

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building
North Haverhill, NH 03774
April 21st, 2026

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

OTHERS: Maintenance Supt. Oakes, IT Director, Tetreault, Emilie Smith – via Teams, Nick De Mayo – via Teams,

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

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

MOTION: Commissioner Hedberg moved to waive the bidding process for the parking lot light pole replacement and accept Royal Electric's bid of \$15,093.00. Commissioner Piper seconded the motion.

Discussion: Commissioner Piper noted that this price was approved by the county's insurance company, the county has a long-standing relationship with Royal Electric, and they are a local company.

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

Agenda Items:

1. Virtual Meeting Discussion – Commissioner McLeod stated that the Commissioners are trying to have a professional approach to these meetings so that off-site people can see them live or recorded. There is some interest in moving towards something that works better for those participating online but also noted that some of the issues are related to each person's individual connection. Commissioner McLeod stated that she has looked into the General Court hearings that the state does, and they use YouTube to do a live meeting and recording. The General Court Clerk's Office manages the system.

Commissioner Piper stated that it is frustrating not to be able to hear, and this is a real problem for those participating online. The county now has a YouTube channel, and this is a lot better than listening to the audio. She checked a few to see if she could hear, and she could hear most of the discussion, but noted that those who are soft-spoken are difficult to hear. If they were to change, it would seem that they would need unidirectional microphones. Commissioner Piper noted that when she was chair, she sat at the head of the table, and that is not possible anymore with the new setup. She would like to revisit the success of this format and see if it can be improved.

Commissioner Hedberg feels strongly that they need something in real time for transparency, and many places have done this in different ways. For many boards, this all started with COVID, but they are at a different point technology-wise, so going away from this would be going backwards.

The Commissioners discussed the possibility of changing the layout of the room. Commissioner Piper stated that they invested in the technology for this room. When they first started these discussions last April, the issue was transparency, which is vitally important. She does not see a difference between a YouTube meeting and a real-time YouTube.

IT Director Tetreault recommended contacting a company to come sit in this room and give their recommendation as to what the best solution is. The Commissioners further discussed different options and asked IT Director Tetreault to reach out to Pemi Baker TV in Plymouth, as well as the General Court, to see what they use.

2. Commissioner McLeod asked if everyone had a chance to read the minutes from the 4/14/26 & 4/16/26 meetings. Commissioner Piper had a grammatical edit on the 4/14 minutes.

MOTION: Commissioner Hedberg moved to accept the minutes from the April 14th meeting as amended. Commissioner Piper seconded the motion, and all were in favor.

Commissioner Piper stated that she had a clarification and not a correction to the April 16th minutes. She stated that on page 4, where they discussed the budgeting for the Nursing Home, there is a sentence, which is correct, that states “Commissioner Piper stated, respectfully, if there has been a long-standing challenge as there has been in the past, she thinks this should be resolved if it is causing problems when the Commissioners are preparing the budget. She added that she has been here long enough to understand that some department heads are not as good at their job as the Commissioners think they are, and they end up paying for that through inefficiencies.” She stated regarding the comment on the department heads that you can get the impression from the paragraph that she is talking about a particular department head, and she is not. She stated that she wants it to be clear to the public and staff that she is not talking here about any current department head; if she were, she would not have said that.

MOTION: Commissioner Piper moved to accept the minutes from the April 16th meeting. Commissioner Hedberg seconded the motion, and all were in favor.

3. The Commissioners signed check registers 1147, 1152, 1156-1157.

4. Commissioner McLeod signed the following CDBG Documents. She noted that because BEDC did not fulfill its contract, they have made amendments to the WREN, CEDC, and GRDC to increase their contracts.

- a. Drawdown – GRDC 2026 Micro - \$75,104.40
- b. Drawdown – BEDC 2023 Micro - \$3,584.90
- c. WREN Amendment – Increase Contract \$19,636.16
- d. CEDC Amendment – Increase Contract \$33,605
- e. GRDC Amendment – Increase Contract \$64,350

5. CA Libby read a thank you letter from the Town of Warren for the county’s efforts to produce the Grafton County EMS Study prepared by Municipal Resources. Commissioner Hedberg noted that she received two (2) emails from GO NORTH with RFPs to select who will evaluate the proposals. She noted that this is not the one the county is looking for.

6. Certificate of Authority – VOCA Grant – CA Libby stated that they had applied for the grant and had been awarded. It is an increase of \$105,170 over the current year’s funding, bringing the total funding to \$264,297.00.

MOTION: Commissioner Piper moved to approve the following Certificate of Authority:

1. The Grafton County Board of Commissioners voted on April 21st, 2026, to accept funds and enter into a grant agreement with the New Hampshire Department of Justice;
2. The Grafton County Board of Commissioners further authorizes the County Attorney to execute any documents which may be necessary for this contract;
3. This authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
4. This authority remains valid for thirty (30) days from the date of this Certificate of Authority.

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

7. Joint Loss Safety Committee Follow-up -Security Committee Request – CA Libby reported that the JLMC met last week. When the Commissioners met last week, they had received a memo requesting that the Campus Security Committee be reinstated and had asked that this request be brought to the JLMC for further discussion. CA Libby stated that members of the JLMC felt that last year, when the Campus Security Committee had stopped meeting, they had recommended that a security position be implemented because they did not have the time to take on the additional responsibilities. The feeling was that to reinstate that committee does not seem to be the best use of everyone’s time, and if the Commissioners are concerned about this, they should look to see how they could fund that security position.

Commissioner Piper stated that this makes sense, the Campus Security Committee’s work is done, and that was the recommendation that was brought forth to the Commissioners. Commissioner Hedberg asked about the pay of the security position, and CA Libby noted that last year they had presented a job description for this position and a budget. Commissioner McLeod asked if they should discuss this at their budget meeting on Thursday. Commissioner Piper stated that she had previously not supported this position. Given the increases they are seeing in the upcoming budget, she does not see how they can add another new position. This is a fundamental difference; she does not feel this position is necessary and is always wary of expanding government. Commissioner Hedberg stated that she does not know if they could find the funding but feels it would be worthwhile to discuss on Thursday. CA Libby noted that this was a proposed full-time position, but half of it was for an Emergency Management position for the Nursing Home. Commissioner McLeod and Commissioner Hedberg agreed to further discuss this at their budget meeting.

8. Other Sources of Funding Update – CA Libby reviewed the attached sheet with the Commissioners. She noted \$25,000 has been added back into the Opioid Abatement Funds from the Commissioners not funding Families Flourish Northeast. A few weeks ago, the Commissioners approved the Lisbon Fire Department for up to \$50,000 for a Zoll Cardiac Monitor once an estimate was received. Once the Lisbon Fire Department received a quote, it was for just over \$74,000, and they then requested an additional \$24,404.30. CA Libby stated

that Lisbon Fire has said that they understand if the Commissioners cannot approve the additional request, and they appreciate the \$50,000. CA Libby stated that she is not sure what they would use the \$50,000 for if it does not cover the full amount of the monitor.

Commissioner Hedberg stated that she has an issue with the Commissioners receiving a request for the monitor, then receiving a request for an additional \$24,000, but she would not want them to not be able to fully use the monitor if the Commissioners were not to grant the additional funding. She stated that she would be comfortable giving them an additional \$24,404.30 since the county is not funding the \$25,000 for Families Flourish Northeast. She also noted that when the county receives more Opioid Abatement Funding in the future, they need to discuss a process for applying. Commissioner McLeod noted that these are all small towns and cannot raise these additional funds from the taxpayers.

MOTION: Commissioner Hedberg moved to approve the additional funding, but not to exceed the requested additional \$24,404.30. Commissioner Piper seconded the motion, and all were in favor.

9. March Financial Reports:

Monthly Variance Report

Revenue – CA Libby reported that the Nursing Home is currently up \$42,000 in revenue. They were below census in January – March, but it has increased in April. She has a meeting with NHA Labore this morning to discuss the Proshare payment. She noted that the Nursing Home is behind in the bed tax payment as well and will further assess after their May payment. CA Libby stated that other departments that are showing behind are nothing of concern at this time, noting that many of them are timing with grants.

Expense – CA Libby reported that the Department of Corrections is over-expended. The correctional officer's salary and medical lines will be significantly overspent by the end of the fiscal year. She has concerns about the nursing department in the Nursing Home as well. CA Libby stated that overall, they are trending high with their expenses, and that is something she is concerned about. Projections show that they will finish \$500,000 under expended, which is not much, and their surplus numbers do not look good. CA Libby stated that she would like to advise departments to look very closely at their spending, and if it is not needed at this time, not to buy it. There are going to have to be very difficult conversations regarding the budget that has been presented. Commissioner Piper stated that what CA Libby is suggesting is why she trusts her so much with the budget. She appreciates the conclusion CA Libby has come to and supports her advising the department heads to limit their spending through the rest of the fiscal year. Commissioner Hedberg and Commissioner McLeod agreed.

Commissioner Piper stated that she was acting as a negotiator when she suggested that they send Supt. Lethbridge back a flat-level budget. The reason for that was she was trying to start the conversation last Thursday that CA Libby is now suggesting they have.

CA Libby stated that she went through all salary and benefit line items to project balances for the year-end. Any that will be over expended, she has asked department heads for their reasoning why.

Commissioner Piper noted that the Nursing Home and Department of Corrections are the largest budgets and are statutorily required. CA Libby stated that the 3rd largest item in the budget is the

county cap, and that is statutorily required as well. She added that accounting, HR and maintenance are also ancillary services that are needed and therefore there is not a lot outside of those items in the budget that can be reduced.

Commissioner's Issues:

1. Commissioner McLeod stated that she heard back from North Country Health Consortium, and they would appreciate it if the county applied for Opioid funding through the state. She suggested that NCHC come to meet with the Commissioners next week when AS Director Mitchell meets with them to further discuss this.
2. Commissioner Piper stated that she was following up on her previous discussion where Andrew Dorsett had suggested that the New Hampshire Municipal Association have a meeting with the Grafton County Delegation. CA Libby stated that she spoke with Chris Coates from Cheshire County, where the meeting that A. Dorsett was referring to was held. That meeting was not a county meeting; it was a meeting through the City of Keene. It was hosted at Cheshire County and included the county delegation and select boards and city councils from Cheshire County. NHMA presented an overview of outstanding legislative items. C. Coates had stated that it was helpful for him, but it was primarily focused on legislation that is specific to municipalities. It was also economic development focused on the City of Keene. CA Libby stated that Grafton County is structured differently from Cheshire County and does not feel this would be beneficial.

Public Comment :

1. Emilie Smith stated that when the Commissioners were having the virtual meeting discussion, she understood that YouTube is very popular, but she believes in keeping it simple. The county already has equipment that is being used. The main complaint is people not being able to hear, and the Commissioners discussed the seating arrangement as well. If the Commissioners could get a U-shaped table and have everyone facing the equipment with unidirectional microphones, this would be a much simpler and cheaper remedy than going to YouTube.
2. Nick De Mayo thanked the Commissioners for addressing the technological issues with the microphones. He agrees with E. Smith and her suggestions. He thanked Administrative Asst. Norcross, for her work in getting the videos to YouTube, he did not realize there was so much work involved. He stated that regarding Opioid Abatement Funds, he thinks it should be distributed equally among Commissioner districts based on what is most important, and this way the money is evenly distributed. When it comes to money, his impression as a long-time teacher and being a part of teaching union negotiations, he thinks the Commissioners need to be better negotiators with the unions. When the unions ask for COLAs and increases, they need to impress upon them that this is a tight budget year.

Agenda Items:

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

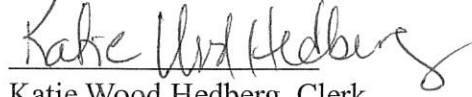
MOTION: * 10:56 AM Commissioner Hedberg moved to enter into a non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for

assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c). Commissioner Piper seconded the motion. This motion requires a roll call vote. Commissioner McLeod called the roll. Commissioner Piper said, "Yes." Commissioner Hedberg said, "Yes", Commissioner McLeod said, "Yes". Commissioner McLeod stated that a majority of the board voted "yes" and would now go into non-public session.

* 11:08 AM Commissioner McLeod declared the meeting back in public session.

11:08 AM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Katie Wood Hedberg". The signature is written in black ink and is positioned above the printed name.

Katie Wood Hedberg, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Mar 17 – Apr 20, 2026

Complex

Campus Speed Limits – We continue to see some employees and vendors speeding through the campus parking lots even though the speed limit is clearly posted. This is particularly hazardous when nursing home residents are more active outdoors. In a Joint Loss Management Committee meeting last week someone suggested installing speed bumps in key locations, which all participants thought was a good idea. I've since ordered some and intend to install them right away once they are delivered.

Sprinklers – Hampshire Fire Protection completed quarterly inspections/tests on all building sprinkler systems and completed the annual partial trip-test of the DOC's three dry sprinkler systems. No discrepancies other than having to relocate a few sprinkler signs to more visible locations in the nursing home.

Elevators

- Stanley Elevator and Alarmco completed the annual fire safety recall tests on all complex elevators. All passed test.
- Yesterday a Stanley Elevator crew completed annual inspections of the Admin Building, Courthouse and Nursing Home 1969 Building elevators. No defects were noted.

Fire Alarms – Alarmco completed the secondary inspections of all our fire alarms...no defects were noted.

Hood Fire Suppression Systems – VT Fire Extinguisher completed the 6-month inspection of the DOC and Nursing Home kitchen hood fire suppression systems...no defects were noted.

Generator – Today, Generac is scheduled to troubleshoot a check engine O2 sensor fault on the Farm's Generac generator.

COURTHOUSE

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

The following jobs greatly reduced the courthouse's Operation & Maintenance budget.

Generator

- The building's 200-amp automatic transfer switch that covers much of the building had its controller fail so it would not transfer power from street power to the generator or back. A Powers Generator technician replaced the controller, a job that cost the county \$4,600.
- While testing the new controller the Powers technician turned the generator Run/Auto/Off switch from Auto to Run and nothing happened. After several attempts the generator finally started. The switch is

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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integral to a control board on the generator itself. Powers Generator ordered a new control board and is scheduled to replace it 4/28/26. This job will cost \$1,134.

Utility Power – Last winter one of my staff unknowingly hit a PVC conduit sleeve at the base of the power pole that feeds the courthouse transformer. While doing meter readings a Woodsville Water & Light Dept. employee discovered a hole in the conduit exposing high voltage wiring. To fix the conduit Woodsville Water & Light’s lineman cut power at the pole so Royal Electric’s electricians could replace the bad section of conduit. This repair cost the county \$1,155. To prevent possible reoccurrence, my staff placed a large chunk of granite 3-4 feet from the pole to act as a bollard.

Underground Storage Tank (UST) – The fuel probe for this tank stopped measuring fuel depth. The department’s electrician troubleshot the problem to a faulty fuel probe. Beardsley, Inc. sent up a certified specialist to replace the probe, a job that cost the county \$4,677.

New Building Conceptual Design Update – In an April 1st meeting between Lavallee Brensinger Architects (LBA) and the Courthouse Building Committee (CBC), we discussed the following:

- Space reductions proposed by the County Attorney’s office, Sheriff Dept. and Probation & Parole.
- Challenges related to putting the judicial branch on the first floor (i.e. higher excavation costs related to putting the vehicle sallyport in the basement to facilitate segregated movement of inmates to court areas and adding a fourth elevator to facilitate segregated movement between staff and inmates that allows uninterrupted travel between Superior and Circuit Court spaces.
- Suggested parking lot reductions
- Potential cost savings between the commissioner’s approved roofing design and another alternative.

In addition to producing a new cost estimate for the revised building design, LBA is sending their estimator three (3) breakout items to determine the cost differences between the roofing profiles, 4th elevator vs. no 4th elevator and the commissioner approved building parking plan vs. suggested reductions. Yesterday the CBC received the revised plan and revised estimate, but we have not had time to review it amongst ourselves nor discuss it with LBA before presenting it to the board of commissioners.

NURSING HOME

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

Energy Efficiency Initiative – In the Meadow Dining room, Physical Therapy (PT) offices, the PT Exercise Room and one mechanical room we converted the fluorescent lighting fixtures to energy efficient non-ballasted LED ones.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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Annual Life Safety Survey – A couple weeks ago the NH Health & Human Services life safety inspector completed the nursing home’s annual life safety survey. The inspector was pleased with the department’s upkeep of the building and equipment in addition to our documentation to prove we are complying with the NFPA regulations that govern what we do. However, we were cited for not having signs on the oxygen room doors that specifically say, “*Oxidizing gases...no smoking.*” Our oxygen room doors had signs that said oxygen along with a picture of a cigarette with a red circle and slash through it, which I thought clearly communicated the same message. However, the inspector said the federal inspectors above him insist on the italicized language above. I immediately ordered new signs and posted them myself on all oxygen room doors.

Secure Care System Project – We experienced Radio Frequency (RF) interference at a few of the 12 new door access readers. We traced the interference to a washer in the laundry and an air handler in the attic. The contractor gave us RF filters to install on these two pieces of equipment, but after installing them the problem persisted. At this juncture the contractor is purchasing 12 replacement access readers of a different frequency, and they will install them at no charge to county to resolve the problem. They will also give us a return credit for the RF filters.

HVAC - Air handler HRU 2 has a small pin hole leak in its heating coil in addition to having its last three coils plugged with sludge, which caused nuisance trips of the unit’s freeze-stat, causing the unit to shut down prematurely. *We received the new coil and installed it shortly after.*

Rear Landscape Project Update

- All contract documents are signed and a Notice to Proceed was issued.
- The contractor mobilized yesterday and demoed the Activities yard fencing and will continue this week clearing all vegetation.
- I submitted a building permit request to the town of Haverhill, and I am awaiting a check to pay the town so they can release the permit.
- The old sheds from the Activities yard are by the farm stand and posted for sale.

Emergency Light Test – An annual test of the nursing home’s emergency egress lights revealed 12 out of 75 fixtures failed their battery duration test. We replaced the batteries in all 12 fixtures.

Plumbing

- We scheduled two outages to repair water and waste line leaks in the 1969-building mechanical room as well as repaired a leaking Domestic Hot Water (DHW) line in the 2003 building boiler room.
- We also replaced a Domestic Hot Water DHW pump motor in the 1969-building basement that experienced bearing failure.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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- We replaced an electric motor on a hydronic pump and replaced a motor-to-pump coupling on a sister pump, both in the 2003-building boiler room.

Dietary

- We replaced a failed condensate pump that serves the Maple dining room chiller table, which eliminated puddling of water.
- We replaced a walk-in cooler thermostat in the kitchen to fix an evaporator freeze up condition.

Parking Lot Light Pole – The weather is warm enough to replace the damaged light pole and base in the employee’s parking lot. Primex approved Royal Electric’s proposal of \$15,093 (Costs: new pole, concrete base, excavation, sub-grade material, misc. electrical materials, paving and labor) minus our \$1,000 deductible. I would like to use Royal Electric for this job with the commissioner’s approval. They are local company that originally installed this equipment in 2003, so they are familiar with the circuitry and what needs to be done. We also have a long-standing cooperative working relationship with them where we trust this local company, especially knowing they won’t cut corners or do anything against electrical code.

ADMINISTRATIVE BUILDING

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

Steps

- The contractor responsible for the repair and painting of the front steps agreed to come back for a 3rd time to readdress their quality issues. He is scheduled to be here today at 11 AM to determine the scope of additional repairs.
- My staff are simultaneously addressing other concrete spauling issues affecting the UNH Extension North entrance steps, the biohazardous waste storage area and the Registry of Deeds rear porch landing.

Dept. of Corrections (DOC)

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

Energy Efficiency Initiative – We converted hundreds of fluorescent lighting fixtures throughout the facility to energy efficient non-ballasted LED fixtures.

Fire Alarm – One of the circuit cards in the Simplex fire panel failed. Because Simplex is a proprietary brand purchased by Johnson Controls, we had to have Johnson Controls troubleshoot and replace the circuit card. They refer to the panel as a legacy panel, which means parts on not being manufactured to support the panel. They fixed the issue by installing a used circuit card they had scavenged from a used panel in their inventory.

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Water Meter – Woodsville Water & Light replaced a 4” meter in this building to facilitate drive-by RF readings.

Showers – The contractor responsible for the repair and epoxy painting of the DOC showers has agreed to come back for a 3rd time to readdress their quality issues. He is scheduled to be here today at 11 AM to determine the scope of additional repairs.

MAINT/FARM BUILDING

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

Farm

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

Dairy Barn

- My staff removed an old, decrepit grain silo that was positioned near the milkhouse door. We replaced it with a new one. We are in the process of demolishing the old silo to facilitate its removal from the complex.
- On Wednesday my staff will be digging a trench and laying a new 2” underground conduit between an exterior in-ground data box and the dairy barn south wall to support a new fiber optic cable being laid by Spectrum for the farm’s WIFI project.

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.

OTHER

Staffing – I have two men retiring at the end of May. Both positions are currently advertised.

Water System Management – One of my staff is training to become a NH DES certified C1A Water Operator to take over the C1A Operator responsibilities of one of the guys who is retiring. He is taking his final exam today, 4/21.

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

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Fuel Tank Bid: I solicited bids for a used oil tank that is no longer needed; it used to support an old diesel generator we decommissioned a few years ago. We have no need for the tank or its catch basin and want to get rid of it to free up storage space. See attached bid request.

Oil Tank & Spill Containment Structure Bid

The Grafton County Commissioners are accepting SEALED BIDS for the sale of the following:

Home Heating Oil Tank & Spill Containment Structure

Manufacturing Date: unknown
Size: 275 gallons
Contents: Was used to store diesel fuel

Took out of commission August 2023

Equipment is serviceable - sold "AS IS"

Tank and spill containment structure may be viewed at the Grafton County Complex, 3855 Dartmouth College Highway, North Haverhill, NH 03774. Located on back side of maintenance storage structure, which is located adjacent to the biomass plant. All bidders have permission to view bid items in person without escort.

Bid winner must pay for the tank and spill containment structure with cash, certified check or money order made out to Grafton County and must remove the purchased item from county property within 2-weeks of purchase.

No personal checks will be accepted.

Envelopes must be marked: "SEALED Oil Tank & Containment Structure Bid"

Bids must be mailed or hand delivered to: Grafton County commissioner's Office at 3855 Dartmouth college Highway ~ Box 1, North Haverhill, NH 03774

Sealed bids must be received no later than: 3:00 PM on Monday, April 20, 2026.

The Grafton County Commissioners will open bids on Tuesday, April 21, 2026.

The commissioners reserve the right to reject any and all bids



Maintenance Storage Structure