

GRAFTON COUNTY EXECUTIVE COMMITTEE MEETING

Administration Building
North Haverhill, NH 03774
September 22, 2025

PRESENT: Reps. Baldwin, Bjelobrk, Bolton, Franz, Oppel, Sellers, Spahr, Stringham, Sykes. Commissioner Piper, Commissioner McLeod, Commissioner Hedberg, County Administrator Libby, Assistant County Administrator Elsholz, and Administrative Assistant Norcross.

OTHERS PRESENT: Register Monahan, Treasurer Cryans, Nick De Mayo – via Teams

Rep. Sykes called the meeting to order at 9:00 AM and began with the Pledge of Allegiance.

Rep. Sykes stated that the first item of business to be completed was the approval of the minutes from the June 13th Executive Committee meeting, the June 16th Executive Committee meeting, and the June 23rd Delegation meeting. Rep. Bjelobrk noted that she was left off the attendance list for the June 13th meeting.

MOTION: Rep. Bjelobrk moved to approve the minutes from the June 13th Executive Committee meeting, June 16th Executive Committee meeting, and the June 23rd Delegation meeting as amended. Rep. Franz seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin “yes”, Rep. Bjelobrk “yes”, Rep. Bolton “yes”, Rep. Franz “yes”, Rep. Oppel “yes”, Rep. Sellers “yes”, Rep. Spahr “yes”, Rep. Stringham “yes”, Rep. Sykes “yes”. With the vote being nine (9) in favor and none in opposition, the motion passes.

Treasurer Cryans arrived and gave the following Treasurer’s Report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: MICHAEL CRYANS, TREASURER
SUBJECT: TREASURER’S REPORT
DATE: SEPTEMBER 22, 2025



CURRENT CASH POSITION (as of 08/31/2025)

Grafton County General Fund

Checking Account (ICS @ 4.15%)	\$	377,223.11 (Woodsville Guaranty Savings Bank)
Investment Account Money Market (4.32%)	\$	29,672.55 (NH Public Deposit Invest. Pool)
Investment Account (ICS @ 4.10%)	\$	22,763.64 (Mascoma Savings Bank)
Investment Account ICS @ 4.22%	\$	44,888.20 (Bank of NH)
Investment Account (ICS @ 1.98%)	\$	7,536.97 (Claremont Savings Bank)
Investment Acct. (Checking)	\$	56,447.21 (Bar Harbor Bank & Trust)

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Grafton County Reserved/Dedicated Accounts

Deeds Surcharge ICS (4.17%)	\$	304,593.22 (Claremont Savings Bank)
Dispatch Capital Reserve ICS (4.17%)	\$	106,177.61 (Claremont Savings Bank)
Nursing Home Capital Reserve (4.25%)	\$	661,817.84 (Camden Bank)
Camden Money Market	\$	68,478.53 (Camden Bank)
American Rescue Plan Funds (4.22%)	\$	1,254,397.78 (Bank of NH)
NTIA Letter of Credit ICS (4.22%)	\$	3,019,653.95 (Bank of NH)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interest in the previous fiscal year (7/1/24-6/30/25) was \$387,746. The combined accumulated interest in the current fiscal year (7/1/2025 – 08/31/2025) is \$14,445.43.
- FY 2026 Tax Anticipation Note:
The Delegation authorized the borrowing of up to twelve (12) million dollars at the Delegation meeting on June 23, 2025. Five (5) proposals were received for the TANs for FY 26. I have attached a spreadsheet detailing the banks that were sent the RFP and the response received, if any. This spreadsheet shows the various proposals and requirements that the different financial institutions provided. Based on the bids received, I recommended that we accept the proposal from Bar Harbor Bank at 4.65% for our FY 2026 Tax Anticipation needs.
- On July 22, 2025, the Commissioners approved the proposal from Bar Harbor Bank for a line of credit up to \$12M at a rate of 4.65%. The first draw of \$2,000,000 from this account was made on September 11, 2025.
- Tax bills are expected to go out in late October, with the due date being December 17th.

MOTION: Rep. Bolton moved to approve the Treasurer’s Report. Rep. Stringham seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin “yes”, Rep. Bjelobrk “yes”, Rep. Bolton “yes”, Rep. Franz “yes”, Rep. Oppel “yes”, Rep. Sellers “yes”, Rep. Spahr “yes”, Rep. Stringham “yes”, Rep. Sykes “yes”. With the vote being nine (9) in favor and none in opposition, the motion passes.

Commissioner McLeod gave the following Commissioner’s Report:

Commissioners’ Report

September 22, 2025

Nursing Home:

- The nursing home's census is currently 127. Our budgeted census for FY’26 is 124; we have been at that census or exceeding it since July 1st. Our payer mix is a little off from what we budgeted, but still, with the numbers being higher, we will maintain our revenue projections. The Medicaid rate for July 1st increased to \$253.01, which is a \$5.23 increase over what we budgeted.

Department of Corrections:

- The current in-house census is 102, with another 16 out of the facility. We have 31 in pretrial services. There has been a sharp increase in the inmate census since the beginning of the fiscal year. We budget for an average daily census of 90.
- The bail reform statute that took effect Jan 01 started the process. The new laws passed this past session, which take effect later this month, are also a factor. 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. The courts began following the new rules even before they took effect. The third factor comes from County Attorney Marcie Hornick. She explained the judges are becoming more cautious on PR (personal recognizance) bail after a homicide in Berlin recently, along with the inmate released on PR bail from us who immediately became a barricaded subject (and suicide) in Wentworth after his release. The DOC expects the census to continue trending upwards.
- The increase is in the pre-trial inmates being held in lieu of bail. The DOC still struggles to have enough sentenced inmates for outside work details. Cases are not moving through the court system as quickly as new arrests are arriving at the DOC, and when lower-level cases are finally resolved, they are often time served and released.

Information Technology:

- Scott Tetreault is our new Information Technology Director. Director Tetreault started on 6/9/25.
- Commissioner Meetings are available virtually via Teams.
- Director Tetreault is setting up a County YouTube channel that will soon have all Commissioners’ meetings available.

Broadband Update:

- The project timeline has been delayed due to a longer than anticipated timeframe to complete the Environmental Assessment. This was in part due to the length of time for the review by the US Forest Service, as 70% of the project is within towns that are in the White Mountain National Forest. Final NEPA Decision was received on March 19, 2025.
- Due to the delays, we did request a one-year extension to 8/31/26. It is anticipated that it will take until the summer of 2026 to finish the project.
- Construction began on May 21, 2025
- This project includes 5,671 utility poles – we are working with seven (7) different Utility and Telecom companies to work through the Pole Licensing process. This is a significant number of poles and is a slow process. At this point, we have 800 poles fully licensed and ready to have fiber installed. There are 10,247 pole applications to be reviewed and approved (many poles require multiple licenses from both utility and telco). The licenses

are spread out across the project area, and as such, construction is slower because there are not long continuous spans to be completed.

- Through September 5th, 7.5 miles of aerial fiber have been installed out of 198.8 miles, and 4.6 miles of duct/conduit have been installed underground out of 9.1 miles. 40 handholes/vaults have been installed out of 95 handholes.
- We have been working in various towns throughout the county: Haverhill, Waterville Valley, Thornton, Bath, Sugar Hill, Grafton, Lyman, Landaff, and Easton. Currently, there are crews working in Benton, Alexandria, and Orange.
- We continue to work with Hub 66 on the contract. They will be the Internet Service Provider that the County partners with to bring fiber to homes from the Middle Mile. Hub 66 is currently working in many parts of the County, and we are excited to work with them to deliver high-speed, reliable internet to our constituents.

Courthouse Update:

- Lavallee Brensigner Architects (LBA) presented their final report to the Commissioners on 6/24/25.
- The full report is available on the county's website – www.co.grafton.nh.us
- The Conceptual Design estimated costs are \$47.3M
- The Commissioners voted 2-1 on August 26, 2025, to accept the Conceptual Design and advance the project to the Delegation for a bond vote consideration.
- A comprehensive informational session will be held following this meeting for the Delegation.
- Public Information Meetings will be held as follows:
 - 10/1/25 – 7:00 PM – Historic Bristol Town Hall
 - 10/8/25 – 7:00 PM – Plymouth Senior Center
 - 10/15/25 – 7:00 PM – Littleton Community Center
 - 10/21/25 – 7:00 PM – Lebanon Senior Center
- The Chairman will set a date for the Delegation to vote on the proposed bond. Once this date is set, a Public Hearing date to be held in Haverhill will be set.

American Rescue Plan Act of 2021:

- Grafton County received \$17.4M in ARPA funding. Ninety-two (92) ARPA projects were approved by the Commissioners and Executive Committee. Most of the projects have been completed. All funds were required to be obligated by December 31, 2024. The American Rescue Plan Act (ARPA) defines an obligation as an order for property or services or the creation of contracts, subawards, or other similar transactions that require payment. ARPA regulations require local governments to return unobligated grant funding to the U.S. Department of Treasury beyond the December 2024 end-of-year deadline.
- All of our ARPA funding has been obligated. Currently, eight (8) open projects have obligations totaling \$938,104 that will be paid out over the next sixteen (16) months. The deadline to expend ARPA funds is December 31, 2026.

- ARPA spending was allowed in four (4) categories:
 - Public Health
 - Premium Pay
 - Infrastructure (specifically Water, Sewer, & Broadband)
 - Revenue Loss (Local governments can claim up to \$10 million of their ARPA SLFRF grant allocations for revenue replacement)
- Below is the breakdown of Grafton County’s obligations:

Response to Public Health Emergency	Premium Pay for Essential Employees	Water, Sewer or Broadband Infrastructure	Revenue Replacement	Total Allocation
\$ 2,565,414.07	\$ 1,158,536.24	\$ 4,058,854.89	\$ 9,676,496.80	\$ 17,459,302.00

Grafton County EMS Study

- The County has hired Municipal Resources Inc. (MRI) to do a study of EMS (Emergency Medical Services) available throughout the County. This study is still in progress.

MOTION: Rep. Oppel moved to approve the Commissioners’ Report. Rep. Sellers seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin “yes”, Rep. Bjelobrk “yes”, Rep. Bolton “yes”, Rep. Franz “yes”, Rep. Oppel “yes”, Rep. Sellers “yes”, Rep. Spahr “yes”, Rep. Stringham “yes”, Rep. Sykes “yes”. With the vote being nine (9) in favor and none in opposition, the motion passes.

Rep. Stringham asked for an update on the WMUR situation. CA Libby reported that the next step in the process is to have both DISH Network and Direct TV do an analysis to see if it is physically and financially viable for them to carry WMUR. She stated that their understanding is that Direct TV does carry WMUR in some areas of the County. There is no cable TV market modification that the County can participate in, and therefore, they can only look at DISH Network and Direct TV. CA Libby stated that those networks have 45 days to complete the premarket modification analysis that they have been requested to do. Commissioner McLeod noted that the County contracted with a firm in D.C that does these types of modifications. The County is getting the information back from this firm.

Rep. Bjelobrk asked about the \$1.3 million over calculation in the withhold for the Broadband Grant. CA Libby stated that Rep. Bjelobrk is referring to the letter of credit. She explained that the cash secured letter of credit had to be for 30% of the federal funding, and it was done based on 30% of the total project costs. She stated that the letter of credit has been rewritten and that extra funding has been returned to the general fund. Rep. Sellers stated that since there was a miscalculation, is this extra money in the account? CA Libby stated that the money has been transferred back into the general account and has been spent. The County is now drawing money down from the Tax Anticipation Note. She further explained that this was cash that they were able to remove from the letter of credit and put into the general operating account, which allowed them not to have to borrow money as early. Rep. Stringham asked if there are contracts for the last mile, or is it available to anyone who wants to attach to it. He also asked what the

maintenance responsibilities are after the middle-mile project is complete. Commissioner McLeod stated that the County has a contract with Hub66 as the internet provider. CA Libby explained that as a part of the grant, the County will continue to own the infrastructure for twenty (20) years. They are in the process of contracting with Hub66, who will manage and operate the network. Hub66 will be in charge of maintaining the network, and they will work with the individual towns to do the last-mile buildouts. She noted that it is an open-access network, so other providers can access it if they choose too.

CA Libby gave the following FY25 Financial Recap & County Administrators Report:

FISCAL YEAR 2025
FINANCIAL RECAP

Revenue: The County finished the year under revenue projections by \$660,955. The primary reason for the shortfall was a lower than anticipated ProShare payment.

Departments finishing the year above revenue projections were:

- Sheriff's Department - \$41,153
- Register of Deeds - \$90,012
- Department of Corrections - \$49,531
- Alternative Sentencing - \$26,630
- Abandon Property \$200,590; Federal PILT \$41,424
- Farm - \$113,609

Departments finishing below Revenue Projections are as follows:

- Nursing Home (overall with ProShare)\$1,148,021. The nursing home had an operating surplus of \$165,087, but the ProShare and Bed Tax deficit was \$1,313,108, netting out to a negative variance.
- County Attorney's Office - \$4,090
- Interest Income - \$62,554

Expenses: The County finished the year under expended by \$2,241,145. Most departments finished the year within their approved budgets. Budgets that finished the year over-expended were as follows:

- Commissioners' Office —\$3,505.33
- Treasurer - \$445.35
- BDAS Funding - \$4,135.89
- Conservation - \$133.07

Summary—The revenue performance for fiscal year 2025 overall was slightly under budget, and expenses were below budget. The overall fund balance for the County decreased by

\$3,159,104 due to the difference between the revenue and expenses for the year. The overall fund balance at year-end is \$10,809,889. The undesignated fund balance for fiscal year 2025 is \$4,995,018, which is 8.66%. Bringing it back to within the policy range of 8% to 16%.

County Administrator’s Report

September 22, 2025

Financial Reports

- ❖ Cash Management Report – This report shows where the county’s funds are invested. This includes operational monies and reserve accounts. County taxes are due on December 17th every year. Our cash position is poor. We do still have money tied up securing our Letter of Credit for the Broadband grant, which impacts our cash flow. We do have a line of credit for a TAN of up to \$12,000,000. To date, we have drawn down \$2,000,000.

- ❖ The Monthly Variance Report compares the budget to actuals on an equal monthly basis and looks at the positive (black) or negative (red) variances. These reports represent two (2) months complete.

Nursing Home Revenue:

Payer Source	FY 2026 Budget	FY 2026 YTD Actuals
NH Medicaid	73	71
VT Medicaid	20	18
Medicare	4	2
Private Pay	18	25
Veterans	9	9
Total	124	125

- In fiscal year 2026, we budgeted for a census of 124, broken down by the payor sources as listed above. The current census at the nursing home is 127. We are now showing a slight negative revenue variance. This is due to the variance in the payer sources as well as the timing of payments.

- Proshare/Bed Tax – ProShare is a lump sum payment received in June. Bed Tax is paid quarterly. ProShare is an unknown amount. We have collected no revenue for these categories as of yet in FY'26.
- The Department of Corrections currently shows a slight unfavorable variance due to the timing of grant payments from the State of NH.
- The farm shows a negative variance of \$12,031.27. This is due to milk production and Misc Farm Revenue – both are expected to be on track as the year progresses.
- The Sheriff's Department shows an unfavorable variance of \$114,467.23. This is due to the timing of receipt of certain revenues.
- County Attorney/Victim Witness. These are both grants. We receive \$30,000 in grant funding from the Violence Against Women Act (VAWA), which is used to offset the salary of the prosecutor who does this work in the County Attorney's office. We also received funding from the Victims of Crime Act (VOCA). This grant reimburses costs associated with our Victim Witness program. It is a direct reimbursement for expenditures. Reimbursements are requested quarterly.
- CA –Circuit Court – The County Attorney's office provides prosecutors who provide Circuit Court services for police departments throughout the county. We have one (1) contract with the Upper Valley Prosecutorial Association. This shows an unfavorable position due to several payments being overdue.
- Alternative Sentencing is currently showing an unfavorable variance of \$29,072.54. 5,990.04. That is due to the timing of revenue collection.
- The Register of Deeds revenue shows a favorable variance of \$35,832.53.
- Interest income shows an unfavorable variance of \$31,437.90. This is due to the cash being depleted in the beginning months of the fiscal year. This is projected to recover once tax payments are received and monies are invested.

Overall revenues are lagging a bit, but that is very normal at the beginning of a fiscal year.

Expenses

- Through two (2) months, the variance report shows many departments with negative variances. This is due to a couple of things. First, we pay our Property-Liability and Workers' Comp insurance in full for the fiscal year in July. Second, the only principal bond payment we have is paid on July 1st, and lastly, we had

three (3) payrolls in August, which skews the numbers for several months. These numbers will begin to look better over the next several months.

- ❖ Pro-rated Report: This report looks at the percentage of the year completed and then pro-rates revenues and expenses based on known variations in revenues and expenditures.
 - 16.67% of the fiscal year completed. On the pro-rated report, I factor in the revenue and expenses that are either over or under at this point in the fiscal year. Based on the August reports, we are at 16.26%, under revenue by \$225,460. We are at 17.23% or over-expended by \$325,022.
 - Over-Expenditure Report—This report shows any over-expended line item at month-end. There are several accounts on the report at this time. The most significant of which is the Nightwatchman lines. The position was eliminated for FY'26 but the person worked until 6/28/25, which was paid out of FY'26, not FY'25. We will transfer funds to cover this.

MOTION: Rep. Oppel moved to approve the County Administrator's Report. Rep. Bjelobrk seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin "yes", Rep. Bjelobrk "yes", Rep. Bolton "yes", Rep. Franz "yes", Rep. Oppel "yes", Rep. Sellers "yes", Rep. Spahr "yes", Rep. Stringham "yes", Rep. Sykes "yes". With the vote being nine (9) in favor and none in opposition, the motion passes.

New Business – Rep. Sellers stated that they left the last Delegation meeting with a resolution that was tabled to discuss at the Executive Committee. He asked if they are not going to discuss it at this meeting, can it be put on the agenda for their next meeting? Rep. Sykes stated that they can add this to the agenda for their November meeting.

Rep. Bjelobrk asked if she could make a motion regarding Zoom meetings. She stated that she understands not enabling the cameras for the general public, but feels they should be on for the Delegation and members of the Executive Committee. She thinks that they watch and do not interrupt.

MOTION: Rep. Bjelobrk moved that cameras are always on for Delegation members who wish to observe Commissioner meetings.

Rep. Spahr asked why there was a decision to disable the camera function. Rep. Bjelobrk stated that she tried to log into two (2) meetings and got a notification that her camera was disabled. Commissioner McLeod stated that they ask people to turn their cameras on when they are speaking during public comment, and does not know of any policy regarding that. CA Libby stated it is something the IT Director had done, and she stated that if the Commissioners would like them to discuss that, they can do so. Commissioner McLeod stated that this is something they can discuss at their meeting tomorrow. Rep. Bjelobrk withdrew her motion. The Commissioners will address these concerns at their meeting tomorrow.

Comments from the Delegates

Rep. Sellers stated that with recent events regarding Charlie Kirk, it is unfortunate that they all cannot talk and have a disagreement. A very good man was killed and left two (2) children and a wife. Rep. Sellers stated that they need to tell constituents to tone it down and talk and listen. They do not need to go to an extreme.

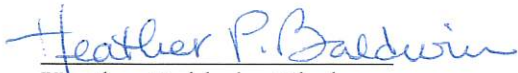
Rep. Sykes stated that the next meeting is 11/17/25 at 9 am.

Public Comment

N. De Mayo asked for the figures for the courthouse. Rep. Sykes stated that a full discussion about the courthouse project will be held during the Commissioner Informational meeting, and they will present the correct figures at that time. N. De Mayo stated rehabilitation is a far cleaner process than demolition. They have many buildings around New England that were built in the 1800s. This will be an exorbitant price for taxpayers to absorb, many of whom are on fixed income and social security.

9:45 AM With no further business, the meeting adjourned.

Respectfully Submitted,


Heather Baldwin, Clerk