

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building
North Haverhill, NH 03774
May 26th, 2026

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

OTHERS: Superintendent Lethbridge, Maintenance Supt. Oakes, Sheriff Myers – via Teams, Nick De Mayo – via Teams, Michael Miller – via Teams, Janice Novak – via Teams, Representative Spahr – via Teams

Commissioner McLeod called the meeting to order at 9:10 AM.

Superintendent Lethbridge arrived and gave the following report (* see attached)

Maintenance Superintendent Oakes – Memos for Consideration & Courthouse Discussion

1. DoC Dishwasher – Supt. Oakes stated Supt. Lethbridge had budgeted for the replacement of this dishwasher at the DoC. He explained that it is a correctional/institutional type machine, and they have had nothing but problems with the original one. This quote is for a Hobart model dishwasher, and he noted that the Nursing Home has had a similar Hobart machine for years. Supt. Oakes stated that Singer Kittredge is the manufacturer's approved distributor for New England, and therefore, he is asking the Commissioners to waive the bidding process and accept the quote from Singer Kittredge for \$57,752.64. CA Libby noted that this was an item taken out of the proposed budget and is being purchased through LATCF Funds. She also stated that Supt. Oakes has budgeted for electrical costs associated with this project.

MOTION: Commissioner Hedberg moved to waive the bidding process and purchase the Hobart Conveyor Model dishwasher for the DoC from Singer Kittredge in the amount of \$57,752.64. Commissioner Piper seconded the motion, and all were in favor.

2. Supt. Oakes stated that the Maintenance Department has a zero-turn mower that does the majority of the mowing for the complex. He explained that this mower has 2700 hours on it, which is a lot. Last week, the clutch burnt out, and they are waiting for the replacement part to come in. Supt. Oakes stated that they do need another mower. Woodsville Power Equipment has a commercial mower, whereas the one that the Maintenance Department currently has is a homeowner's mower. The mower at Woodsville Power Equipment is \$18,899.00, and the next closest place they could find was Tri County Power Equipment in Laconia, NH. Their price was \$22,666.00. Supt. Oakes stated that he had asked CA Libby if it was possible to use ARPA interest money to purchase this piece of equipment from Woodsville Power Equipment, and he would advocate that the Commissioners purchase this machine locally. He does not know how much longer their current machine will work, and they will keep it as a backup.

Supt. Oakes stated that they purchased the current mower in 2019 and put roughly 400-500 hours a year on it.

Commissioner Piper asked why this request did not come up during the budget process. Supt. Oakes explained that when he starts preparing his budget, he asks his staff for feedback on various things, and this did not get brought up; it was not on their radar. When it broke down, and they reevaluated the hours that were on the machine, they realized that it had a lot of hours on it.

Commissioner McLeod asked what the difference is between the commercial option and the homeowner's model. Supt. Oakes explained that the commercial machines are very rugged, the engines are more powerful, the blades turn faster, and they do a cleaner job. If they are doing a lot of mowing, the typical homeowner model will do the job, but it is not made for the way they are using it.

Commissioner Piper asked Supt. Oakes to review what the record of the repairs is on the current mower, if they do not approve this purchase. Supt. Oakes reported that they are currently waiting on the replacement clutch. They are going to try to repair it and keep it as a backup. Supt. Oakes stated that he normally has two (2) of his staff who are responsible for the grounds maintenance, and oftentimes they are mowing in different places. This would give them each a mower to use so that he knows one of them has low hours and will be reliable in the event the current one breaks down again. The older the mower gets, the more it will break down and eventually need to be replaced.

Commissioner Hedberg asked what the average number of hours is that they would see on a mower. Supt. Oakes stated that on this mower, he would say a couple of thousand hours, and they are beyond that. His department has an aggressive preventative maintenance program for the mower, and when you take care of things, they will last longer.

Commissioner Piper stated that while she understands Supt. Oakes' position, this would typically come up in the budget process. The Commissioners' budget season is over, and this is, in a way, a backdoor way to purchase the mower. She worries about setting a precedent because this did not seem so crucial that it came during the budget process. Commissioner Hedberg stated that they had such a long, cold spring that when they were putting together the budget, Supt. Oakes likely hadn't been able to get the mower ready and use it as of yet. Supt. Oakes stated that he is relying on feedback from his staff on equipment, as he is not the one using it every day, and he did not receive any feedback, but noted that it is his responsibility as the department head. It was not his intention to do anything backdoor. Commissioner McLeod asked what the Commissioners' thoughts are on presenting this to the Executive Committee during their budget deliberations. Commissioner Piper stated that they are spending down the non-local taxpayer-funded money fast. She is comfortable with the budget they approved, and many department heads had to scale back their requests. She supports advocating this to the Executive Committee. Commissioner Hedberg asked if they would be looking at increased costs if this were to wait. Supt. Oakes stated that the mower from Woodsville Power Equipment was a holdover from last year, and they would like to have the county's business; therefore, they gave them this price for the mower. Commissioner Hedberg stated that if they found that the current mower was not reliable this summer, they would still be able to use ARPA interest money to purchase a new one but noted that it may cost more. Commissioner McLeod felt they should wait and have Supt.

Oakes present this to the Executive Committee, which has been done in the past. CA Libby explained that when that had happened in the past, the request was originally presented to the Commissioners during their budget meetings, which was denied, and the department head then presented it again to the Executive Committee. The Commissioners agreed to further consider this by July.

Commissioner Piper asked if there was a reason why it is not a good idea for a department head to take this directly to the Executive Committee. CA Libby stated that the ARPA interest money has no impact on the tax rate, but the Commissioners are asking to include this in the budget, which will have an impact on the tax rate. The Commissioners stated that they intended that this would still come out of the ARPA interest. CA Libby stated that the Executive Committee does not have any approval process over the ARPA interest money. The Commissioners further discussed the request and agreed to have Supt. Oakes will come back in July with this request once the budget is set, and they will make a decision whether or not to purchase it using ARPA interest.

3. Shed Bids – Commissioner McLeod stated that last week there was a tie of \$250 on the white shed and therefore those two (2) bidders submitted new bids that were due Friday, May 22nd. The two (2) bids were as follows:

Jennifer Gilding - \$436.00

Dennis McLam - 306.00

MOTION: Commissioner Hedberg moved to accept Jennifer Gilding's high bid of \$436.00 for the white shed. Commissioner Piper seconded the motion, and all were in favor.

4. Supt. Oakes stated that with his pending retirement, there are things he needs to transfer over. He reviewed the ARD-1 Form for General Facility Information. He stated that this update would remove Commissioner Piper and add Commissioner McLeod as the Chair. It would also add Asst. Superintendent Colbeth and remove himself.

5. Courthouse Discussion:

Supt. Oakes stated that they have their redesign of the building, and the Commissioners need to decide if they are going to go with the new design, as well as decide on the roof design, overflow parking, and whether they are going to add the 4th elevator. He stated that the peaked roof is an additional \$400,000, and the overflow parking is \$350,000. CA Libby stated that the Commissioners should focus first on the direction of the project. Supt. Oakes stated that they have completed the conceptual design. The next steps would be the schematic design, design development, and construction documents. CA Libby stated that there are ARPA funds set aside for the design portion of this project, and they need to be spent by December 31st. If the funds are not spent, they will need to be sent back to the federal government. She stated that the Commissioners could decide to move forward to the schematic design, where they would get more detailed information and a better idea of costs. Supt. Oakes stated that Lavalley Brensinger would give the County pricing for the schematic design by mid-June, and he is not sure if there

are enough ARPA funds left because he does not know what the cost will be. There is around \$460,000 left in ARPA funds for this design. Commissioner Piper stated that they may not be able to complete the schematic design with what is available, and they would then have to decide whether they want to spend taxpayer money. Commissioner Hedberg stated that at some point, something will need to be done with the courthouse, and she feels they should get a quote and spend down their funds, whether it finishes the design or not, so they have that information when the time comes to move the project forward. CA Libby suggested that Commissioners have Supt. Oakes reach out to Lavalie Brensinger for a quote for the schematic design. CA Libby stated that they can all agree that they are not going to include the overflow parking in the project. Commissioner McLeod stated that she feels they need to spend the money on the peaked roofs, so they have a building that looks nice for years to come and fits in with the rest of the complex. Commissioner Hedberg and Commissioner Piper agreed. They further discussed the peaked roof option and agreed to include it in the design. The Commissioners discussed the 4th elevator option. Commissioner McLeod stated that she feels this needs to be included with the redesign, as it would impact the courts if it were to be removed. Commissioner Hedberg and Commissioner Piper agreed. The Commissioners also felt that security bollards were important to include as well. Supt. Oakes stated that he would relay this information to Lavalie Brensinger and ask for a quote on the cost of the schematic design. He noted that they would then get an updated cost on the overall project at the end of the schematic design process.

Commissioner McLeod stated that they appreciate Supt. Oakes' work on this project, and they will miss his leadership.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the May 19th Commissioner meeting. Commissioner Piper and Commissioner McLeod had the following edits:

Page 1 – Commissioner Piper changed the sentence “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 he does, they will advertise the position in-house first” to read “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.

Page 4, #2 – Commissioner McLeod changed the sentence “It was for roughly \$400,000 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” to read “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”

MOTION: Commissioner Hedberg moved to approve the minutes from the May 19th meeting as amended. Commissioner Piper seconded the motion, and all were in favor.

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Commissioner McLeod asked if everyone had a chance to read the minutes from the May 19th Public Hearing.

MOTION: Commissioner Piper moved to approve the minutes from the May 19th Public Hearing. Commissioner Hedberg seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1171, 1173-1174, 1176, 2026.05.2026.
3. FY2026 Proshare Payment – CA Libby stated that they were given an estimate of \$1.9 million a month ago. The actual payment will be \$2,165,515.85 and will be received around the third week in June.
4. 6/2/26 Meeting – CA Libby stated that they will be meeting in the Nursing Home Activities Room next week. They have jackets and pins that still need to be given to the Nursing Home employees. The following week, they are moving the meeting from Tuesday the 9th to Wednesday the 10th at 11:00 am. The auditors are doing the preliminary field work for the audit on Tuesday, the 9th. CA Libby stated that, in regard to the 6/2 meeting, when they are not in the Commissioners' Conference Room and are offsite for a meeting, it is very hard to host the Teams meeting because people cannot hear. This meeting is still open to the public, and she stated that she would suggest they not have an electronic option available for the 6/2 meeting. The Commissioners discussed it and agreed not to have a Teams option for that meeting. Commissioner Piper noted that this meeting is still open to the public and anyone is welcome to attend in person, and there will be an audio recording.

Commissioner's Issues:

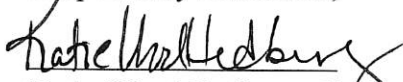
1. Commissioner Hedberg reported on her meeting with the Bristol Selectboard. She stated that they were very interested in what the county was doing and had several questions.

Public Comment:

1. Nick De Mayo stated that he doesn't know when ARPA funds became flexible dollars; they are taxpayer dollars and part of the \$37 trillion in debt due to ARPA and the other money given out by the previous administration. He stated that there seems to be a lack of preventative maintenance at the county. He stated that Supt. Oakes should have been aware of the problem with the mower as the mowing season approached. There should be a maintenance schedule for the mowers and machinery. N. De Mayo stated that the public hearing last Tuesday was inappropriate, derogatory, and unprofessional, with the Commissioners allowing Grafton County staff to ridicule and mock members of the public who are taxpayers who make constructive comments to improve the meetings every week. He stated that laughing and mocking individual contributors who comment weekly and pay their salaries, as well as semi-annual taxes, was very unprofessional.

10:30 AM with no further business, the meeting adjourned.

Respectfully Submitted,


Katie Wood Hedberg, Clerk

Monthly Department of Corrections Activity Report

April 2026



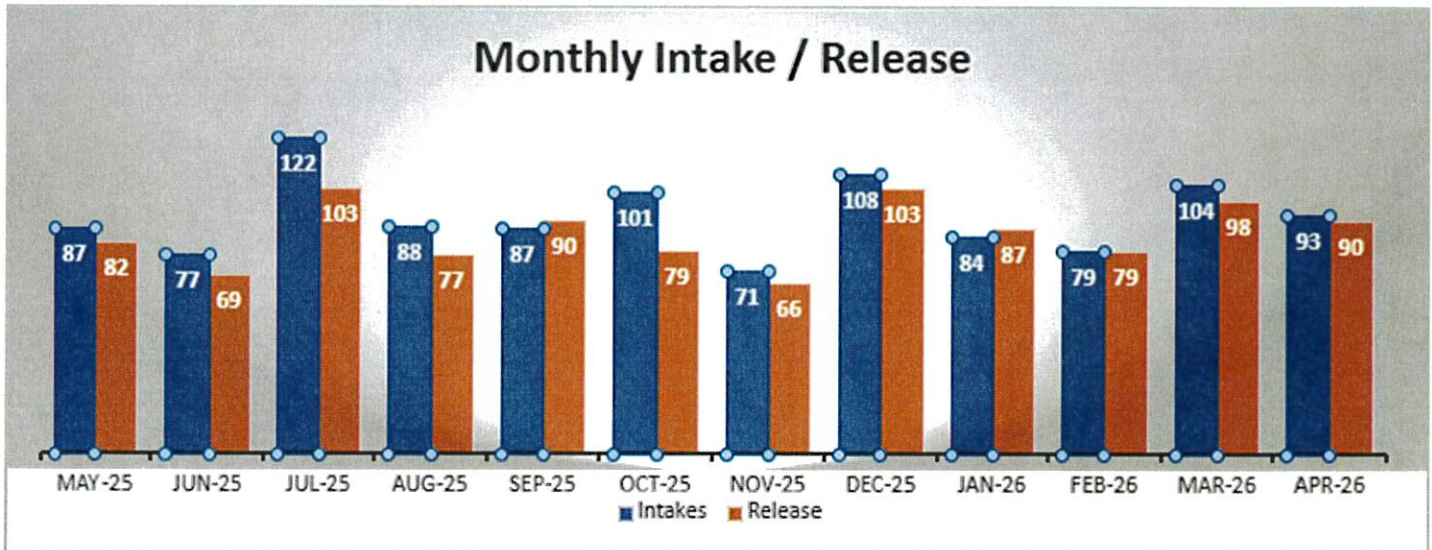
Major Incidents:

There were no major incidents in the facility in April.

Population Data:

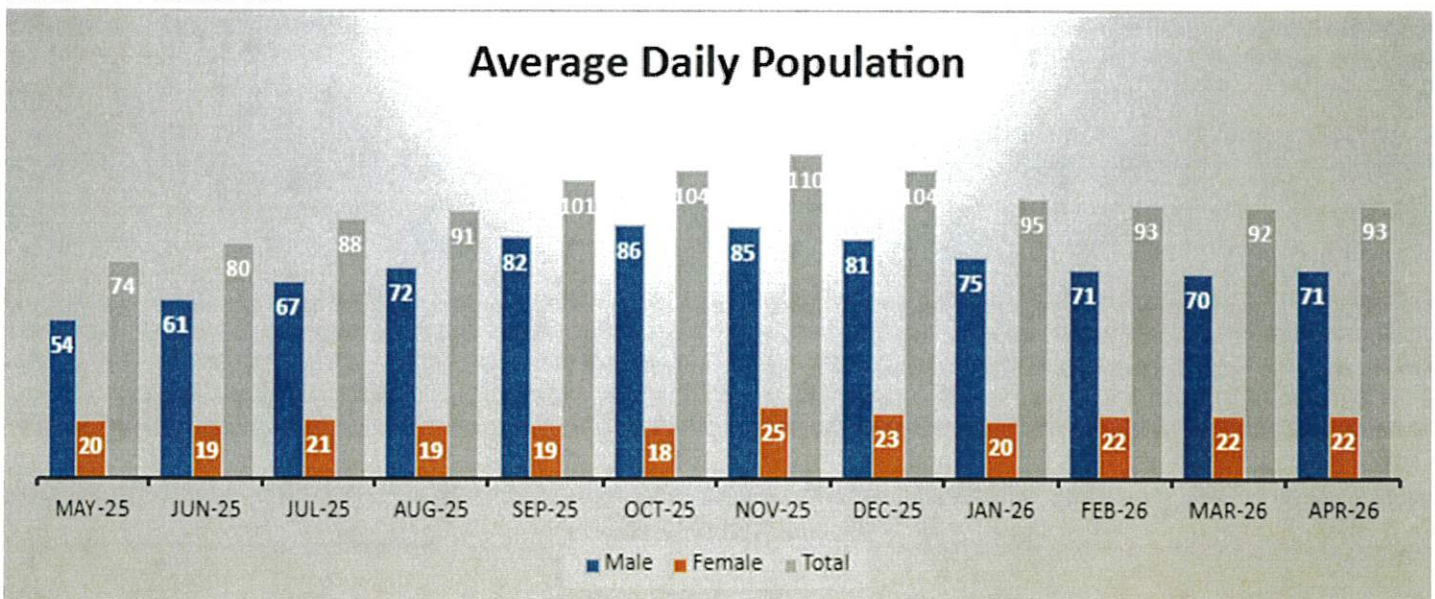
Total Intakes for the Month: **93** (Coos County Females:10)

Total Releases for the Month: **90**

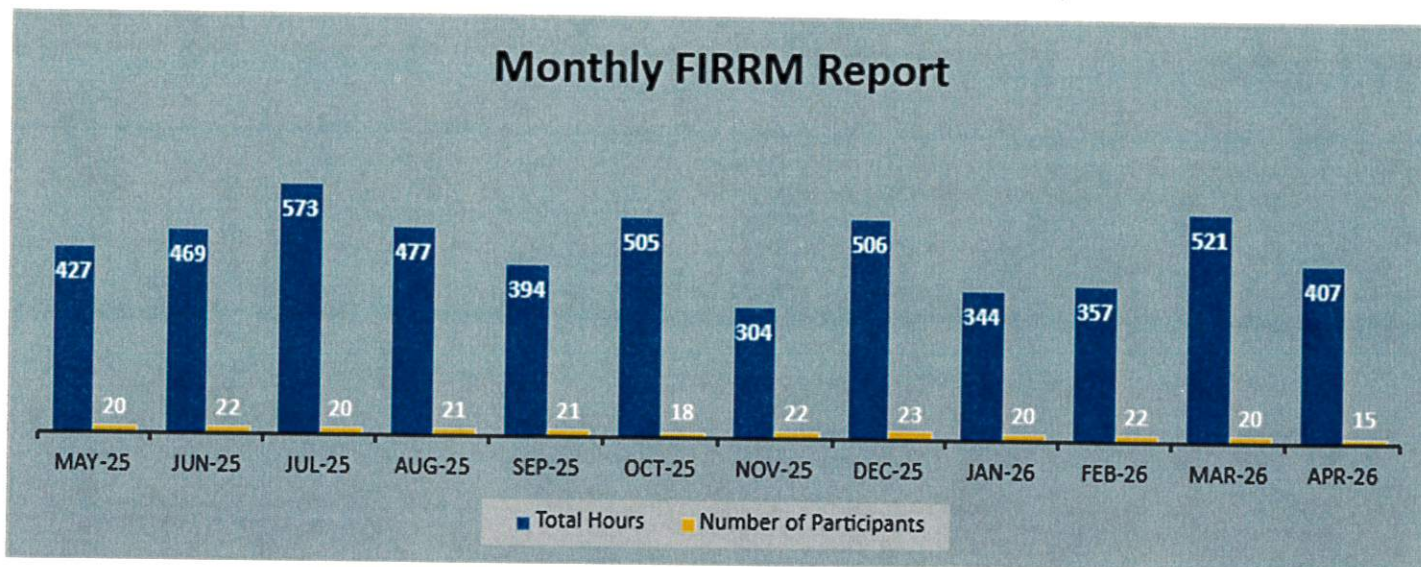


In House Average Daily Population for the Month: **93**

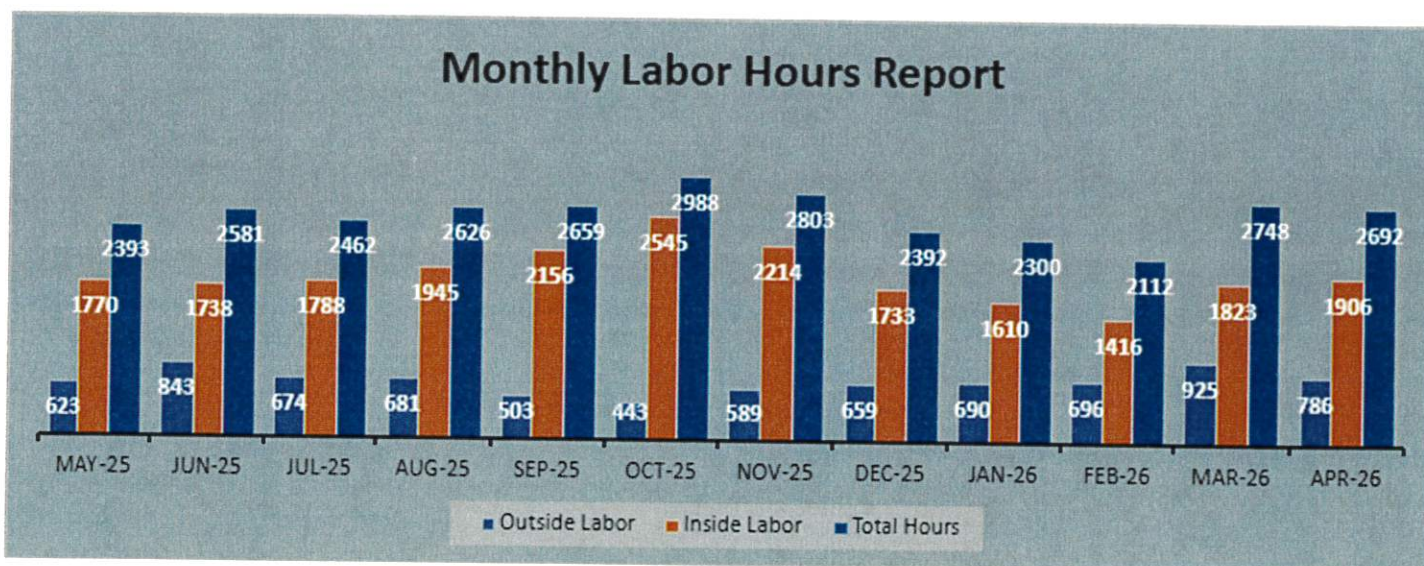
Male: **71** Female: **22**



Inmates participating in FIRRM program during the month: **15**
 Total Participation Hours: **407**



Hours of inmate labor outside the facility: **786**
 Hours of inmate labor inside the facility: **1906**
 Total hours of inmate labor: **2692**



Food Service:

Average per meal cost to feed each inmate: \$1.86

The cost per meal was down one cent from March. 8120 inmate meals were served during the month of April, for a total food expenditure of \$15099.

Medical:

There were no major medical events inside the DOC in April.

Staff:

New officer hires during the month: 0

New officer/supervisor vacancies during the month: 0

Total vacant officer positions at the end of the month (including supervisory rank): 0

Promotions during the month: 0

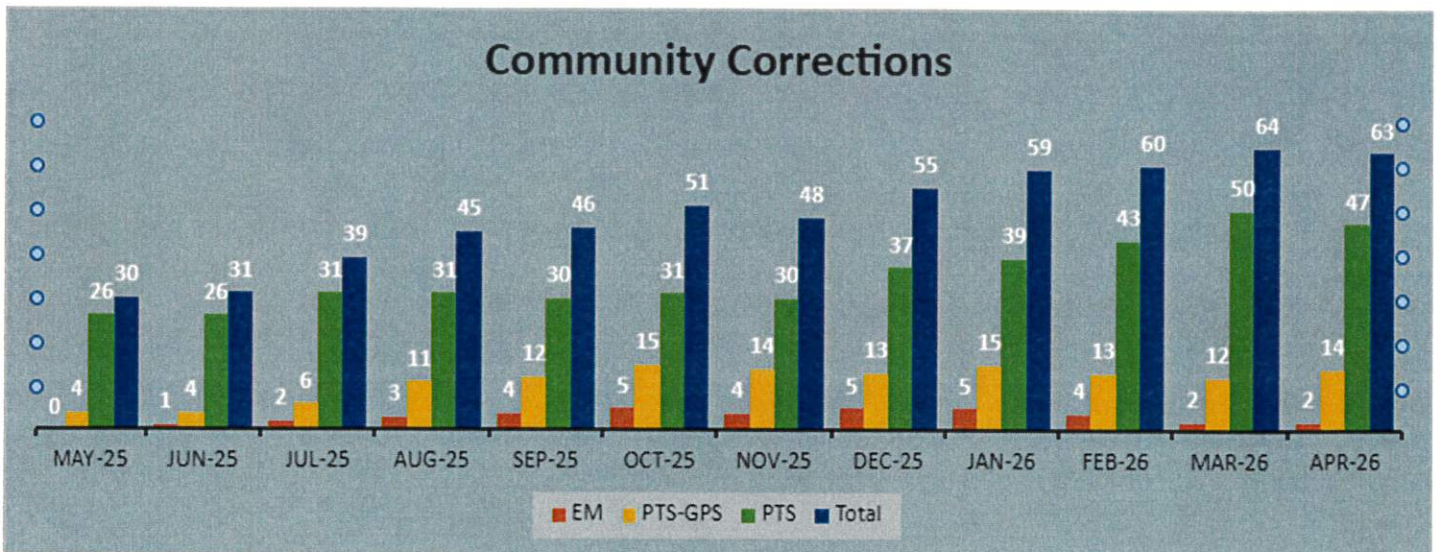
Community Corrections:

Sentenced Inmates supervised on Electronic Monitoring: 2

Inmates on Pre-Trial Services with GPS monitoring: 14

Inmates on Pre-Trial Services supervised and checked by Community Corrections: 47

Total Inmates supervised by Community Corrections: 63



Significant Developments and Achievements:

During the intake process of an inmate transferring to the GCDOC from another corrections facility, Officer George spotted a suspicious area on the body scanner. Staff segregated the inmate and convinced the inmate to produce the internally concealed object, which consisted of a battery, copper wire, and drugs in a latex sleeve. A different new arrest inmate was found to have concealed drug paraphernalia, cocaine, and fentanyl between rolls of adipose tissue in their abdominal area.

Significant Problems:

There were no significant problems at the DOC in April.