

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
December 9, 2025

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

OTHERS: Farm Manager Libby, HR Director Clough, IT Director Tetreault, Nick De Mayo – via Teams, Omer C. Ahern Jr. – via Teams, Representative Spahr – via Teams, Janice Novak – via Teams, Howard Hatch – via Teams.

Commissioner McLeod called the meeting to order at 9:05 am.

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

FM Libby reported that the extremely cold weather affects a lot of their equipment.

FM Libby discussed the impact the current federal administration is having on farms across the country. He stated that at this time last year, they were receiving roughly \$8 more per hundredweight for their milk. They are currently shipping more milk but making less money.

Research Project Update – FM Libby stated that they are starting to get good information from the boluses that were put into the cows' stomachs. He stated that there was an issue with one of their cows, and this system notified them. He stated that UNH is looking at all of this information and fine-tuning the system. FM Libby stated that they are possibly looking at more research projects in the spring. He is very excited to work with UNH and see what the possibilities may be. Commissioner Hedberg stated that there were several local press releases on the research project.

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

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

Employee Bring Your Own Device Policy – IT Director Tetreault reviewed the policy with the Commissioners and answered questions. He explained that this policy governs the use of personally owned devices such as smartphones, tablets, and laptops by employees, contractors, and authorized personnel. It is designed to safeguard County systems and data while enabling limited personal device connectivity.

MOTION: Commissioner Piper moved to approve the Employee Bring Your Own Device Policy. Commissioner Hedberg seconded the motion and all were in favor.

Barn Wi-Fi – IT Director Tetreault reported that the equipment is being procured, and once it is in, they will work with Maintenance to get the fiber to the barn.

IT Director Tetreault stated that the Nursing Home has been working on their intranet page to get it where they want it to be and once they do, the page will go live.

Agenda Items

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the December 2nd meeting.

MOTION: Commissioner Piper moved to approve the minutes from the December 2nd meeting. Commissioner Hedberg seconded the motion and all were in favor.

2. The Commissioners signed check registers: 1071 – 1079; 2025-12.09.2025

3. Commissioner McLeod signed a CDBG drawdown request for WREN for \$6,500.

4. The Commissioners reviewed the DoC Superior Court Report for November.

5. Highway Safety Grant Paperwork – Sheriff's Office – CA Libby explained that a motion was made on November 4th to accept this grant. The State of New Hampshire does not like the motion that was made. They would like a new motion made, and the grant needs to be signed again.

MOTION: Commissioner Piper moved to accept the grant terms as outlined in the grant agreement and the funding from the NH Department of Safety, Office of Highway Safety for \$8,500 and further authorize Commissioner Chair Martha McLeod, Sheriff Jillian Myers, and County Administrator Libby to execute any and all documents needed to effectuate this agreement. Commissioner Hedberg seconded the motion and all were in favor.

6. Social Service Grant Applications – FY 2027 – CA Libby stated that last year was the first year they did things differently. She wanted to discuss this with the Commissioners for this year and see if there are any changes that they would like to make. Commissioner McLeod stated that they discussed including something with Opioid Abatement Funding to be able to differentiate those requests from the other recidivism-related requests through social service funding. This would reduce the funding that needs to come out of the social services. Commissioner Hedberg stated that a number of agencies did not submit annual reports. The Commissioners did not have as much information as anticipated in terms of their annual reports. CA Libby stated that several agencies she spoke to said they do not do an annual report. Commissioner Hedberg asked if there was a way to ask for the annual report, and if that is not available, list information that they would like instead. The Commissioners further discussed the application process for the upcoming year. They were all in agreement with using the streamlined standardized application process again. CA Libby stated that she will work on the changes they discussed and will send a draft out to the Commissioners.

7. Tax Collections – Investments – CA Libby stated that taxes are due next Wednesday, the 17th. Through yesterday, the county has collected \$10.1 million. The county has borrowed \$ 7,250,000 in total. CA Libby stated that if they continue to get good receipts the rest of the week, they will pay the TAN off on Friday. She further reported that investment bids are due Thursday, and Treasurer Cryans will present an investment plan to the Commissioners next Tuesday.

8. CA Libby stated that she did receive feedback from Commissioner Hedberg on the MRI report and asked if Commissioner Piper and Commissioner McLeod could take a look at it as well and let her know of any changes by the end of the week.

9. CA Libby followed up with the Commissioners on the document that was presented to them by Mr. Downing at their meeting. She wanted to check with them to see if there was any further action they would like done. Commissioner Hedberg stated that neither of the people who presented was an attorney. She does not feel they need to pursue this unless they want to hand it over to the County Attorney. Commissioner Hedberg noted that the information presented did state that if this was not followed, it would be punishable by death. CA Libby stated that there seemed to be a misunderstanding as to what the county handles. Commissioner Hedberg suggested having someone with legal knowledge review it and make sure there is nothing the Commissioners will need to do. CA Libby stated that she will send it to Atty. Hornick.

8. December Meeting Schedule – Public Hearing schedule for January – CA Libby stated that the Employee Holiday Gathering is next Tuesday at 1:00. The Commissioners agreed to start their meeting at 10:00 am. The Commissioners discussed the rest of their December meeting schedule and agreed not to meet on December 23rd and December 30th.

CA Libby stated that the Commissioners need to hold a CDBG Public Hearing in January and asked which meeting they would like to move their meeting to the afternoon to accommodate that public hearing. The Commissioners agreed to move their January 13th meeting to the afternoon.

Commissioner Issues:

1. Commissioner Hedberg stated that the town of Rumney was able to accept a \$5,000 grant from the NH Charitable Foundation for the proposed EMS project.

2. Commissioner Piper stated that there was an NHAC Executive Committee meeting on Friday. Commissioner Hedberg reported that the Commissioners Council approved the budget in November, and part of the budget was looking at the revenue for sponsorships for the NHAC Conference next year. They had sponsorships at \$105,000, and there were questions about whether the revenue projections were too high. There were no motions made to change that, and the budget was voted on by unanimous consent. Commissioner Hedberg also noted that there may be outreach to the counties by Primex to promote safety around slips, trips, and falls. Commissioner Piper stated that Kate Horgan asked for feedback from the counties regarding the NHAC Conference. Commissioner Piper stated that she gave the feedback that Grafton County would be talking about broadening the sessions to include more at next year's conference. She stated that it was very helpful with respect to department heads, but wondered about including broader items for counties to discuss. The Commissioners further discussed next year's NHAC conference and ideas they would like to possibly incorporate.

Commissioner Piper stated that there are two (2) wealthy counties, Rockingham and Hillsborough, and based on the formula that is used for county dues, those (2) counties pay more based on their larger populations. They are assessed more for county dues, and that has been a thorn in their side. One (1) Commissioner feels it is her duty to bring it up each year, and it does not normally go anywhere.

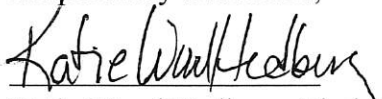
3. Commissioner McLeod stated that she has not heard any more on the Rural Transformation Grant.

Public Comment:

1. Nick De Mayo – N. De Mayo stated that microphones are needed at the table and would be a great asset to the Commissioners. CA Libby noted that they have two (2) microphones on the table. N. De Mayo stated that Lakeway Elementary School in Littleton is killing a bond for building a new elementary school because Grafton County wants to build a courthouse, which will cost them \$47 million. He stated that local projects are being hurt because of this courthouse, and the Commissioners need to consider that. N. De Mayo stated that Commissioner McLeod and Commissioner Piper may know better about the legislation for opting into casinos. He stated that this would alleviate a lot of the tax burden in Grafton County, and it may help with the courthouse project. He stated that the county can also opt into casino gaming and feels the Commissioners should look into that.

10:51 AM With no further business, the meeting adjourned.

Respectfully Submitted,


Katie Wood Hedberg, Clerk

December 9, 2025

Commissioners Report

1. Milking 57 – shipping 9100 – price of milk \$17.53/hundred
2. Research project – update

Respectfully submitted,

Glenn Libby, Interim Farm Manager

Grafton County Human Resources Report
Karen Clough, Human Resources Director
December 9, 2025

HR Activity Report (11/04/2025-12/09/2025)

• ***New Hires***

Department	#	Position(s)
Nursing Home	7 (4 PT, 3 FT)	3 PT Dietary Aide, 1 FT LPN, 1 FT Activity Aide, 1 FT Dietary Aide, 1 PD LNA
Corrections	1 (1 FT)	1 FT CO
County Attorney	1 (1 FT)	1 FT Asst. County Attorney
Sheriff's Dept	2 (2 FT)	2 FT Dispatcher

Separations

Departments	#	
Nursing Home	7 (3 FT, 1 PD, 3 PT)	2 FT RN, 2 PT Dietary Aide 1 Per Diem RN , 1 PT RN, 1 FT LNA
Corrections	1 (1 FT)	1 FT Cook

Reasons:

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

Status Changes/ dept transfers: 3 Unit Aide/LNA students to LNA, 1 per diem LNA to FT, 1 Per Diem LNA to FT Housekeeper

Active Leave of Absences November 4th to present

Department	#	
Nursing Home – Nursing	11	(10 are intermittent, 8 for self, 3 for family)
Nursing Home – Non-Nursing	12	(11 are intermittent, 8 for family, 4 self)
County Atty's Office	2	(2 intermittent, 2 self)
HR Department	2	(2 intermittent, 1 family, 1 self)
Department of Corrections	4	(2 intermittent, 3 family, 1 self)
Alt. Sentencing	1	(1 intermittent family)
Maintenance	1	(1 self)
TOTAL	33	

Scheduled to orient 12/17

1 FT Dietary Aide

1 Per Diem LNA

1 FT LNA

1 FT RN

Current Jobs posted/advertised

LNA's/Unit Aides (13.15 FTE's vacant)

RN/LPN (8.95 FTE's vacant combined)

MNA

Correctional Officer (1 FTE vacant)

Corrections Cook (1 PT / 2 FT)

Other Business:



Grafton County Information Technology Check In

December 09, 2025

Executive Summary:

- Training/Webinars Attended
- Review of Employee Bring Your Own Device Policy
- Upcoming Projects

Attachments:

- Employee Bring Your Own Device Policy

Training/Webinars Attended:

- Primex Cybersecurity Summit
- AI Data Security Specialist Course (4 weeks)
- Cut through the Noise: AI Analytics for Vulnerability Intelligence
- Access Granted: Entra ID Unlocked
- Introduction meeting with Ian Silberman (Phone Vendor)
- Scientists as Developers – GitHub for IT Professionals
- Microsoft Ignite (Virtual 3 Day Microsoft Product Summit 2025)

Policy and Procedure Follow Up

- Employee Bring Your Own Device Policy

Ongoing Projects:

- Removing Wi-fi from Deeds department
- Barn Wi-Fi

Upcoming Projects:

- Nursing Home Intranet Page Go Live
- AI Governance Policy