

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
May 19<sup>th</sup>, 2026

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

OTHERS: Maintenance Supt. Oakes, Chad Miller, Nick De Mayo – via Teams, Michael – via Teams, Emilie Smith – via Teams

Commissioner McLeod called the meeting to order at 3:00 PM

**Maintenance Superintendent Oakes arrived and gave the following report:**

The Commissioners opened bids for the sale of two (2) Amish-built sheds. Bids were received as follows

	<b>Red Shed</b>	<b>White Shed</b>
Dennis McLam	\$250.00	\$250.00
Jennifer Gilding	\$250.00	\$250.00
Betty Nickles	\$125.99	-
Peter Castello	\$300.00	\$150.00

**MOTION:** Commissioner Piper moved to accept Peter Castello's bid of \$300 for the red shed. Commissioner Hedberg seconded the motion, and all were in favor.

The Commissioners and Supt. Oakes discussed what to do with the \$250.00 tie for the white shed, and they agreed to reach out to both bidders, allowing them to rebid and submit by Friday, May 22<sup>nd</sup>, at 3 pm. In the event of another tie, they will do a coin toss.

Commissioner McLeod asked what would happen with Supt. Oakes' upcoming retirement. CA Libby stated that they have not received Supt. Oakes' official notice of retirement yet, but when they do, they will advertise the position in-house first.

**Commissioner Hedberg – Sheriff's Department ICE 287g Agreement Update:**

Commissioner Hedberg read the following statement:

To recap what I told you last week, I got a call from a constituent on Monday telling me that the Grafton County Sheriff was no longer listed on the ICE website as having an agreement with ICE. I emailed the Sheriff, and she confirmed in writing that they withdrew and offered to discuss further. I reached out and asked to meet in person after the Commissioners' meeting. During last week's meeting, Commissioner McLeod read a message she stated she had received from the ACLU that, to paraphrase, the 91-A requests were burdensome and that since they had not had enforcement activity with ICE

the Sheriff decided to withdraw from the agreement. I said I was planning to see the Sheriff, and if there was anything new, I would let Julie know so she could inform the other Commissioners. Otherwise, I would follow up at this meeting.

At my meeting with the Sheriff, she confirmed that the reason she withdrew was that the 91-A requests were very burdensome. When I asked about details, she said she received about 5 requests per month, many of which were vague and extensive. She gave an example of something like "all emails with Homeland Security for the past year". She also said that since she does not have in-house counsel, learning about the specifics of the law and putting the responses together were all done by her and were taking an inordinate amount of her time. She confirmed that there have been no enforcement activities with ICE. She further stated that since the State Police has a 287(g) agreement, ICE can call them if needed. Since this was the same information that Commissioner McLeod announced at the meeting, I did not send an update email and planned to review at this meeting as was the stated plan. I did ask Sheriff Myers if she was going to make a formal announcement to the press, and she said no.

On Wednesday, I received a call from a reporter from the Boston Globe asking if I was able to meet with the Sheriff, as I had stated during the meeting. I told him I did and confirmed what the Sheriff told me. I did not speak on behalf of the Board of Commissioners, but only at my personal meeting. That brief article was published on Thursday and led to a call from NHPR. Again, I confirmed what the Sheriff had told me. On Friday, I received a call from a reporter at WCAX and did a brief virtual interview. In addition to asking me about the Sheriff confirming that she had withdrawn from the agreement, he asked my thoughts on the agreement and if the Sheriff had officially notified the Commissioners. I answered that I have been against the agreement from the start and that the Sheriff had not formally notified the Commissioners. Those last two statements were the only statements of mine he put in the story. Finally, later on Friday, I got a call from the Caledonian Record, again asking for what I heard from the Sheriff. When I spoke with each of these reporters, I reported on my conversations only.

In addition to the discussion on ICE, the Sheriff and I discussed other issues. She said they withdrew from the Northern Shield Grant program because they were concerned with some parts of it when they went to the first training. She reported to me that she thought other things were going well.

Commissioner McLeod asked if the Sheriff has any intention to give a formal announcement to the Commissioners. Commissioner Hedberg stated that she asked the Sheriff about a formal notification to the press, and the Sheriff said she was not going to. Commissioner Hedberg noted that she did not ask her specifically about coming to a Commissioner meeting. Commissioner McLeod asked if Commissioner Hedberg was going to continue to meet with the Sheriff as a liaison. Commissioner Hedberg stated that she met with the Sheriff personally because she had sent an email regarding a constituent question, and the Sheriff had said she would be happy to talk with her. She stated that in terms of a liaison, if that is something the board wanted to look into, she would be happy to do so, but that was not her intention with this meeting. She was following up on a constituent phone call she had received. Commissioner McLeod stated that she

feels that a liaison would be inappropriate, as it would enable this behavior. She noted that she does not feel the Sheriff would meet with her on a constituent issue. Commissioner Hedberg stated that she does not feel it was inappropriate to email the Sheriff with this question. Commissioner McLeod stated that this report was helpful, but she is worried that it would enable this behavior rather than having the Sheriff come to a public meeting. She added that Commissioner Hedberg acted as the Sheriff's spokesperson, as it all went out to the media, and she did not have to put out a press release. Commissioner Piper stated that she feels Commissioner Hedberg fulfilled her responsibility to the constituent. Any other lack of notification to the press is the Sheriff's responsibility. Commissioner Hedberg stated that she did not have long conversations with any reporters. Commissioner McLeod stated that she had a conversation with two (2) reporters, but did not want to be interviewed.

Commissioner McLeod stated that this was a win for everyone who signed the petition against this agreement.

Commissioner Piper stated that it was helpful to them and constituents that Sheriff Myers had withdrawn from the Northern Shield Grant after expressing discomfort with the terms.

#### **Agenda Items:**

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the May 12<sup>th</sup> meeting. Commissioner Hedberg had the following edit:

Page 4, Commissioner's Issues: Commissioner Hedberg changed the sentence "Commissioner Hedberg stated that the Sheriff has withdrawn from the 287g agreement with ICE" to read "Commissioner Hedberg stated that Sheriff Myers confirmed to her yesterday that she withdrew from the 287 (g) agreement with ICE."

**MOTION:** Commissioner Piper moved to approve the minutes from the May 12<sup>th</sup> meeting as amended. Commissioner Hedberg seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1165-1170.

3. Livermore Yield Tax Levy – CA Libby stated that there was a timber cut in Livermore and asked that the Commissioners sign the Yield Tax Levy. There was a \$580 yield tax that the logger has already paid.

#### **Littleton Fire Chief Chad Miller - Hands-only CPR Training**

Chief Miller reported that this initiative started with the New Hampshire Executive Council. Councilor Stephen had suffered a cardiac arrest outside of a hospital setting in Florida. He was saved by two (2) bystanders who performed CPR and called 911. He has made a full recovery and started the New Hampshire CPR Challenge with the Executive Council this week. Chief Miller stated that this week is EMS Professionals' Week, and they committed an organization to do at least one (1) hands-only CPR training per day for the entire EMS Professionals Week. They have looked at having these trainings in public meetings to engage with boards. Chief

Miller stated that Grafton County has invested heavily in EMS through the MRI study and has been a supporter of many different efforts. They are tremendously thankful in Littleton for the support through the Opioid Abatement Funds as well.

Chief Miller reported that Littleton responds to an average of twenty-five (25) cardiac arrests each year, and on average, only one (1) survives. He has been a part of many cardiac arrest survivals in his career, and it is not necessarily common. The one (1) common thread in all of those survivals is that someone witnessed the cardiac arrest and immediately started CPR. He stated that early CPR is key, noting that your chances of survival decreases 10% for every minute without CPR. Chief Miller explained that some of these calls they respond to are known as unwitnessed cardiac arrest, and by the time the person is found, the chances of survival are very low. He noted that another important piece is the availability of an AED.

Chief Miller explained that the process of CPR has been made overcomplicated, and as cardiac arrests have been studied, it has been shown that the most important part of CPR is compressions. Science is showing that the best chance of survival is chest compressions, and people get distracted by the breathing piece. Chief Miller stated that ventilation is not really important for the first several minutes. Commissioner Piper stated that she appreciates this training because the idea of CPR has been intimidating for her, in terms of worrying that she will not do it right, due to the ventilation piece.

4:10 PM Commissioner McLeod recessed the meeting for the hands-only CPR training.

4:35 PM Commissioner McLeod reconvened the meeting.

### **Agenda Items:**

1. Commissioner McLeod signed the Professional Services Agreement for North Country Council for the CDBG NHARDC Grant.

2. Opioid Abatement Grant – Commissioner McLeod stated that the grant application was submitted on Thursday afternoon. It was for roughly \$400,000 over two (2) years to have a licensed mental health professional to oversee the Mental Health Court through Alternative Sentencing and Drug Treatment Court through North Country Health Consortium. Commissioner McLeod thanked CA Libby, Alternative Sentencing Director Mitchell, and Bob Thompson for their work on the application. CA Libby stated that the majority of the funding would be sub-granted to NCHC, and some will stay at Grafton County to offset salaries. CA Libby stated that it was a great collaboration.

3. April Financial Reports

#### *Department Variance Report:*

Revenue – CA Libby reported that the Nursing Home is keeping on pace for revenue. The average census for April was 122. They budgeted for 124, and she hopes that the Nursing Home is past the lower census numbers. She stated that the 3<sup>rd</sup> quarter bed tax payment was received and was just under \$400,000. CA Libby noted that these reports do not reflect that payment as it

was just received. She is projecting that they will be slightly under revenue at year's end. The Farm and DoC are both doing a great job with revenue and will finish the year over their revenue projections. She stated that Alternative Sentencing should be on target as well. The Register of Deeds is already over their revenue projections. CA Libby stated that the revenue looks decent at this point in time and noted that she is expecting final ProShare payment figures any day now. Expense – CA Libby stated that the medical line in the DoC is over expended by \$17,000, and she expects the salary line to be over expended as well. The other biggest area of concern is the nursing budget. The Nursing Home is \$131,000 over expended on contract nursing and the LNA, RN, and LPN salary lines will be over expended as well. She will be taking a closer look at whether funds will be available within the nursing home to cover those overages.

*Prorated Report:*

CA Libby stated that they are on target for revenue. She explained that the problem is that the revenues are budgeted less than expenses due to the surplus used to reduce taxes. By not coming in over revenue, they are eating up the surplus. The expenditures in the last few years have been several million dollars under expended, and that does not appear to be the case for this year. CA Libby gave an updated surplus projection with April numbers. She stated that the surplus projection is \$1.9 million, which has improved from the \$1.6 million after their March numbers. She stated that if they finish at the \$1.9 million mark, that is a 3.3%, which is lower than their surplus policy.

4. April Update of “Other Funding Sources” – CA Libby reviewed the attached sheet with the Commissioners. She stated that when Supt. Lethbridge came in February and asked for the contract nurses. The Commissioners obligated \$80,000 out of the LATCF funds, and they discussed allowing Supt. Lethbridge to do two (2) thirteen (13) week contracts with two (2) LPNs. The \$80,000 was for the first thirteen (13) week contract, which ends June 2<sup>nd</sup>. Supt. Lethbridge would not have his own nurses by then as they will not be able to start looking for nurses until July 1<sup>st</sup> and she feels it will take some time to fill them. CA Libby stated that they had already discussed the two (2) contracts and the possibility of using Opioid funding for the second, but those funds are no longer available. She stated that she is requesting that the Commissioners authorize the funding for the second thirteen (13) week contract for the two (2) LPNs at the DoC using LATCF funds until their own nurses are hired. The total cost is \$83,200 to get them through September 1<sup>st</sup>.

**MOTION:** Commissioner Hedberg moved to fund \$83,200 for another thirteen (13) weeks of contract nursing at the Department of Corrections out of the LATCF funds. Commissioner Piper seconded the motion, and all were in favor.

5. CA Libby explained that the county has a Safety Manual that the Joint Loss Management Committee developed and reviews/updates periodically. She stated that the county participates in a Prime Certification through Primex to receive a 2%-3% discount on workers' comp and property liability insurance. The Prime recertification renewals are due. The JLMC reviewed and identified updates that needed to be made to the Safety Manual in July of 2025, but the process was never finalized. In order for the county to remain compliant, she needs the Commissioners to

approve this policy. CA Libby stated that the only change was the update in the weapons policy that the Commissioners updated in the employee handbook, which was a federal law update.

**MOTION:** Commissioner Hedberg moved to approve the May 2026 Safety Manual. Commissioner Piper seconded the motion, and all were in favor.

**Commissioner's Issues:**

1. Commissioner Hedberg stated that the date she was meeting with the Bristol Selectboard had to be changed, and she will be meeting with them this week.

**Public Comment:**

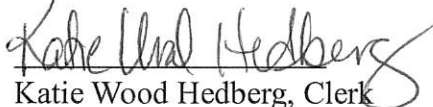
1. Nick De Mayo stated that Chief Miller gave a very good report. He was able to hear Chief Miller very clearly; he enunciated his words properly and spoke loudly. He stated that Supt. Oakes sat in the same seat as Chief Miller did, and he was unable to understand him. N. De Mayo stated that he had a conversation with CA Libby this week about the CPI, and apparently, the CPI that has been used for the last ten (10) years is the CPIU. The CPIU is based on the urban CPI. Grafton County is not an urban area, and this is based on the CPI of Boston, Cambridge, and Newton. They are in western and northern New Hampshire. The CPI should be based on a rural county and not an urban suburb of Boston. N. De Mayo then stated regarding the County Administrator replacement, they should be looking at a college graduate with an accounting degree starting them at \$60,000 with a one (1) year probationary period. He would like to know the name of the consulting group doing the wage and classification study. The group that is recommending the salary of the County Administrator should be made known to the public. N. De Mayo stated that when Supt. Oakes mentioned a new heat pump being installed at the DoC; maybe instead of repairing it, he could buy a new one for \$14,000.

Commissioner McLeod closed the public comment portion of the meeting.

Commissioner McLeod stated that the Commissioners' Public Hearing on the proposed budget is tonight at 6:00 PM in the UNH Extension Conference Room.

4:55 PM with no further business, the meeting adjourned.

Respectfully Submitted,

  
Katie Wood Hedberg, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Apr 21 – May 18, 2026

## Complex

**Campus Speed Limits** – Since our last meeting my staff installed speed bumps in a couple locations, and the speed bumps are having their intended effect.

**Kitchen Hoods** – A couple weeks ago our kitchen hood cleaning and inspection contractor cleaned and inspected the hood ductwork in both nursing home and Dept. of Corrections kitchens per NFPA 96. Both systems were found defect free.

**HVAC/Refrigeration** - Last week Alliance Mechanical began its annual preventative maintenance on all our HVAC/refrigeration equipment throughout the complex. They've completed a 3<sup>rd</sup> and will complete the rest over the next couple of weeks. Thus far they have not found any major issues.

## COURTHOUSE

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

**HVAC** – Air conditioning Condenser AC-1 has one compressor that is not working and another stage that keeps tripping out on fault. We are awaiting Alliance Mechanical to troubleshoot and fix it.

**New Building Conceptual Design Status** – Lavallee Brensinger Architects (LBA) completed the redesign of the courthouse with the goal of trying to reduce size and cost per the direction we gave them. In that process the judicial branch and county offices swapped floors to alleviate the sheriff's concern about better securing the building. In this latest iteration the vehicle sallyport is now in the basement to facilitate direct delivery of inmates to judicial branch holding areas via elevators. To offset cost increases associated with the redesign the Courthouse Building Committee (CBC) suggested eliminating one elevator and using one of the remaining three as a dual use elevator. However, doing so interrupted flow within the judicial branch area to which they strongly opposed, so the CBC recommends leaving the fourth elevator per the latest redesign. At this juncture the latest cost estimate (Q3 2027 / \$48,319,843) encompasses all the changes previously discussed. Keep in mind that this estimate does not include any ADD ALTERNATIVES such as the pitched roofs, the overflow parking lot and security glazing & security bollards). If you want them then that will increase the cost. Of further consideration, LBA stated in our last CBC meeting that we can expect a 5% annual increase for every year of delay to this project. Lastly, it is now incumbent on the commissioners to decide what they want to do going forward.

## NURSING HOME

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

**Rear Landscape Project Status** – The project has gotten off to a slow start. Other than taking down the Activities yard fence nothing more has been done in that area. The contractor took down the PT yard fence and removed all vegetation. They excavated the area for the new concrete wall and poured the wall.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Apr 21 – May 18, 2026

The contractor ran into a couple issues. One issue was a drawing drainage elevation issue and another issue identified pertained to bollard light footings. Those issues are currently under review to determine a course of action. Also, the architect apologized for his delay in reviewing submittal, which also held up the project.

**Parking Lot Light Pole** – Royal Electric is scheduled to replace the light pole in late June.

**Domestic Hot Water (DHW)** – The DHW pump for the 2003 building has bearings that are beginning to fail. I ordered a replacement pump, and my staff will be replacing it tomorrow.

## ADMINISTRATIVE BUILDING

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

**Energy Efficiency Initiative** – We upgraded all basement hallway lights to energy efficient LED ones.

**Front Steps** - The contractor responsible for the repair of the steps sent me an email saying he changed his mind and does not feel he has a warranty obligation to readdress the reoccurring quality issues affecting the steps, thus will not be sending a crew back. At this juncture I've wasted way too much time dealing with this company so my crew will address the remaining issues.

**Deeds & Extension Porches** – Both porches had areas where the concrete has spalled. We jack-hammered out the decay, treated the areas and poured new concrete into these repair areas. All repaired areas need several months to evaporate moisture from the concrete before we can seal them with paint to protect them from rock salt.

## Dept. of Corrections (DOC)

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

**Exterior Windows** – Over the last month we re-caulked many of the building's exterior windows due to failure of the original caulking.

**HVAC** – Heat pump WHP-F1 that heats and cools the medium security men's unit is completely down. Alliance Mechanical troubleshot the issue and ordered parts to complete the needed repair. The cost of the repair will be \$13,915, which drastically reduced this building's Repair & Maintenance GL Account.

**Showers** – The contractor responsible for the repair and epoxy painting of the DOC showers sent me an email saying he changed his mind and does not feel he has a warranty obligation to readdress the reoccurring quality issues affecting several showers, thus will not be sending a crew back. At this juncture I've wasted way too much time dealing with this company so my crew will address the remaining issues.

## MAINT/FARM BUILDING

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Apr 21 – May 18, 2026

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

## Farm

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

### Dairy Barn

- Last month my staff dug a trench and laid 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. Thus far Spectrum has yet to complete their portion of this project.
- Numerous windows were broken from the inside – out by pigeons. Thus far we've replaced many of the missing panes with plexiglass and made interior screens from hardware cloth to prevent reoccurrence.

## BIOMASS PLANT

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

**Biannual Cleaning** – Last week we shut the plant down for biannual cleaning of the boiler tubes and multicyclone to maintain system efficiency. The plant is now back online.

## ALTERNATIVE SENTENCING BUILDING

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

## OTHER

**Staffing** – The department will be undermanned in the coming months. One person retired in mid-May. Another is retiring at the end of May, and another gave his notice and will be finishing out this week. All positions have been advertised, but we've received only a few applications thus far and none of them seem promising. Lastly, I intend to retire in mid-July. I am submitting my paperwork to the NH Retirement System this week to start that process.

**Water System Management** – Chris Blake just became certified as a C1A Water Operator through NHDES. With my pending retirement Rick Colbeth will have to take over as the Owner's Representative & Emergency Contact and Chris will become the primary operator for the county's water system. Commissioner McLeod will need to sign a NHDES-W-03-195 form assigning these men to their new responsibilities, and I will submit the signed form to NHDES to make this change effective June 1, 2026.

**MAINTENANCE DEPARTMENT REPORT  
TO GRAFTON COUNTY COMMISSIONERS**

**Apr 21 – May 18, 2026**

**Fuel Tank & Shed Bids:** Attached are solicitations to purchase two used sheds and a fuel tank. All items have been positioned and posted by the farm stand. All bids were due yesterday and scheduled to be open and awarded today.

## Shed Bids

The Grafton County Commissioners are accepting SEALED BIDS for the sale of two Amish built sheds:

### Red Shed

Year Built – unknown  
Dimensions – 69" x x97"  
Configuration – entry door and rear window  
Shed is in fair condition...sold as is

### White Shed

Year Built – unknown  
Dimensions – 69" x x97"  
Configuration – entry door and rear window  
Shed is in fair condition...sold as is

Both sheds may be viewed at the Grafton County Complex, 3855 Dartmouth College Highway, North Haverhill, NH 03774. They are located by the county Farm Stand. If you have any questions about the sheds or bidding process, please contact Jim Oakes, our Maintenance Superintendent, at 603-787-2700

### Bidding Information

Bidders may bid on one or both sheds. If bidding just one, you must specify the color you are bidding.

**Envelopes must be marked: "SEALED Shed 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, May 18, 2026.

The Grafton County Commissioners will open bids on Tuesday, May 19, 2026.

**The commissioners reserve the right to reject any and all bids**

Bid winner must pay for the shed(s) with cash, certified check or money order (no personal checks) and remove shed(s) from county premise within 7-days of payment.

Bid winner responsible for shed transport. Maint. Dept. staff will help load them onto your trailer.



## **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 by county farm stand.

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, May 18, 2026.

The Grafton County Commissioners will open bids on Tuesday, May 19, 2026.

**The commissioners reserve the right to reject any and all bids**



Grafton County Funding

4/30/2026

Program	Balance Received	Funds Obligated	Funds Spent	Balance Available
LATCF	\$ 577,330.50	\$ 144,987.20	\$ 226,612.80	\$ 205,730.50
Interest Earned - ARPA	\$ 777,257.93	\$ 441,265.64	\$ 291,098.43	\$ 44,893.86
Opioid Abatement Funds	\$ 1,105,613.29	\$ 469,859.73	\$ 602,564.76	\$ 33,188.80