

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

May 12<sup>th</sup>, 2026

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

OTHERS: Employee Council - Andre Sanders, Mariah Johnson, Angela Wheeler & Mark Deem, Farm Manager Libby, IT Director Tetreault, Nick De Mayo – via Teams, Janice Novak – via Teams, Emilie Smith – via Teams, Michael – via Teams

Commissioner McLeod called the meeting to order at 9:09 AM.

**Employee Council – Andre Sanders, Mariah Johnson, Angela Wheeler, Mark Deem**

The Commissioners presented the Employee Council with the following response to their budget requests (\* see attached).

Commissioner McLeod stated that, in regard to the Boomerang Proposal, the Commissioners did not feel that the way it was proposed would save the county money or help with retention. She felt that the Employee Council could come up with a different proposal for next year. Commissioner Hedberg noted that last week's minutes have the Commissioners' thorough discussion about this request.

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

Memo for Consideration – FM Libby explained that they have had two (2) manure spreaders, and one (1) is rusted out and irreparable at their level. The other is currently being repaired, and as of this date, they have no working manure spreader. FM Libby stated that he hopes to have that spreader repaired by the end of this week. He explained that he had budgeted \$54,000 in his FY27 Capital Outlay request for the purchase of a manure spreader, and he was told that the Commissioners removed the item from the budget and approved the purchase from ARPA interest. Because it is being requested through ARPA interest, it can be purchased now. He reported that he only has one (1) vendor, Champlain Valley Equipment, that has a H&S manure spreader in stock. FM Libby stated that he has received a quote in the amount of \$50,000 with the trade-in of their old manure spreader.

**MOTION:** Commissioner Piper moved to approve the request to waive the bidding process and purchase the H&S manure spreader for \$50,000 from Champlain Valley Equipment. Commissioner Hedberg seconded the motion, and all were in favor.

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

Artificial Intelligence Policy and Standard Operating Procedure – IT Director Tetreault reviewed the proposed AI Policy with the Commissioners. He explained that rather than trying to attack AI

as a whole, he developed this policy to come up with a governance and standard operating procedure for how they utilize AI, not how they will secure it. This policy gives guidance on how users are to use AI. This applies broadly to all AI tools and services that may be evaluated or adopted by the County, but IT Director Tetreault noted that Microsoft 365 Copilot is designated as the County's primary and authorized AI platform for initial implementation, and only a few users have this at this time. IT Director Tetreault stated that once they see if it is useful and how it is working, they would then look to purchase more licenses. He answered various questions from the Commissioners.

**MOTION:** Commissioner Hedberg moved to approve the Artificial Intelligence Policy and Standard Operating Procedure. Commissioner Piper seconded the motion, and all were in favor.

**Agenda Items:**

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the May 5<sup>th</sup> meeting. Commissioner Hedberg had the following edit:

Page 1, First Paragraph – She changed the sentence “ She stated that they just increased the earned time accruals, and even an employee returning in the 1–5-year window now accrues at the 6–10-year accrual rate” to read “ She stated that they just increased the earned time accruals, and even an employee returning in the 1–5-year window now accrues at what the previous 6–10-year accrual rate was”

**MOTION:** Commissioner Hedberg moved to approve the minutes from the May 5<sup>th</sup> meeting as amended. Commissioner Piper seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1160-1162; 2026-04.24.2026; 2025-05.08.2026.

3. The Commissioners signed the Property Tax Warrant for Livermore to collect \$106 in taxes.

4. Commissioner McLeod signed the CDFR Close-out Paperwork for the Transformational Planning Grant.

5. Opioid Abatement Commission Grant – Commissioner McLeod stated that each priority in the grant needs its own application. She chose the priority where North Country Health Consortium (NCHC) and the county would submit a collaborative application for a mental health professional that would be shared between the treatment court and Drug Court. She reviewed the application with the Commissioners and stated that B. Thompson from NCHC, AS Director Mitchell, and Shelly Golden from Alternative Sentencing have worked on this as well. Commissioner McLeod said that she feels this is doable. She stated that CA Libby is working with AS Director Mitchell on the budget piece. A large piece of this work would be handled by NCHC. They would hire and supervise the mental health professional, AS Director Mitchell would oversee the work that is done in Mental Health Court, and B. Thompson would oversee the work in Drug Court. Commissioner McLeod stated that she thinks this would be roughly

\$500,000 grant over two (2) years. The state amended the RFP and there could be a two (2) year amendment which would allow for the possibility for a four (4) year grant funding period. Commissioner Piper stated that in their last meeting, they approved the process of writing the grant application, and her concerns were that if they were awarded the grant, it would increase the workload for their administrative staff, who already have a large workload to begin with. Her other concern would be that, if it is temporary funding, there would need to be a conversation in a few years where county taxpayers would need to pick up the costs. CA Libby stated that this person will not be a Grafton County employee. NCHC is hiring this person, and therefore, when the funding ends, it will be up to them to decide what to do with that employee. The county's MOA and obligation would end when the grant ends. She noted that she cannot say what conversations would be had at that point, but their MOA would end when the funding ends. CA Libby also noted that B. Thompson would be doing the reporting requirements for the grant. She stated that there will be some work for them, but she does not foresee there being a lot of additional work on their end for this grant.

Commissioner McLeod stated that she feels this grant would be a huge benefit for Grafton County and its treatment court programs. Commissioner Hedberg thanked Commissioner McLeod for all of her work. She feels this would be good for the residents of Grafton County who would use these services. Commissioner Hedberg noted that many organizations that she has worked in, which have items funded through grant funding, advertise these positions as grant-funded positions with the timeline of the grant. She has seen many times where a position has had to be eliminated once grant funding ends. Commissioner Piper noted that her concerns stem from ARPA funding and the positions that have been requested at the county through those funds in the past, which is different than nonprofit grant-funded positions.

**MOTION:** Commissioner Hedberg moved to submit the grant application if it is finished on time and authorize Commissioner McLeod to sign the necessary documents. Commissioner Piper seconded the motion, and all were in favor.

6. Rural Healthcare Subsidy – CA Libby explained that the county has received a Rural Healthcare Subsidy for IT healthcare costs for the last several years. The county receives subsidies for its Consolidated Communications bill, UNH Extension internet, and Spectrum cable internet feed. She noted that those are all small subsidies. The big piece of the subsidy comes with the County's agreement with Thrive. There is \$143,161.00 budgeted in this current fiscal year, and this subsidy has been denied. She explained that the County works with the New England Telehealth Consortium (NETC) on this subsidy, and they advised her on May 6<sup>th</sup> that due to a USAC error, Grafton County's subsidy request was denied. CA Libby stated that NETC is appealing the primary decision and is hopeful that it will be overturned, but she does not have confidence that it will be. Last year the subsidy was denied but there were funds left in their three (3) year subsidy that covered most of the costs that were denied. CA Libby stated that it will take up to a year for a resolution to come from the appeal, and therefore, she has taken this out of their surplus projections. She is going to recommend that the \$147,000 in the upcoming FY27 budget revenue projections be removed as well.

7. CA Libby reviewed the Elected Officials' Salaries that were set by the Delegation at their meeting yesterday. She stated that each position received a 3.3% increase in both years.

Commissioner Hedberg discussed details from the Delegation meeting with Commissioners Piper and McLeod, who were unable to attend. Commissioner Piper stated that she was present for the Executive Committee meeting online and was very disappointed that the Republican Vice-Chair voted for a large increase in salaries and that it was supported by other Republican members. She stated that if there is ever a time for fiscal conservatism, this is it, and she feels that the Commissioners did a fabulous job with their budget. The Commissioners further discussed the meetings. CA Libby stated that when the Executive Committee's recommendations for the budget are completed, she will include the updated Elected Officials' salary figures.

8. CA Libby stated the public hearing for the Commissioners' proposed budget will be held next Tuesday, May 19<sup>th</sup>, at 6:00 pm. The Commissioners' meeting will start at 3:00 pm that day.

### **Commissioner's Issues:**

1. Commissioner Hedberg stated that Sheriff Myers confirmed to her yesterday that she withdrew from the 287 (g) agreement with ICE. Commissioner Hedberg added that she is planning to meet with the Sheriff to further discuss this, and she will share additional details with the Commissioners next week. Commissioner McLeod stated that she wanted people to know that this is an option for agencies, and they can withdraw from this agreement.

### **Public Comment:**

1. Nick DeMayo stated that at yesterday's Delegation meeting, he stated that the Northeast CPI is 2.4%, and a 3.3% increase for elected salaries is extravagant. He stated that Grafton County is a poor county. The per capita income in Lebanon is \$56,599.00, Plymouth is \$19,804.00, and Littleton is \$36,072.00. He stated that he does not think giving a 3.3% increase when the CPI is 2.4% was not very creative on the part of Rep. Stringham, Rep. Opper, and Rep. Spahr for proposing that. N. De Mayo explained that with his retirement system, they cut their COLAs back. He receives a raise based on 1/3 of his COLA on the CPI, and the rest is what he gets. He stated that the Delegation could have done something similar rather than giving 3.3% across the board. He suggested that they should look at each department individually and say based on a set amount of their salary, give them a 2.4% increase of the CPI and leave the rest of their salary alone. N. De Mayo stated that the Democrats raised taxes on the taxpayers, and the Republicans held the line on the Delegation vote. He asked if the evening public hearing on Tuesday is only for the budget. Commissioner McLeod stated that was correct. He asked when a decision from the Commissioners will be made on the revisions on the courthouse.

Commissioner McLeod closed the public comment portion of the meeting. Commissioner Hedberg stated that, in terms of the courthouse, the Courthouse Building Committee had Lavelle Brensinger Architects make some adjustments to the design of the building. They just heard from the Judicial Branch with their thoughts on those adjustments and have not met again since receiving that response from the state.

Commissioner McLeod noted that the Commissioners' Public Hearing on the proposed budget is in person only on May 19<sup>th</sup> in the UNH Extension Conference Room. There will be no remote options.

**Agenda Items:**

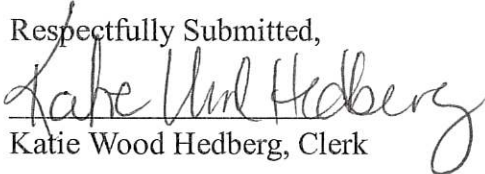
1. Request for Non-Public Session

**MOTION:** \* 10:41 AM Commissioner Hedberg moved to enter into a non-public session for the purpose 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," and Commissioner McLeod said, "Yes." Commissioner McLeod stated that a majority of the board voted "yes" and would now go into non-public session.

\* 11:01 AM Commissioner McLeod declared the meeting back in public session.

11:01 AM with no further business, the meeting adjourned.

Respectfully Submitted,

  
Katie Wood Hedberg, Clerk

TO: Employee Council Members  
FROM: Grafton County Commissioners  
SUBJECT: FY 2027 Budget Requests

In response to the list of items submitted by the Employee Council as requests for consideration for the Fiscal Year 2027 budget, we offer the following responses:

1. Increase On-Call Pay – We request an increase in on-call compensation from the current rate of \$2.50 per hour to \$3.00 per hour. This adjustment would better reflect the commitment and availability required of employees serving in on-call roles.

**Commissioners' Response:** The Commissioners agree to this request and have included it in their FY 2027 budget proposal.

2. Cost of Living Adjustment (COLA) – We propose a change to the COLA that, as proposed by CA Libby, to a four-year agreement, with a formal review and re-evaluation conducted after the third year.

**Commissioners' Response:** After further discussion and clarification, it is our understanding that the Employee Council found the proposal as written acceptable. The Commissioners have included a 3.03% COLA in their proposed budget based on this language.

3. Boomerang Proposal: We request consideration and discussion of the Boomerang Proposal to further support employee retention and recruitment efforts.

**Commissioners' Response:** We have had a discussion regarding this proposal with HR Director Clough. She did some research with the other NH Counties and found that this is not a policy that any of those that responded have or have heard of. The Commissioners agreed in their discussion that they were not in favor of instituting a policy for this at this time.

4. Annual Baseline Blood Draws - Andre Sanders discussed this more with CA Libby and stated that this request was being withdrawn.

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### Commissioners Report

1. Milking 64 shipping 9400 – price of milk has improved
2. On Tuesday May 5<sup>th</sup> we hosted a demonstration for drone application of pesticides – great attendance from local farmers and Cooperative Extension
3. Spring work continues
  - a) Cow corn scheduled to be planted this week
  - b) Sweet corn scheduled to be planted this week
  - c) Laying plastic mulch to warm soil for first planting of veggies
  - d) Met with our soil guy – amended alfalfa pieces to improve crop retention
4. FY26 budget status
  - a) Revenue – overall projected to be over collected – possibly including the 101 line (sale of milk)
  - b) Expenses – projected to be under expended
5. Request for action - attached

Respectfully submitted,

Glenn Libby,



# Grafton County Information Technology Check In

## May 12, 2026

### **Executive Summary:**

- Training/Webinars Attended
- Policy and Procedure Follow Up
- Projects in Process
- Upcoming Projects

### **Attachments:**

- Grafton County AI Policy and SOP

**Training/Webinars Attended:**

- Can AI Deliver Better Processes for Cities and Counties?
- Out of the Shadows: Step by Step Approach to AI Governance
- The AI Safety Net: How Purview DSPM Helps Reduce Data Risk

**Policy and Procedure Follow Up**

- Grafton County AI Policy and SOP

**Projects In Process:**

- Removing Wi-fi from Deeds department
- Barn Wi-Fi – Fiber and hardware install scheduled for 05/12/2026
- HR Intranet Page
- PDF Document procedure for posting to website.
- Commissioners Conference Room Survey

**Completed Projects:****Upcoming Projects:**

- Testing and Go Live Barn Wi-Fi
- NH HIPPA Security Risk Assessment Review