GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
January 20, 2026

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

OTHERS: Department of Corrections Superintendent Lethbridge, Anne Duncan Cooley – GRDC, Michelle Beaudin – GRDC, Heather Bryant – UNH Extension, Anton Bekkerman – Director of UNH's Agricultural Experiment Station, Amy Loader – Dean of Extension, Maintenance Superintendent Oakes, Nick De Mayo – via Teams, Omer C. Ahern Jr. – via Teams

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

DoC Supt. Lethbridge arrived and gave the following report (* see attached)

1. Emergency Funding for Additional Nursing Staff – Supt. Lethbridge and Medical Coordinator Shay Albee explained that inmates entering the facility are in poor condition. Supt. Lethbridge explained that they are requiring more medical attention, and the amount of work the nursing staff is doing is out of the norm for Corrections Nursing. The nursing staff are caring for inmates with significant medical needs with minimal medical equipment. After hearing from Shay Albee and her staff, he is concerned that they are about to lose nurses. They are stretched too thin to provide appropriate care and accurate screenings of new intakes.

Commissioner Hedberg noted that all medical costs are taken on by the Department of Corrections. Supt. Lethbridge explained that all medical costs associated with inmates who are preadmission into a hospital are the responsibility of the county. If the inmate is admitted to the hospital, they can then go to Medicaid.

Supt. Lethbridge stated that the most immediate method of addressing this issue is to hire two (2) traveling nurses through the end of the fiscal year. If this trend of inmates continues, he will need to request additional nursing staff in next year's budget. S. Albee stated that they would need to have either an LPN or an RN. Supt. Lethbridge and S. Albee further discussed the demands on their medical staff with the Commissioners and answered questions.

The Commissioners and CA Libby discussed what funding source should be used for this request. CA Libby stated that she feels as though LATCF funds would be appropriate for this immediate need. Commissioner McLeod felt they should be using Opioid Abatement funds. CA Libby stated that she is not sure if this would qualify for those funds, but it is something she could look into. The Commissioners agreed to fund $80,000 from the LATCF funds and look at using the remaining $80,000 to come out of Opioid Abatement once CA Libby finds out if it is a proper use of the funds.

MOTION: Commissioner Piper moved to approve spending up to $80,000 from LATCF funding for two (2) traveling nurses for the remainder of the fiscal year. Commissioner Hedberg seconded the motion and all were in favor.

2. Merrimack County Inmate Transfer – Supt. Lethbridge stated that Merrimack County DoC requested assistance from the other nine (9) counties with holding inmates, including minimum custody male inmates. At this time, the male minimum housing unit is the unit with the most available space at the DoC, and he offered to take up to eight (8) inmates. Merrimack County would be paying the same per-diem rate that our DoC charge Coos County. Supt. Lethbridge stated that Merrimack County sent four (4) inmates.

MOTION: Commissioner Hedberg moved to approve the transfer of four (4) Rockingham County inmates to Grafton County. Commissioner Piper seconded the motion and all were in favor.

3. Rockingham County Inmate Transfer – Supt. Lethbridge stated that Rockingham County has requested a transfer of an inmate from their facility to Grafton County due to a prior familial relationship with a staff member.

MOTION: Commissioner Hedberg moved to approve the transfer of a Rockingham County inmate to Grafton County. Commissioner Piper seconded the motion and all were in favor.

4. Coos County Inmate Transfer – Supt. Lethbridge stated that Coos County is requesting that Grafton County hold an inmate for their 30-day sentence due to that inmate previously being employed at the Coos County DoC.

MOTION: Commissioner Hedberg moved to approve the transfer of a Coos County inmate to Grafton County. Commissioner Piper seconded the motion and all were in favor.

5. Sullivan County Inmate Transfer – Supt. Lethbridge stated that Grafton County has requested a transfer of an inmate from their facility to Sullivan County due to a prior familial relationship with a staff member.

MOTION: Commissioner Hedberg moved to approve the transfer of a Grafton County inmate to Sullivan County. Commissioner Piper seconded the motion and all were in favor.

Anne Duncan Cooley & Michelle Beaudin – Grafton Regional Development Corporation Quarterly Report:

A. Duncan Cooley stated that Sullivan County has looked at putting a childcare facility on site and asked if there are employees at Grafton County who have issues finding childcare. She stated that GRDC has been ramping up its childcare work. They have a potential site in Lebanon, and it is starting to cross her mind where there might be some other places in Grafton County that may be in need. CA Libby stated that she has not heard of that being an issue, but it may be more of a

question for HR. A. Duncan Cooley stated that she would be interested to find that information. GRDC is meeting with a number of the major employers in the next couple of weeks to gauge their interest and see if they want to be involved in finding a solution. CA Libby stated this is something that they have discussed at the county in the past. She does not know where Sullivan County is thinking of locating their childcare center, but Grafton County's challenge has always been that we are one continuous campus, and there are inmates who work throughout. From a liability standpoint, she is not sure how they mix those two (2) populations. The other times they have had the conversations regarding childcare, they were also unable to identify an outdoor space where the kids could play.

A. Duncan Cooley stated that they have been working with the City of Lebanon on a site for them to build a childcare center with the funding that they received as congressionally directed spending. They have a $1.6 million designation.

M. Beaudin reported that, in addition to the City of Lebanon, they have identified four (4) opportunities that they are working on. She stated that GRDC has been working with a family childcare center in the town of Cannan and one in the town of Wentworth.

A. Duncan Cooley added that they are having conversations in Orford with the Orford Congregational Church. There used to be a childcare center located there, and there are discussions about reviving that. A. Duncan Cooley stated that they are trying to get out into the communities, and if Commissioners hear of any need in their communities for childcare to reach out to them.

Commissioner Hedberg stated that Pemi Valley Habitat for Humanity was recently gifted the Northway Bank in downtown Plymouth. They are looking for ideas of what to do with that building because they do not have any preconceived notions. There was a community conversation about it, and they are looking for ideas.

M. Beaudin reported that they continue to do very well with the microenterprise grant. They are about to submit their application for the next round of funding. They have brought in many new clients over the last few months.

Heather Bryant – UNH Extension, Anton Bekkerman – Director of UNH's Agricultural Experiment Station, Amy Loader – Dean of Extension

A. Loader explained that UNH Extension is a land grant university and a public research university that is funded by Congress to do this work. They have a cooperation with the counties, the state, and the federal government to fund their work. She stated that one of their sister agencies is the Agricultural Experiment Station. Every public university, like UNH, has a Cooperative Extension system, an Agricultural Experiment Station, and that is directed by Anton Bekkerman. She noted that he will be attending this meeting shortly. A. Loader stated that they work together to generate information through scientific studies in the agricultural sciences, forestry, and wildlife. This work is important to those who farm, fish, as well as the foresters, those who make a living working off the land.

A. Loader stated that A. Bekkerman is coming in to talk with the Commissioners about doing agricultural research on the county land. She stated that they have a history of working with Grafton County on the land and noted that they currently have a dairy research project ongoing at the County. UNH Extension has also done vegetable trials through Heather Bryant. A. Loader stated that, unlike every other county, Grafton and UNH have a one (1) partnership. UNH does not have any research going on at any other county farms because there are none, and this is why A. Bekkerman wants to make a proposal to the Commissioners. The proposal would use federal dollars. There are federal dollars available for rural development, and A. Bekkerman believes this may be a nice opportunity for UNH to expand its research on the Grafton County grounds. A. Loader explained that to get one of these federal grants, a town has to be the one to apply; the county and UNH are unable to. The town of Haverhill would have to apply in this case. A. Loader stated that UNH would write the grant, but they do not have a relationship with the Town of Haverhill, and they were hoping to discuss this with the Commissioners to see if they think this is worth pursuing. Commissioner Piper stated that the state representatives work closely with their town governments. CA Libby stated that the Commissioners need to discuss whether they are interested in this or not. The Commissioners stated that they would address some of their agenda items while they wait for Anton Bekkerman to arrive.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the January 6th meeting. Commissioner Hedberg had the following edits:

- Page 1 – Under the attendance list, Commissioner Hedberg stated that it was not noted who participated via Teams.
- Page 2, Paragraph #1- Commissioner Hedberg added the following statement made by Nursing Home Administrator Labore: " NHA Labore noted that the overage will be absorbed by the roughly $10,000 in savings they have with the door automation project."
- Page 5, #1 Commissioner Hedberg changed the sentence "In March, at town meetings, this EMS District proposal should be on the agendas of those towns included to approve the district" to read "In March, at town meetings, this EMS District proposal should be on the agendas of those towns included to conditionally approve the district."

MOTION: Commissioner Piper moved to approve the minutes from January 6th as amended. Commissioner Hedberg seconded the motion and all were in favor.

2. The Commissioners signed check registers: 1089-1091; 1093-1094.

3. Request from Register of Deeds – Holidays – CA Libby stated that Register Monahan has requested to close the Register of Deeds Office on December 24th, 2026, and close the office at 1 pm on December 31st, 2026. Employees will use earned time.

MOTION: Commissioner Hedberg moved to approve the request to close the Register of Deeds Office on December 24th, 2026, and close their office at 1:00 pm on December 31st, 2026. Commissioner Piper seconded the motion and all were in favor.

4. Livermore Tax Rate – CA Libby explained that Livermore has always had a zeroed-out tax rate based on the fact that there have always been more revenues coming into Livermore from the PILT payment than expenditures. Recently, in the Rand vs. The State of NH Supreme Court case, setting negative local tax rates in unincorporated places to offset or zero out the statewide education property tax, known as SWEPT, violates Part 1 Article 5 of the New Hampshire Constitution. As a result of this decision, excess municipal revenues, including the application of unassigned fund balances, cannot be used to offset SWEPT. CA Libby explained that this means that the Department of Revenue Administration has had to set a tax rate for Livermore, and three (3) property owners in Livermore will receive tax bills that will be for the statewide education property tax. She stated that in order for them to be able to carry this out, the Commissioners need to appoint a tax collector. Linda Harris from Coos County is the tax collector for all of Coos County's unincorporated places and has been for Grafton County because she does the tax information for Livermore. The Commissioners need to formally appoint L. Harris.

MOTION: Commissioner Hedberg moved to appoint Linda Harris as the Tax Collector for the Unincorporated Place of Livermore. Commissioner Piper seconded the motion and all were in favor.

MOTION: Commissioner Hedberg moved to adopt the property tax warrant for the 2025 second issue for the Unincorporated Place of Livermore and direct Linda Harris, as the tax collector, to bill out a sum of $212.00 for the statewide education property tax. Commissioner Piper seconded the motion and all were in favor.

Heather Bryant – UNH Extension, Anton Bekkerman – Director of UNH's Agricultural Experiment Station, Amy Loader – Dean of Extension

A. Bekkerman stated that this idea has been in the works for many years. He explained that one of the advantages of their agricultural research enterprise at the university is that most of the agricultural facilities, which are the shared labs, are within a seven-mile radius. He stated that while this is convenient for their students and scientists, it does not represent the entire state. There is an opportunity for education, for scientists and teachers to have a place that is located in a community outside of the seacoast. Rather than coming in just to work, these people would live there, work with the people, and the region. Grafton County is a perfect place for this, as it has the County Farm, UNH Extension, and Heather Bryant are located here as well. H. Bryant has the historical understanding and appreciation of combining research and UNH Extension.

A. Bekkerman stated that there is federal money available through the Congressional Directed Spending accounts. They would like to propose developing a research site at the county farm on county land in collaboration with UNH Extension research. He stated that the idea is that they have a farm here, whose mission is research, teaching, outreach, and extension. UNH Extension is located at the county. The funding would bring the infrastructure, which would be a small research lab where researchers could come live, work here, and interact with the community.

They would look at the possibility of two (2) or three (3) tiny houses where these people from Durham could come and stay while they work. They have talked to a few people in the area who are supportive and could be stakeholders on the ground here. He thinks this would be a pilot project in many ways and could be a way for northern and western New Hampshire to be a leader in the state to showcase what can be done. A. Bekkerman further discussed the project with the Commissioners.

Commissioner Piper stated that this would be a structure built to provide the workspace as well as a few tiny houses, and she asked if a head researcher would live in those tiny homes and if it would be on county property. A. Bekkerman stated that they do not know those details as of yet, noting that this is all in the early stages. He stated that anywhere between $600,000 and $3 million has been awarded in the past. Commissioner Piper asked at this point if UNH is looking for approval to have discussions with the Town of Haverhill about them applying for this grant. A. Bekkerman stated that they are asking to talk with the Town of Haverhill and work on a grant proposal. Commissioner Piper asked what the input from county staff would be. A. Bekkerman explained that these appropriation requests are short, and he thinks that the staff would only need to go over them to ensure the information is correct. He stated that it would be a collaborative effort, but UNH Extension would take on most of the work. H. Bryant stated that they discussed this previously with Farm Manager Libby, and he is very open to exploring this.

CA Libby stated that it seems very interesting and a good opportunity. She does not have any hesitations at this point. She stated that the county has successfully applied for congressionally directed spending grants in the past. Commissioner Hedberg stated that she thinks this is a very interesting idea and thinks it is a great idea to have it in this part of the county. She would be in favor of moving forward as long as they keep an eye on the financial implications. Commissioner Piper stated that she appreciates the enthusiasm the current farm manager brings to the future of the farm, but the farm is problematic across the Delegations. Her biggest concern is perceiving that something that looks very visionary and helpful involves the county in a new project when they have many challenges right now on campus. Commissioner Piper asked what would happen if the county farm were not kept in operation in the years to come. Those are her concerns. CA Libby stated that this opportunity gives them another reason that the county farm does well and is beneficial. If the farm is tied directly to UNH and doing research that is beneficial to the community, they are serving the purpose they set out to achieve. A. Bekkerman stated that this will require a leap of faith on all sides. The mission of the farm and what is was designed to do is long-term research. If that continues to be a priority, there are ways to develop financial models and recalibrate them. CA Libby asked what the timeline is for the application. A. Bekkerman stated that the timeline to submit would be late February – early March. Commissioner McLeod stated that she does not see the risk in moving forward with looking into this. It is a huge resource for the county, and she agreed that it is worth looking into. Commissioner Piper stated that she appreciates everything that is being said. She is feeling cautious about this and is not sure how the Delegation would receive it, but she is happy for any success they have in this project. A. Bekkerman stated that the next step would be for them to talk to the Town of Haverhill, and if they are not interested, they would not apply for this funding source. If the town is on board, UNH would then draft language that would get sent to the Commissioners and the Town of Haverhill.

MOTION: Commissioner Hedberg moved to continue the conversation with UNH Extension, but they are not committing any funds at this point. Commissioner McLeod seconded the motion. Commissioner Hedberg and Commissioner McLeod were in favor. Commissioner Piper was in opposition. With the vote being two (2) in favor and one (1) in opposition, the motion passes.

Maintenance Supt. Oakes arrived and gave the following report (* see attached)

Landscape Bids – Supt. Oakes stated that he has reviewed the bids and has a recommendation. He broke down each line item from each bid, and that gave him more comfort in the difference in pricing. He stated that Murray's Market mobilization costs are significantly less than the others because they are a local vendor out of Bradford, VT. Anyone who comes to work on the job would be local and not need a hotel. Supt. Oakes stated that he does not see anything that stands out that would deter them from using Murray's Market. He suggested removing the birdfeeders from the quote and taking care of them in-house because it would be much less expensive. He discussed his suggestion with the Commissioners, and the Commissioners were all in agreement that they felt the birdhouses were a very important piece of the project for the residents to provide a good quality of life, and they would prefer it be left in the project.

Supt. Oakes stated that he would request that the Commissioners accept the proposal from Murray's Market. There is a deficit in the grant funding available of approximately $60,000, Supt. Oakes is requesting that $80,000 be appropriated from ARPA Interest funds to cover the deficit of what is still needed outside of the grant funds, as well as give him contingency funds.

MOTION: Commissioner Piper moved to approve the bid from Murray's Market and approve $80,000 in funds from ARPA Interest to pay for the balance of the project over the grant and provide contingency funds. Commissioner Hedberg seconded the motion.

Discussion: Commissioner Hedberg stated that she thinks they need to go ahead with this project, but appreciates Supt. Oakes is trying to save money with the birdhouses.

The Commissioners voted on the motion and all were in favor.

5. Opioid Abatement Request – Sheriff Myers – CA Libby stated that Sheriff Myers is scheduled to meet with the Commissioners on February 3rd, and if the Commissioners have questions about this request, she can forward those questions to the Sheriff. Commissioner McLeod stated that other departments submit requests through the Memo for Requested Action and asked if this request could be put into that form. Commissioner Hedberg stated that these are first aid kits and may be used for people with substance use disorders, but not solely for them. She wondered if this was appropriate for Opioid Abatement funds. She noted that as a healthcare worker, she understands the need for these kits in the cruisers, but wonders if it would fall under the Opioid Abatement funds. CA Libby stated that this is the same thing as using it for nurses at the jail. They are not 100% used for opioid dependent individuals, and she does not know if that is ok but she can ask the question. Commissioner McLeod asked if advanced first aid is a training that a deputy receives. Commissioner Piper asked if this is a new initiative with law enforcement and asked why they are now doing this. She asked if there had been incidents in which the Sheriff's

Department was not able to help, resulting in a bad outcome. CA Libby stated that she would forward these questions to Sheriff Myers, and they would have a further discussion at her quarterly meeting on February 3rd.

6. Budget Schedule – CA Libby reviewed the updated budget meeting schedule. She stated that the Register of Deeds will not be meeting with the Board of Commissioners to present her budget. If the Commissioners have questions about the Register of Deeds budget, they can be emailed to Register Monahan.

7. December Financial Reports – CA Libby reported that the nursing home continues to have a positive revenue variance, and they have received the first quarter bed tax payment, and it is trending to be on target for the year. She stated that they are tracking behind on interest revenue but expects to see a good jump in the next few months now that they have money invested. Overall the revenue for the first six (6) months of the fiscal year is tracking on-target.

Expense – CA Libby stated that there are smaller departments that have negative variances at this point, but noted those will work themselves out. She added that next month's numbers will look worse as there are three (3) payrolls in January, and that skews their numbers. CA Libby stated that the Department of Corrections budget is a concern to her, as they are tracking over budget at this point. She will be doing a deeper analysis of that. The concerns are in regard to the conversation that was had with Supt. Lethbridge this morning, and the increase in medical costs and overtime paid out to officers due to the increased census.

Prorated Report – CA Libby stated that they are trending on target for revenue and $1.1 million under expended at this time. There are some over-expended accounts, but nothing is outside of the normal.

8. Other Funding Sources Monthly Update – CA Libby reviewed the attached sheet with the Commissioners.

9. CA Libby stated that the Executive Committee is meeting on Monday at 9 am.

Commissioner Issues:

1. Commissioner Hedberg received an email from a constituent stating that Deb Naro is stepping down as Executive Director of CADY. She stated that there will be an event in her honor on February 6th, and her constituent is wondering if the Commissioners can do a congratulatory commendation. CA Libby stated that they would take care of that.

2. Commissioner McLeod stated that she will be attending the Littleton budget meeting tomorrow night.

> **MOTION:** * 12:22 PM Commissioner Hedberg moved to enter into a non-public session per RSA 91-A:3, II (e) for consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her

membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph. 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." stated that a majority of the board voted "yes" and would now go into non-public session.

* 12:55 PM Commissioner McLeod declared the meeting back in public session.

12:55 PM With no further business, the meeting adjourned.

Respectfully Submitted,

Katie Wood Hedberg, Clerk

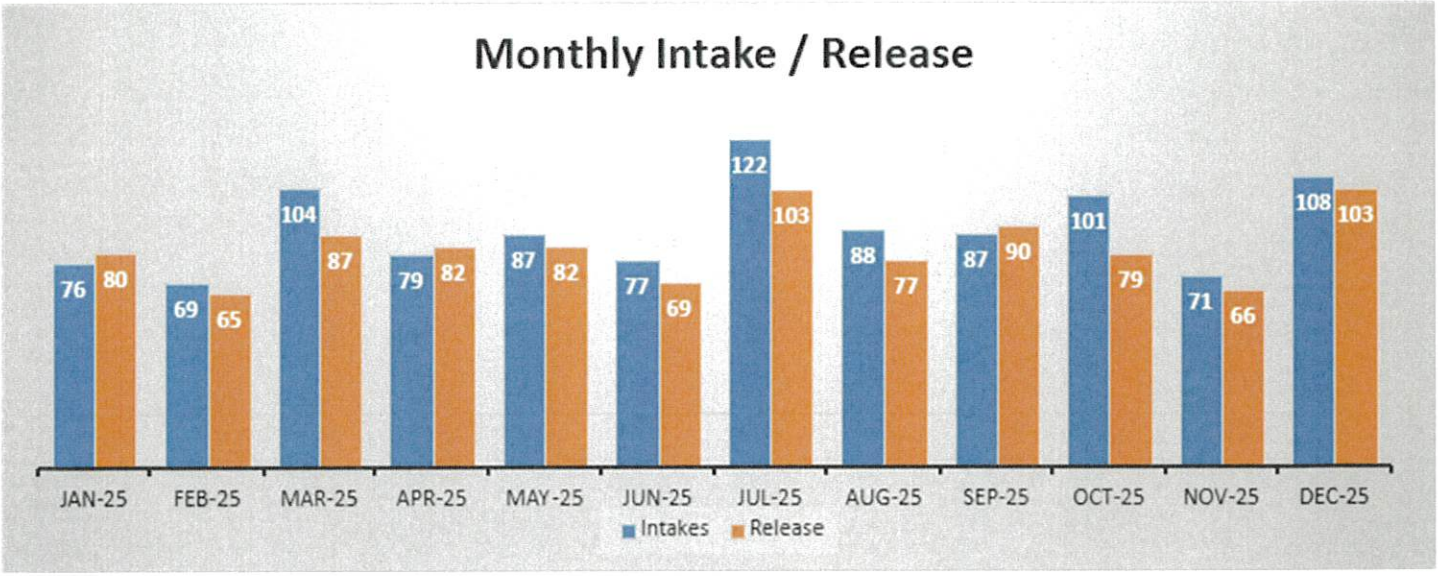
Monthly Department of Corrections Activity Report
December 2025

Major Incidents:

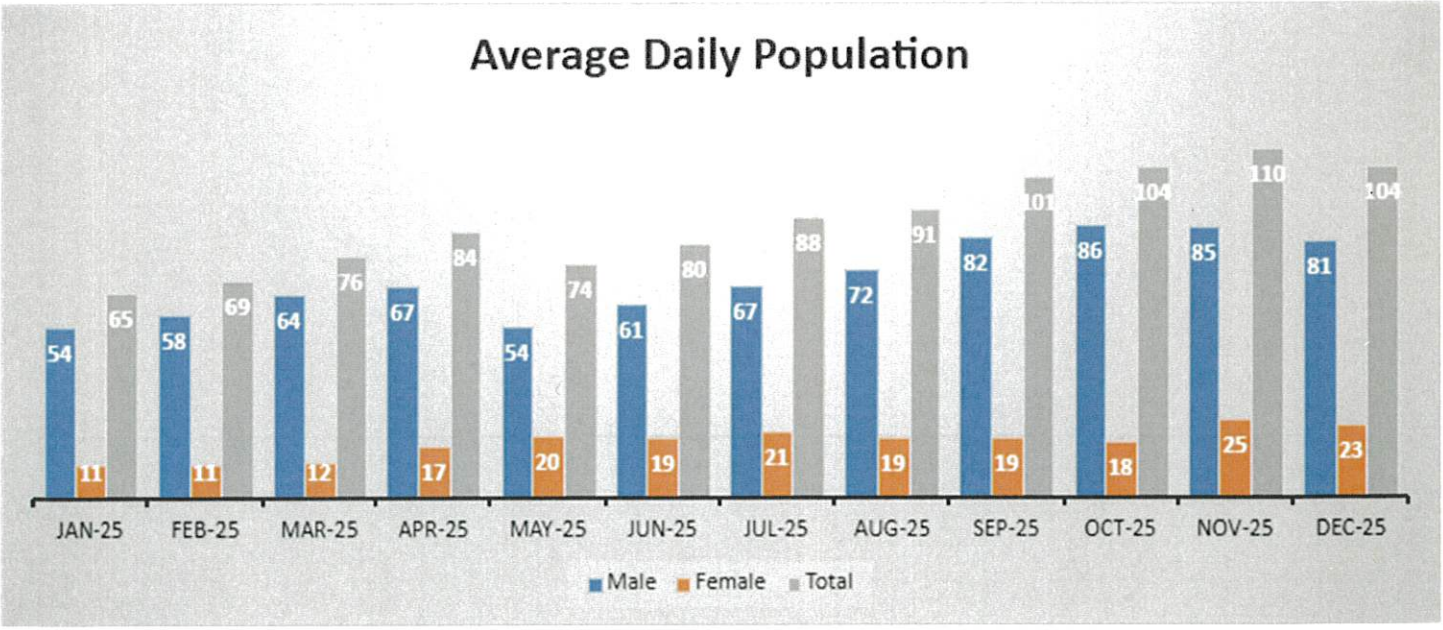
There were no major incidents in the Grafton County Dept of Corrections in December.

Population Data:

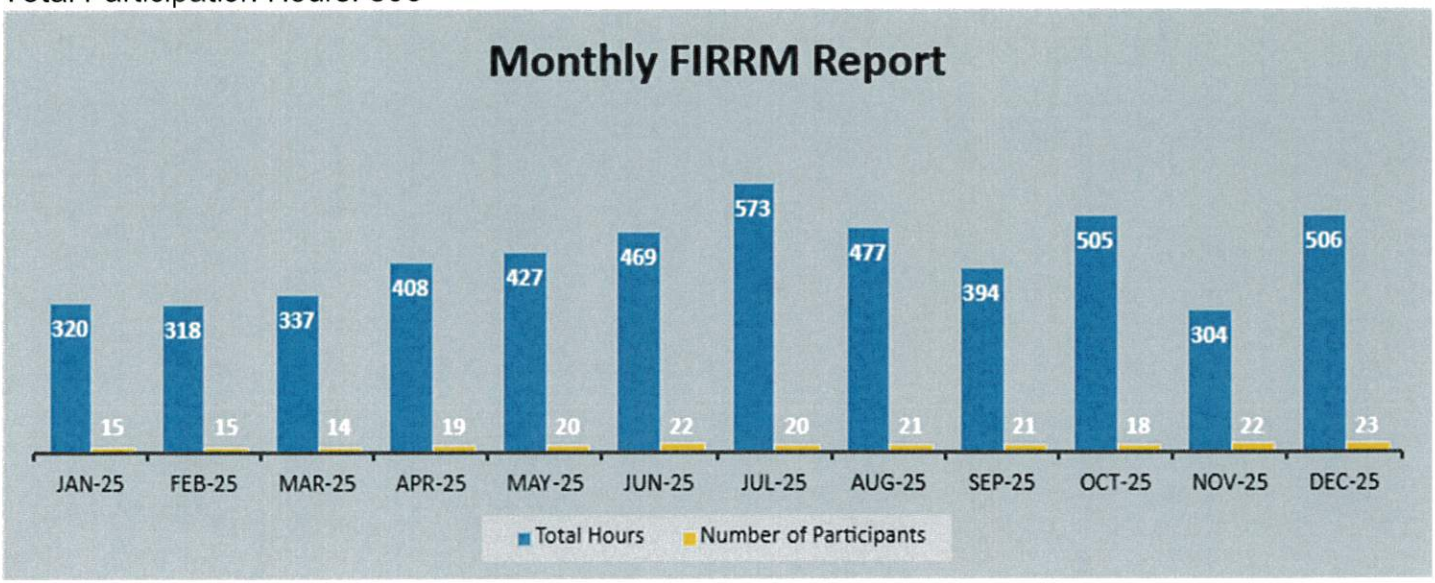
Total Intakes for the Month: **108** (Coos County Females:**12**)
Total Releases for the Month: **103**



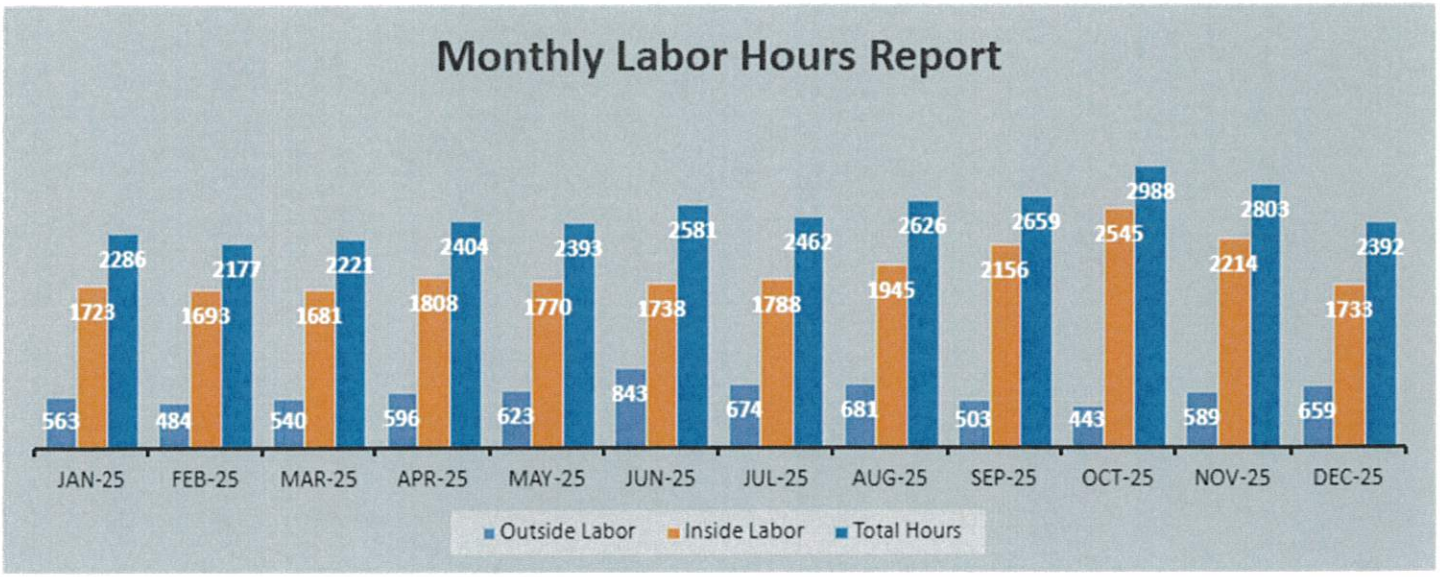
In House Average Daily Population for the Month: **104**
Male: **81** Female: **23**



Inmates participating in FIRRM program during the month: **23**
Total Participation Hours: **506**



Hours of inmate labor outside the facility: **659**
Hours of inmate labor inside the facility: **1733**



Food Service:

Average per meal cost to feed each inmate: $1.88 per meal.

The cost per meal was up one cent from November. 8952 inmate meals were served during the month of December, for a total food expenditure of $16,867.

The DOC had two full time and one part time chef vacancy all of December. Cpl. Lombardo and Officer Balch have worked additional hours, adjusted the hot meal to noontime, and taken other steps to continue delivering quality food to the inmates despite the staffing shortage.

Medical:

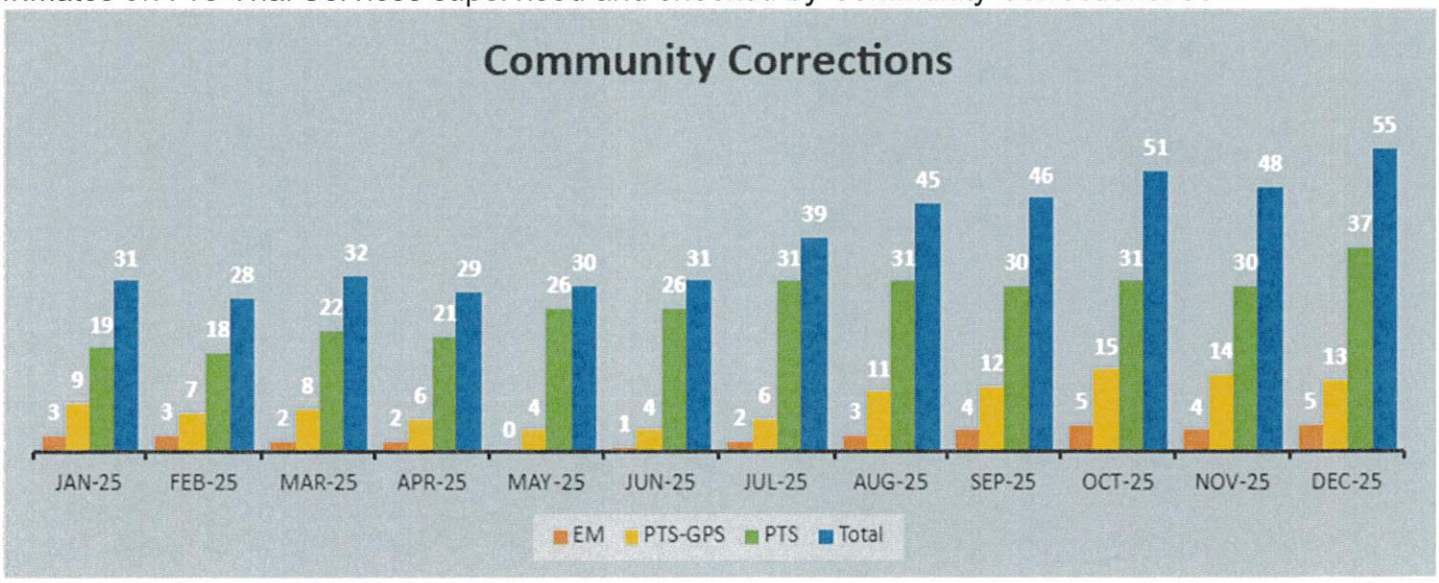
A new intake arrived at the DOC on Dec 23rd. During the intake medical screening significant health issues were identified and the inmate was transported to Cottage Hospital. Cottage immediately transferred to Dartmouth-Hitchcock. Staff worked diligently with the courts, prosecutor, and defense attorneys on Christmas Eve day and the inmate was released on PR bail, pending release from the hospital, on the afternoon of 12/24.

The DOC continues to see new intakes arriving with serious health issues and this is another example of the financial risk involved with inmate health. Had the courts declined to extend PR bail to this individual, the overtime costs of maintaining security would have been another major blow to the overtime budget. At this writing, the inmate is anticipated to be released to GCDOC on 1/16/25 and will require full day medical appointments at Dartmouth Hitchcock three days each week. The DOC is communicating with our Criminal Justice partners to evaluate alternatives to preventative detention.

Medical acuity remains high in the inmate population. Med passes are exceeding two hours in duration, which makes it difficult for the nurses to have time to both assess new intakes and do follow-up with more medically fragile inmates.

Community Corrections:

Inmates supervised on Electronic Monitoring: **5**
Inmates on Pre-Trial Services with GPS: **13**
Inmates on Pre-Trial Services supervised and checked by Community Corrections: **55**



Community Corrections continues to see increasing workload as well. Five sentenced inmates were allowed to complete part of their sentence on Electronic Monitoring in December, relieving some census pressure inside the facility and allowing these lower risk inmates to share the holidays with family.

Staff:

New officer hires during the month: 0
New officer/supervisor vacancies during the month: 1
Total vacant officer positions at the end of the month (including supervisory rank): 2

Promotions during the month: 0

Significant Developments and Achievements:

Cornerstone sent two technicians to the DOC in December to install the next set of replacement cameras and address some issues that had emerged in the past year. Capt. Kendall worked closely with Maintenance in advance of this project and Dustin Taylor and Rick Colbeth did a great deal of work running cable and other tasks before the technicians' arrival. This coordination and pre-planning paid off and everything on the check list was accomplished in the three days the technicians were here. All the analog exterior pan-tilt-zoom cameras were replaced with new digital cameras, several intake cameras were replaced with digital cameras, and issues with the door control system were addressed and fixed. I am grateful to Jim Oakes for making this project a priority and assigning staff and resources to it as well as Scott Tetreault for ensuring Joey Riendeau was available

whenever he was needed. Without the pre-visit work completed by Maintenance, Cornerstone would not have completed all the needed work. Capt. Kendall's deep knowledge of the camera and door control systems, professional contacts at Cornerstone, and organization skill were fully deployed getting this work done and he was hands on with the technicians clearing obstacles during their entire visit.

The DOC conducted a Prison Rape Elimination Act (PREA) audit in December. While complying with PREA is mandatory for all correctional facilities, these audits are a voluntary process correctional facilities can use to ensure they are following best practices. PREA compliance touches many aspects of running the jail. Since New Hampshire does not have a model jail standard or a jail accreditation process, this audit provides a valuable outside perspective on potential improvements to our operation.

Sgt. Brandi Knapp undertook this significant project and conducted training with staff, reviewed DOC policies, scheduled the audit, and worked closely with our auditor throughout the process. In the exit interview, our auditor praised the DOC staff for how diligent they were in addressing inmate safety and for how responsive they were during the audit process. The DOC will receive the auditor's report soon and will begin incorporating suggested improvements into policy over the coming months. Sgt. Knapp has done an excellent job managing this large and important project.

Significant Problems:

Aside from the continued high medical needs of the inmate population, there were no significant problems in the Dept of Corrections during December.

MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS

Dec 17, 2025 – Jan 19, 2026

Complex

Senior Center Generator – Due to its age, as a preventative measure, I had Powers Generator replace the coolant, radiator hoses, radiator cap, block heater hose, hose clamps, engine belt, thermostat, gasket and bypass cap.

Road Salt – Morton, the State of NH's salt supplier for this winter, ran out of salt at their Portsmouth depot, adversely affecting scheduled deliveries for state, county and municipal customers. Last week the local state garage cut us off from salt until Morton remedies the situation. I spoke with Morton's representative for all government salt purchases and he said Morton would try to deliver the county's order sometime this week, pulling salt from Morton's South Portland, ME depot.

COURTHOUSE

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

HVAC – Air handler AC1 has a hot water leak on a 3-way valve that controls water flow to the heating coil. We are seeing if we can procure replacement parts and investigating all facets of the job to replace this item.

Parking Lot Light – The light pole on the North end of the parking lot has a photo cell, which automatically shuts off the light once daylight is sensed. The photo cell failed causing the light to stay on during the day. We replaced the photo cell.

Plumbing – To replace a faucet in a mop closet, my plumber had to isolate the cold and hot water. When he reopened the water valves the cold side valve broke internally in the closed position. In order to replace the valve, I had to have asbestos abated from the valve and pipe. I had them do the same to the hot side. The replacement of the valve is pending until we determine where to isolate that water feed.

NURSING HOME

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

Lighting – As light ballasts failed we upgraded several inside lights from fluorescents to energy efficient LEDs.

Nurse Call System Replacement Project – Over the last few months I and the department's electrician have spent numerous hours meeting with the Nursing Home Administrator's solicited vendor, reviewing - blueprints, vendor proposals and specifications, and inspecting the facility to ensure the vendor's proposed replacement system will work. *Review is ongoing.*

ADA Door Automation Project – This past period the department's electrician and Northeast Door technicians worked together to install AUTO door openers on the double doors leading into Maple, Profile

and Granite. When completed we tested the fire alarm system to make sure the required features worked and found they did. Job Complete!

Secure Care Extension Project - Over the last few months I and the department's electrician have reviewed a solicited vendors proposal to install 11 new Secure Care System door controls throughout various locations. We added extra power receptacles at each proposed new location and confirmed fire alarm system modules are close by to tie into. *The work is schedule for the week of Jan 26th.*

Patient Lifts/stands - Lift serial # 920099 had a circuit board failure. We replaced the board and this stand is back in service.

HVAC

- Air handler HRU 2 has a small pin hole leak in its heating coil in addition to have its last three coils plugged with sludge, which causes nuisance trips of the unit's freeze-stat, causing the unit to shut down prematurely. *I ordered a replacement coil, which has a 6-8-week lead time. Once on hand we will replace it.* We also noticed its supply fan bearings squealing from pending failure...replaced bearings.

- Air handler HRU 3 would not stay running...replaced outside air damper actuator to correct problem.

- Air handler HRU 5 had its supply fan motor fail...replaced fan motor.

Sprinkler – We found an air leak in the dry system up in the 69 Building attic. The leak is temporarily patched and awaiting Hampshire Fire Protection to replace that section of pipe in late January or early February.

Life Safety Inspections

- Fire & Smoke Door Inspections – We just inspected a couple hundred doors in the nursing home to ensure they meet life safety requirements to slow the spread of fire and prevent the spread of smoke. This process took several weeks to complete. We have a couple doors needing new smoke seals. I ordered product, and we will immediately install the seals upon delivery.

- Canopy Sprinkler Coverage – Craig Labore received feedback from Glencliff Home that the state life safety inspector is focusing on sprinkler coverage of canopies this year. Back in 2009 I completed a comprehensive review of our canopies and had a couple sprinkled that had been constructed of combustible materials. I reviewed them again this year just to make sure I hadn't missed anything then. I found an old email from the architect that said the front portico canopy was made of non-combustible materials. Out of curiosity we installed a hatch in the ceiling and inspected the portico cavity, upon which we discovered a limited amount of wood used to construct the canopy. About 99% was either steel and exterior gypsum, non-combustible materials. I reported my findings to the state Life Safety inspector and he said we do not need to sprinkle this area. Common sense prevailed!

Resident Bathrooms – Four-bathroom floors have vinyl lifting at the entrances. Valley Floors is scheduled to install ADA transitions on 1/30/26 to eliminate this potential tripping hazard.

MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS

Dec 17, 2025 – Jan 19, 2026

Kitchen

- The dishwasher conveyor failed...replaced conveyor assembly.

- The loading dock door threshold was heavily worn from years of pallet jack traffic and the wall on the hinge side of the door was loose at the sole plate due to corrosion of the steel stud. We replaced the door sole plate and repaired the wall studs to fix these issues.

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

Front Steps – The concrete in the front steps is cracking in a different place from the last summer's repair and the paint used to seal the steps is too brittle to hold up to extreme temperature fluctuations. In the spring my staff will repair the concrete and after it has cured over the summer we will paint the steps in the fall.

Dept. of Corrections (DOC)

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Security Glass – Someone broke one of the security glazing's in cell A09. I ordered a replacement and because it is a customized order it will take 4-6 weeks to get replacement security glazing. This cell will remain out of use until the glazing gets replaced. *We received the glass and installed it.*

Camera System Upgrade – My staff worked with Cornerstone technicians upgrading all outside cameras and a number of inside ones as well. My staff are finishing up various details Cornerstone technicians left due to running out of time.

Underground Storage Tank (UST) Update

- The interstitial space fluid was initially reported to be glycol. The tank manufacturer corrected us and said it is a calcium chloride mixture, which turned out to be in our favor (see MB Maintenance below).
- Lakes Region Environmental (LRE) modified the UST day tank so it could receive bobtail deliveries of diesel if needed while the UST is isolated from the UST.
- MB Maintenance (MBM), the original tank installer, removed the residual diesel from the interstitial space and restored that portion of the tank by servicing it back up with calcium chloride. They also did a dip stick test of the UST fuel and found no evidence of water. The polishing of the entire fuel volume removed any residual from the tank. The MBM technician said the fuel is safe to run through the generator as is since the volume of brine introduced into the tank was miniscule compared to the volume of diesel in the tank and the evidence of no water in the tank. I erred on the side of caution and ordered fuel samples just to be sure.
- Powers Generator took three fuel samples (bottom, mid and top of UST) and sent them off for analysis. Results: All parameters passed test other than particulates in the fuel, which is removed through fuel

polishing. See attached email and fuel analysis report. I will have my staff polish the contents of the tank twice and then have LRE return to reconfigure the day tank to receive AUTO fill from the UST.
- Total cost to remedy situation: $5,400

HVAC
- Heat pump WHP-B2 has a bad high-pressure switch. The part is ordered, and we will replace it once we receive the order.

- Heat pump WHP-H3, module 2, circuit B had thermal fault. We replaced a thermal overload.

- Air handler ERU-A1 exhaust fan motor bearing seized...replaced bearings.

Plumbing
- Some of the cells in Intake & Booking stopped getting hot water. After much searching my staff determined a shared hot water mixing valve that serves these cells had a broken internal seal and the hot water was short circuiting back to the hot water return to the boiler room. We installed new seals in the mixing valve.

- Pump 7 serving air handler AHU-G1 (Programs area) leaked. Had to replace pump and motor assembly.

Sewage Pumps – Pump 2 has an intermittent SEAL FAILED light illuminating. We have the parts to fix it but had to order a special pump oil to complete the repair. When we receive the oil, we will do the needed repair.

Electrical – Circuit 28 in the kitchen failed and melted a few receptacles. The department's electrician determined loose wires were the cause. He replaced the receptacles and properly secured the wires to them. He also discovered two circuits near a sink were not GFCI protected and had a shared neutral wire. He ran a new separate neutral so each circuit has its own and installed GFCI breakers.

Laundry – Lint collector solenoid valve failed...replaced solenoid valve.

Kitchen – Two walk-in cooler door seals started to fail...replaced door seals.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Sprinkler System – Dry system air leak in upper attic above wood shop. Temporarily patched and flagged. Hampshire Fire Protection will replace that section of pipe next time they are on site for quarterly inspections.

MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS

Dec 17, 2025 – Jan 19, 2026

Farm

Pig Barn – The fire alarm periodically went into TROUBLE mode every few days. The problem persisted after the last reported repair. Alarmco, our local fire alarm contractor, inspected the system and determined a newer circuit board was the cause of issues. He ordered a warranty replacement board and is awaiting its delivery.

Dairy Barn

- Milk system washer timer and diverter valve coil failed. Replaced both parts.

Biomass Plant

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Alternative Sentencing building

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

Kitchen – The counter, sink and cabinet removed from the old break area have been refurbished and installed in the newer breakroom area. Valley Floors is contracted to install a section of carpet and cove base molding in the old breakroom area on 1/30/26.

Other

Vehicle Damage – In a recent accident my department's F450 dump body truck sustained $1,200 damage and a light pole and its base were damaged beyond repair when one of my staff slid into it during the last ice storm. The repair cost estimate for the pole and a replacement base (including paving) is $15,000. A claim was filed through PRIMEX. All work will have to be completed in the springtime when we get into warmer weather.

Staffing – I've been down one man almost 2-months due that person's FMLA. He is schedule to return to work in mid-February.

Grafton County Funding

12/31/2025

Program		Balance Received	Funds Obligated	Funds Spent	Balance Available
LATCF		$ 577,330.50	$ 55,029.41	$ 94,570.59	$ 427,730.50
Interest Earned - ARPA		$ 764,759.45	$ 206,384.64	$ 276,948.43	$ 281,426.38
Opioid Abatement Funds		$ 1,105,613.29	$ 464,000.43	$ 329,432.01	$ 312,180.85