GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
October 6, 2026

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

OTHERS: Farm Manager Libby, HR Director Clough, IT Director Tetreault, DoC Medical Coordinator Tuthill, Nick De Mayo – via Teams, Michael Miller – via Teams, Janice Novak – via Teams.

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

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

FM Libby stated that he has submitted his letter of resignation effective December 1st. He stated that it was a tough decision, noting that he loves what he does. FM Libby stated that he loves being associated with county government and has been associated with county government since 1984. Commissioner McLeod asked if FM Libby has any thoughts or recommendations on what should happen with the position. FM Libby stated that he does not, but he is more than willing to sit down with the Commissioners to discuss that. He stated that the county farm has always been near and dear to him, so he would like to see it continue, but at this point it is up to Asst. CA Elsholz and the Commissioners to decide what they are looking for and if he can be of any assistance up to December 1st, and after, to let him know. Commissioner McLeod stated that they have appreciated having FM Libby running the farm; it has made a real difference, with them feeling comfortable with the farm and the management of it.

Commissioner Hedberg stated that she wanted to add her thoughts but noted that she does not want it to be taken as negative because they have talked about the farm, she has done tours of the farm, and she appreciates the farm. She stated that every year when they get to budget season, they are asked whether they should close the farm. Commissioner Hedberg stated that she has been thinking about this a lot, and she wonders if there is a way to put numbers together, both tangible and what they donate, because she feels this would be helpful when the discussion of the farm comes up during the budget process. She added that if the decision were ever made to close the farm in the future, it would not be a quick procedure, but noted that she is not advocating for that. FM Libby stated that some of that data, like their donations and what is sent to the DoC, is tracked and they put a price on that. Commissioner Hedberg stated that she wanted to make sure no one thinks she is advocating for closing the farm; she just feels this information will be very helpful to have.

HR Director Clough arrived and gave the following report (* see attached)

Commissioner McLeod asked about the wage study that the Executive Committee asked for and included funding for in the budget. HR Director Clough stated this is up to the Commissioners if

they choose to move forward with this study. She explained that typically these studies are done every 5-7 years and the last was based on wages in 2021, so this would be a reasonable time to do another one. The Executive Committee added $50,000 to her budget, and the last study that was done cost $49,750.00. She stated that they received three (3) bids and that was the middle price. HR Director Clough stated that it was a comprehensive study, and they can go out to bid to have another one done if that is what the Commissioners want to do. She is not opposed to that in any way. CA Libby stated that they tried to explain to the Executive Committee that $50,000 was not likely going to be enough for what they wanted to do, but this is the amount they came up with. HR Director Clough read the following scope of work from the previous wage study RFP:

> The audit will outline all necessary adjustments to the County's compensation guidelines, policies, and salary/wage structure to ensure appropriate compensation, rectify compression/inequity issues if any, and account for key benchmark data in the following areas: job performance, tenure in position, benefits, and special achievements. The audit should recommend what action should be taken, if any, to retain qualified staff and improve recruitment initiatives while competitively compensating our current employees.
>
> 1. Conduct an official compensation and classification survey of all positions
> 2. Prepare a comparative analysis that identifies the county's competitive position in the labor market.
> 3. Analyze the County's current pay practices, pay guidelines, policies, and compensation structure
> 4. Recommend wage and salary rates and ranges to include percent spreads between job classifications.
> 5. Identify internal equity and compression issues
> 6. Survey of shift and weekend differentials for positions that apply.
> 7. Provide recommendations for ongoing annual cost of living adjustments to the pay plan to ensure integrity and relevance are maintained.

Commissioner Hedberg stated that the scope of work sounds like what the Executive Committee has asked for. Commissioner Piper asked what the difference was that the Executive Committee was looking for what was not done in the previous study. Commissioner McLeod noted that she felt it was mostly benefits and whether or not the county should provide the benefit structure that they currently have. Commissioner Hedberg stated that she felt the Executive Committee thought the county was overly generous. She feels that they should put this out to bid but has a hard time thinking they will be able to accomplish what the Executive Committee wants, with the dollar amount that they allocated.

The Commissioners further discussed and agreed to have HR Director Clough put together an RFP for a wage study.

DoC Medical Coordinator Tuthill – Memo for Consideration

M. Tuthill explained that the DoC has had a vacant nursing position since the beginning of the fiscal year. Another full-time nurse is now out on FMLA for an extended period of time, and they are in urgent need of a nurse. He explained that they are still dealing with a high medical acuity

population and are requesting a travel nurse for a thirteen-week contract. CA Libby stated that she has spoken with Supt. Lethbridge about this, and they are aware of the budget and will work carefully to manage the overtime and per diem in Medical. They should be able to absorb one (1) thirteen (13) week contract.

> **MOTION:** Commissioner Piper moved to approve the DoC contracting for one (1) traveling nurse (LPN) for thirteen (13) weeks. Commissioner Hedberg seconded the motion, and all were in favor.

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

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the September 15th meeting.

> **MOTION:** Commissioner Hedberg moved to approve the minutes from the September 15th meeting. Commissioner Piper seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1030; 1034 -1042; 2026-09.25.26.

3. Commissioner McLeod signed the following CDBG Drawdowns:

> WREN - $21,646.57
> WREN - $52,550
> GRDC - $8,483.28
> GRDC - $55,250

4. Mitigating the Impacts of the Opioid Crisis Grant – CA Libby stated that they had previously applied for this grant, which is a $448,000 grant that they would partner with North Country Health Consortium to provide a mental health worker for both Drug Court and the Alternative Sentencing Mental Health Court. She signed the contract last week, and it will be on the Governor and Council agenda for the 21st. CA Libby stated that the contract has been shared with both North Country Health Consortium and AS Director Mitchell, so everyone is prepared. They have to have an implementation plan ready within thirty (30) days after it is approved by the Governor and Council.

5. Annual Report Dedication – CA Libby stated that the Commissioners need to decide who to dedicate the annual report to. Commissioner Hedberg recommended that they dedicate the annual report to Omer C. Ahern Jr. The Commissioners were all in agreement.

6. The Commissioners reviewed the GCDOC Superior Court Report for September.

7. Probation & Parole Lease Extension – CA Libby stated that the current agreement has the option to extend the lease an additional two (2) years, and it includes a 5% increase per year for each of the two (2) years. The lease will now go through June 30th, 2029. She stated that she

would recommend extending the lease, noting that even if they were to go through with the courthouse project, they would still be in the existing building at that time.

> **MOTION:** Commissioner Piper moved to extend the lease agreement with Probation & Parole. Commissioner Hedberg seconded the motion, and all were in favor.

8. Commissioner McLeod signed and initialed the CDBG Agreement for the NHARDC Grant.

9. CA Libby noted that she forwarded the tax impact sheet to the Commissioners.

10. CA Libby stated that the next meeting is October 20th at the DoC. There will be no Teams meeting option for that.

11. CA Libby stated that the next Executive Committee meeting will be on November 16th.

12. CA Libby submitted her official retirement letter and stated that her last day will be January 15th. Commissioner McLeod read CA Libby's letter and stated that they should formally accept her letter of resignation. Commissioner Hedberg stated that, with the deepest regret, she would accept CA Libby's resignation and wish her the best.

> **MOTION:** Commissioner Hedberg moved to accept CA Libby's resignation. Commissioner Piper seconded the motion, and all were in favor.

CA Libby recommended having HR post the position internally and seeing what happens. She stated that she is assuming that there will only be one (1) applicant and if that is the case, she would recommend the Commissioners handle the interview and make their recommendation. CA Libby stated that if an internal promotion is made, the other position will need to be filled as well, and there is money in the budget to help with that overlap.

13. Farm Manager Position – Asst. CA Elsholz stated that FM Libby has given his formal resignation, and she wanted to talk to the Commissioners about what they are looking for going forward. She explained that right now, it is a twenty (20) hour per week position and currently it is labeled as the Farm Business Manager. She stated that HR would post the job internally to start and noted that this is not an easy position to fill, so the sooner they get it posted, the better. Asst. CA Elsholz stated that she is looking for direction from the Commissioners if they want to continue the Farm Business Manager position but noted that FM Libby has also been working as farm manager and steps in to milk when needed. The Commissioners discussed it and agreed to keep the position as the Farm Business Manager and to go ahead and get it posted internally.

Commissioner Issues:

1. Commissioner Hedberg stated that she attended the CADY Prevention Summit and sat with Grafton County employees. She stated that it gave her a wonderful opportunity to ask them questions and hear back from them on what they are doing and how they think things are going.

2. Commissioner McLeod stated that there was a mental health fundraiser held, Pedaling for Preston, in memory of a young man, and there were two (2) volunteers from the county at the fundraiser, Atty. Hornick and Chris Wilkins from the Sheriff's Department. She stated that it was nice to see them there volunteering.

Public Comment:

There were no members of the public physically present to comment.

10:45 AM, with no further business, the meeting adjourned.

Respectfully Submitted,

Katie Wood Hedberg

Katie Wood Hedberg, Clerk

October 6, 2026

Commissioners Report

1. Milking 64 – shipping avg 9600 – Milk $18.85
2. Feed corn has been harvested and packed away
3. Excess feed corn harvested and sold
4. Fall crops continue to be harvested, sold at farmstand, wholesaled, utilized at the DOC and donated – donation requests have increased
5. Farmstand revenue is down – poor sweet corn crop – poor economy
6. Annual Pumpkin Day was held on Friday 10/2 – as usual great success and greatly appreciated
7. Fall chores will start winding down and Winter preparations will begin

Respectfully submitted,

Glenn Libby,

Grafton County Human Resources Report
Karen Clough, Human Resources Director
October 6, 2026

HR Activity Report (09/11/2026-10/06/2026)

- ***New Hires***

Department	#	Position(s)
Nursing Home	2 (2 FT)	2 FT LNA
Maintenance	1 (1 FT)	1 FT Skilled Maintenance Asst.

Separations

Departments	#	
Nursing Home	4 (2 FT, 1 Per Diem, 1 PT)	1 FT Unit Aide, 1 PT Dietary Aide, 1 per diem LNA, 1 FT LPN
Alternative Sent.	1 (1 PT)	1 PT CRSW

Reasons:
Resigned personal reasons/no reason- 2
Termination –
Deceased -
New job/career change – 1
Relocated –
School –
Retirement – 1
Not Reappointed -
Not meeting Per Diem / Part Time Requirements - 1
Other –

Status Changes/ dept transfers: 1 per diem LNA to per diem LPN, 1 Laundry Aide to Full -Time Dietary Aide, 1 FT LNA to Per Diem, 1 FT LNA to CO (July transfer)

Active Leave of Absences September 11th to present

Department	#	
Nursing Home – Nursing	15	(13 are intermittent, 11 for self, 4 for family)
Nursing Home – Non-Nursing	8	(8 are intermittent, 6 for family, 2 self)
County Atty's Office	2	(2 intermittent, 2 self)
HR Department	2	(2 intermittent, 2 family)
Department of Corrections	3	(1 intermittent, 3 self)
Alt. Sentencing	3	(2 intermittent family, 1 intermittent self)
Extension	1	(1 intermittent family)
Registry of Deeds	1	(1 intermittent family)
Maintenance	1	(1 intermittent family)
TOTAL	**36**	

Scheduled to orient 10/7
1 PT Dietary Aides
1 FT LNA

Current Jobs posted/advertised

LNA's/Unit Aides (10.4 FTE's vacant)
RN/LPN (5.75 FTE's vacant combined)
MNA
DOC Cook 1 PT, 1 FT LPN
Skilled Maintenance Asst. (1 FTE)
Laundry Aide (1 FTE)

Other Business: Contracted Services budget

Grafton County Information Technology Check In

October 6, 2026

Executive Summary:

- Training/Webinars Attended
- Projects in Process
- Upcoming Projects
- Other Discussion

Attachments:

- Wireless Heat Maps of Administration Office 2nd Floor
- Wireless Bandwidth Fact Sheet

Training/Webinars Attended:

- In person meeting with Spectrum
- Understanding MFA Hardware Token Functionality within Central Square
- 2026 SASE (Software as A Service) Summit – 2 Day Event
- Fortinet – New Technologies and Products
- The Six-Year Device Decision Facing Government and Higher Ed IT

Policy and Procedure Follow Up

Projects In Process:

- Cybersecurity Incident Response Plan
- Barn Wi-Fi – 95% Complete
- Wireless Survey – Grafton Campus
- Windows 10 PC Replacement

Completed Projects:

- HR Intranet Page

Upcoming Projects:

- NH HIPPA Security Risk Assessment Review
- Email Phishing Test
- Employee Security Training
- VMware Replacement

Other Discussion

- Heat Maps of Administration Office 2nd Floor
- Wireless Bandwidth Fact Sheet

2.4 GHz Wi-Fi offers longer range and better wall penetration but slower speeds, while 5 GHz Wi-Fi provides faster speeds with shorter range and less interference.

Key Differences

1. Speed:

- 2.4 GHz Wi-Fi typically supports speeds up to 300 Mbps.
- 5 GHz Wi-Fi can reach speeds up to 1.3 Gbps under ideal conditions, making it better for high-bandwidth activities.

2. Range and Coverage:

- 2.4 GHz signals have longer wavelengths, allowing them to cover larger areas and penetrate walls and obstacles more effectively, making them suitable for larger areas or distant devices
- 5 GHz signals have shorter wavelengths, which limits their range and makes them less effective at passing through walls or floors

3. Interference:

- 2.4 GHz is more prone to interference because many devices—such as microwaves and Bluetooth devices—operate on this frequency.
- 5 GHz experiences less interference, providing a more stable and reliable connection, especially in densely populated areas or buildings with many devices.

4. Device Compatibility:

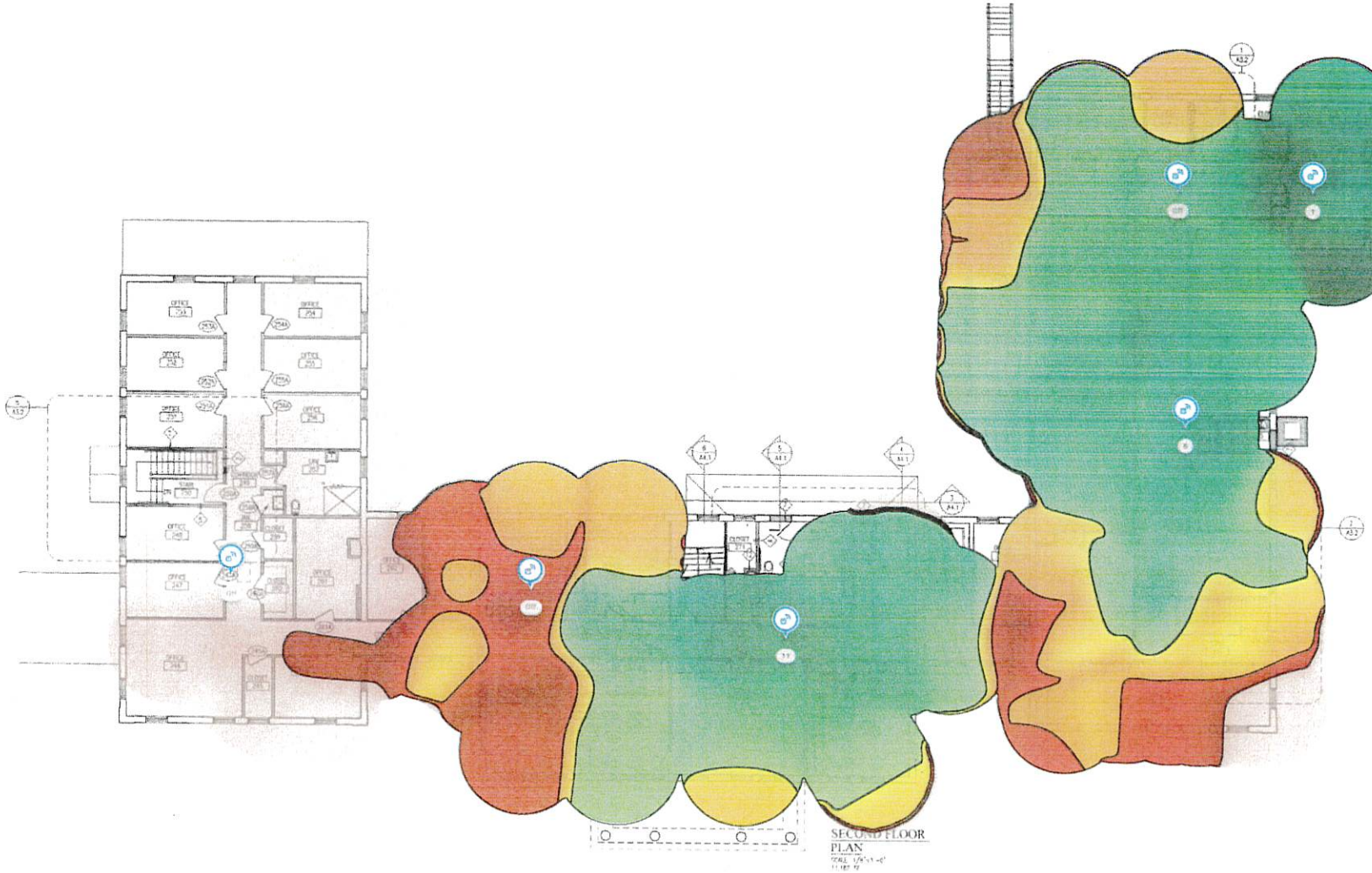
- 2.4 GHz is widely supported by almost all Wi-Fi-enabled devices, including older smartphones, laptops, and IoT devices.
- 5 GHz may not be available on older devices, but it is ideal for newer devices that require higher speeds and lower latency.

5. Best Use Cases:

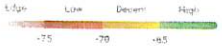
- 2.4 GHz: General browsing, email, and situations where coverage is more important than speed.
- 5 GHz: Streaming HD/4K video, video conferencing, and other high-speed applications where devices are closer to the router.

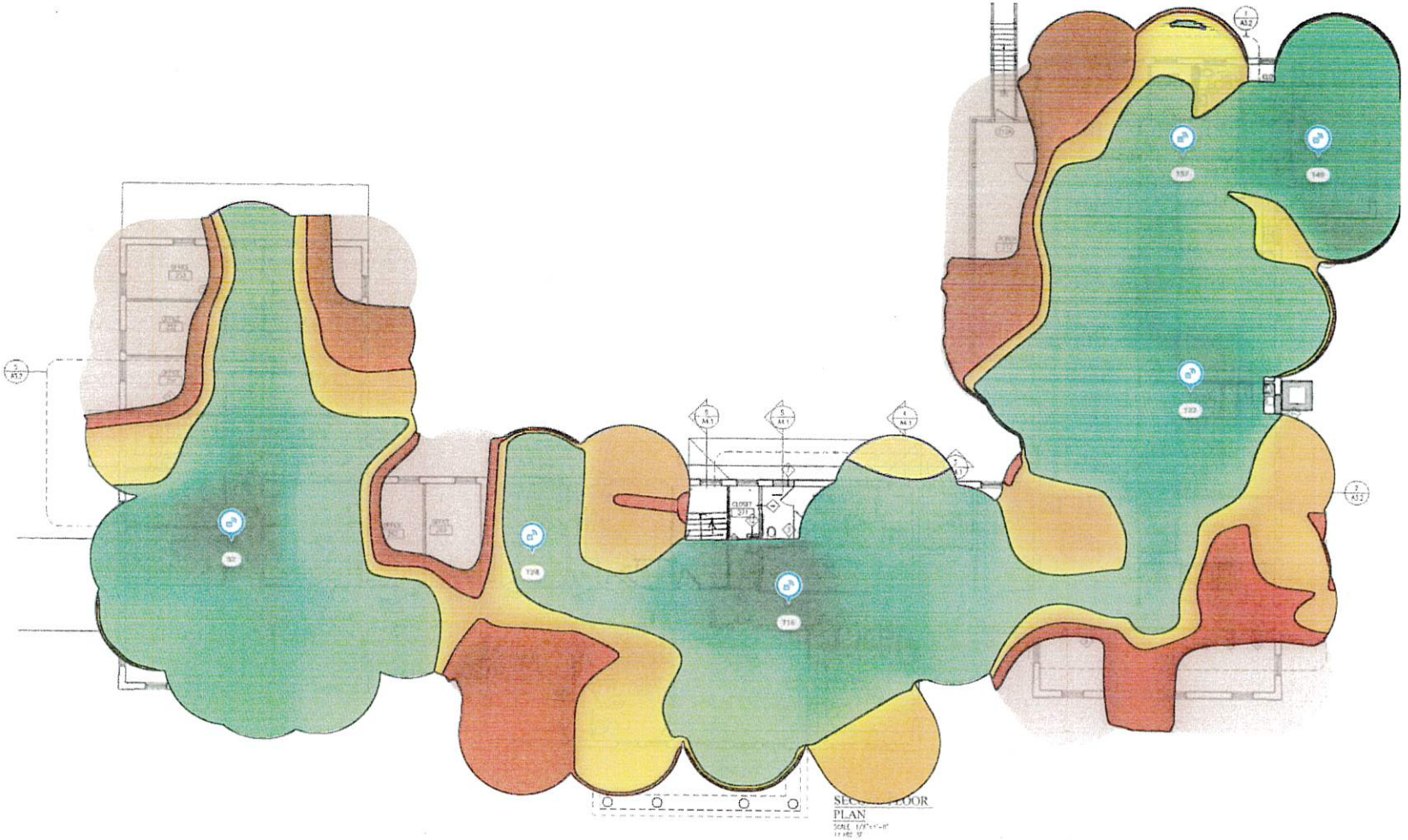
Summary

Choosing between 2.4 GHz and 5 GHz depends on your priorities: use 2.4 GHz for longer range and better penetration through walls and use 5 GHz for faster speeds and more reliable connections when devices are near the router. Many modern routers are dual-band, allowing devices to connect to either frequency based on their needs.



Wi-Fi Coverage on 2.4 GHz (5 SSIDs)





Wi-Fi Coverage on 5 GHz (5 SSIDs)

Low Fair Decent High

-75 -70 -65