney Route 25, Rumney, New Hampshire.  
Avoid traffic with optimized routes.




M2

← Directions


Print


Share


**Hebron Village Store**  
to 2962 Rumney Route 25


 **19 min** (14.29 miles)


via RT-25 and RT-3A


 **Start**  
Hebron Village Store


 Head south.  
Go for 82 ft.

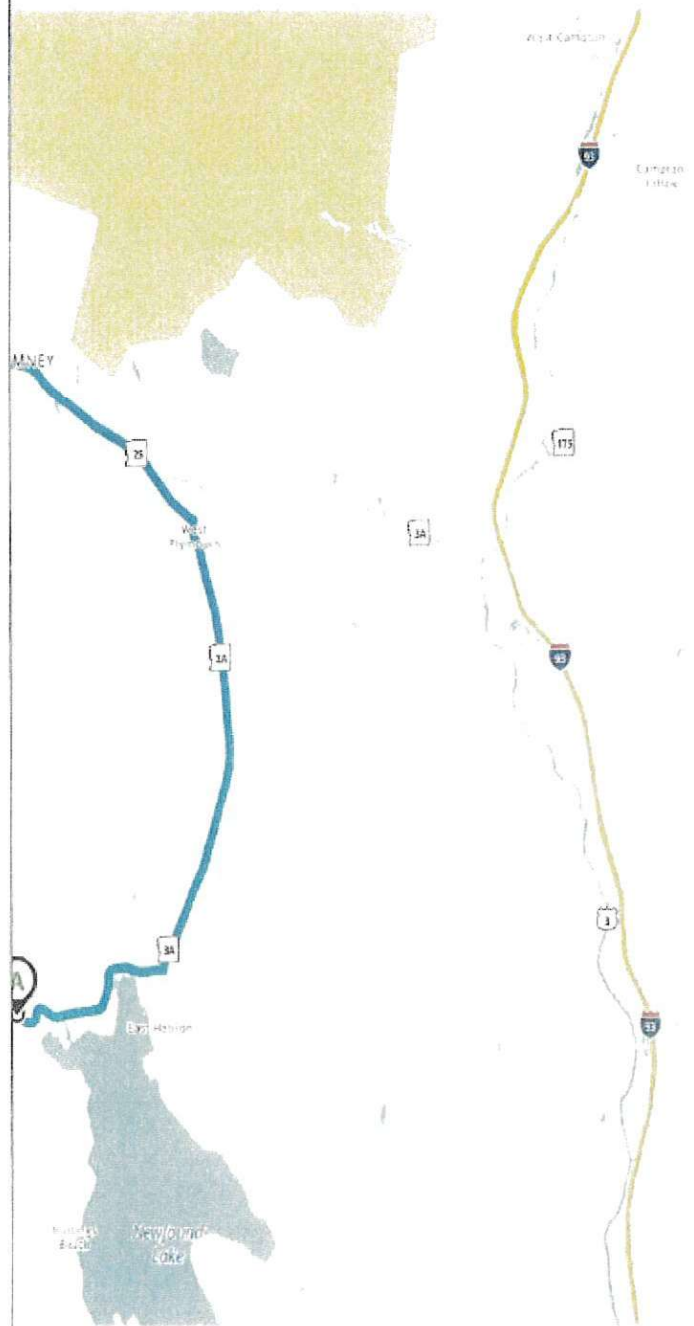
 Turn left onto N Shore Rd.  
Go for 2.3 mi.

 Turn left onto Mayhew Tpke (RT-3A).  
Go for 4.8 mi.

 Continue on RT-3A N.  
Go for 522 ft.

 Take the 2nd exit from roundabout onto  
Tenney Mountain Hwy (RT-25 W).  
Go for 7.0 mi.

 **End at**



A3

**A** 2926 Moosilauke Rd, Rumney, NH 03266

**B** 7 Atwell Hill Rd, Wentworth, NH 03282

8 min, 6.2 miles

Light traffic

Via NH-25, NH-118

**A** 2926 Moosilauke Rd, Rumney, NH 03266

↑ 1. Leave from **Rumney Route 25/NH-25** 0.3 mi

↑ 2. Follow **Rumney Route 25/NH-25** 5.9 mi

↙ 3. Turn left onto **Atwell Hill Rd** 272 ft

4. You have arrived at **Atwell Hill Rd**

**B** 7 Atwell Hill Rd, Wentworth, NH 03282

M4

- A** 2926 Moosilauke Rd, Rumney, NH 03266  
**B** 19 Water St, Warren, NH 03279

13 min , 10.2 miles  
Light traffic  
Via NH-25, NH-118

- A** 2926 Moosilauke Rd, Rumney, NH 03266

- ↑ 1. Leave from **Rumney Route 25/NH-25** 0.3 mi
- ↑ 2. Follow **Rumney Route 25/NH-25** 9.6 mi
- ↙ 3. Bear left at **Lake Tarleton Rd/NH-25C** 0.2 mi
- ↘ 4. Turn right onto **Water St** 312 ft
5. You have arrived at **Water St**

- B** 19 Water St, Warren, NH 03279

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## **PART 2**

# **PROPOSED EMS DISTRICT OPERATING BUDGET**

## EMS division governing options

### **Option 1- contractual**

The towns of Rumney, Hebron, Dorchester, Warren & Wentworth agree to pay their required operational commitments under a contracted agreement with the Town of Plymouth to the Town of Plymouth. The contract covers operational costs for hiring and maintaining operational staffing and resources in West Rumney. 5-year commitment.

An advisory committee would be established for oversight, comprising the towns above.

#### Pros:

- Plymouth has established administrative services

- Admin fees reduced to a minimum

- Billing practices and policies are in place

- Financial safeguards preexisting

- Works as a division under the Plymouth Fire-Rescue umbrella

- Employee benefits and insurance rates are lower due to the longevity and size of the Plymouth employees' pool.

#### Cons:

- Less independent input

- Would require good faith practices of all communities

- Less ownership of communities

EMS system/district operates under the umbrella of Plymouth Fire-Rescue, saving many costs in the area of \$213,000 in contractual and administrative salaries and benefits.

Plymouth Fire-Rescue would collect EMS fees for services provided to the patients under our contracted billing agency. The money would be collected and dispersed to the appropriate communities where service was provided.

It would be my recommendation that the EMS district allow for a 50% reserve and return.

Allocate 50% of the income collected through patient billing to a revolving fund to offset equipment replacement needs; the remaining 50% will be returned to the respective community.

## **Option 2. – Independent EMS division**

An Intergovernmental EMS agency, owned and operated by its own governing agency. A board of councilors/directors oversees the agency, consisting of one member from each municipality that pays into the agency.

### **Pros-**

- Independent Agency

- Self-governing

- Self-financed

### **Cons-**

- It would require an immense amount of work to build

- Require asset allocations and insurance from its own entity.

- Administrative costs are heavy

- Benefit rates are higher

- It would require its own financial practices to be established

**PROPOSED EMS DISTRICT  
OPERATING BUDGET**

**6 FT Personnel MODEL**

**Personnel**

Salary: \$24 - 48 hours	404,376
Admin Salary/ 10%	\$50,000
PT WAGES	60,000
Holiday Pay	12,672
NHRS-1	4,500
FICA/MEDI	36,000
Health - 2 Person	180,000
Dental- Family	9,000
Life & Disability	3,000
<b>Total Personnel Costs</b>	<b>759,548</b>

**Operating Costs**

Overtime -V/S/T wages coverage	50,544
Uniforms	10,400
PPE	5,000
Training - AEMT Tuition	3,200
AEMT Coverage	11,232
Pager - 1	750
Potable Radio	4,000
Heat/propane	2,500
Electricity	5,000
Internet	1,320
Phone Line	1,500
Medical Billing - MBS	3,000
IT - Suzor	2,000
First Due - Reporting	3,000
Fuel	4,320
Tires	3,000
Office Supplies	1,000
Computer - Printer	2,000
Medical Replacment Supplies	7,000
Linen	1,200
Ambulance Repairs	5,000
Equipment Maintenance -Contract	5,000
Building Maintenance	6,000
<b>Total Operating Costs</b>	<b>137,966</b>

**TOTAL ANNUAL OPERATING** **897,514**

**COST SHARING MATRIX**

Operating Budget

\$897,514

TOWNS	Town Contribution
HEBRON	180,000
GROTON	180,000
RUMNEY	180,000
WARREN	180,000
WENTWORTH	180,000
GLENCLEIFF HOME	
	900,000

## **Evaluation of EMS Regional System**

### **Five-Year Evaluation**

#### **Year 1**

0-6 months:

Expect building challenges

Expect Personnel Challenges as the newly established system

Operational Challenges

6-12 Months

Adapt to building challenges, correct if possible

Modify personnel needs if possible

Adjust operations as needed.

What significant challenges were presented?

What personnel/equipment needs were found?

Financially, is the budget sustainable enough to meet the identified needs?

Required changes for year two?

#### **Year 2**

Is the budget sustainable

Is the operational platform working?

Is it sustainable for the next few years?

Employee retention?

Interviews with Employees about their observations and needs?

#### **Year 3**

Are there any insufficiencies identified in personnel or operational needs?

Is the System sufficient with the personnel and equipment that we operate?

Are communities' response times acceptable?

Are the community's expectations met?

Is the funding appropriate for each community?

**Year 4**

Sustain, Adjust if necessary.

**Year 5**

Does the System work?

Is the Administrative side of the system sufficient for the needs of the agency?

Is the administrative model picked for the system sufficient?

Is the system cost-effective?

Are there adjustments needed?

How can we make the system better?

Should we continue to operate the EMS system this way?

Are all town satisfied to move forward?

# **Grafton County Nursing Home Commissioner's Report: September 9, 2025**

## **Census**

Medicare: 1  
NH Medicaid: 71 (7 Pending)  
VT. Medicaid: 18 (1 Pending)  
VA: 9  
Hospice: 1  
Private: 25  
Total Census: 125

## **FY '26 Budgeted Census**

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

## **Monthly Admissions/Discharges**

Admissions: 7  
Deceased Residents: 3  
Discharges: 3

## **Other Topics:**

- 1) MLTSS Commission
- 2) State Survey Window