GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
September 15, 2026

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

OTHERS: Alternative Sentencing Director Mitchell, Farm Manager Libby, Department of Corrections Superintendent Lethbridge, Maintenance Superintendent Colbeth, HR Director Clough, Nick De Mayo – via Teams, Michael Miller – via Teams

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

Alternative Sentencing Director Mitchell arrived and gave the following report (* see attached)

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

Commissioner McLeod asked what the farm stand currently has for sale. FM Libby stated that they have winter squash, gourds, corn stalks, and eggs. He noted that they do have some delicata squash, but the bulk of that is not ready. FM Libby stated that they grow this squash as a commercial crop for a farmer in the Lakes Region, but they are going to try to sell some in the farm stand. He stated that Stone Mountain Orchard in Belmont, NH purchases the delicata squash.

Commissioner Hedberg asked how the increase in diesel prices has affected his budget. FM Libby noted that it has not affected them yet as they are currently locked in for pricing. He noted that there are fuel surcharges being added to their trucking deliveries.

The Commissioners opened bids for the sale of approximately 20 +/- acres of standing feed corn. One (1) bid was received as follows:

- Newmont Farm - $40.20/ton.

MOTION: Commissioner Hedberg moved to accept Newmont Farm's bid of $40.20/ton for the sale of standing feed corn. Commissioner Piper seconded the motion, and all were in favor.

Agenda Items:

1. The Commissioners signed check registers 1019; 1028-1029; 1031-1033; 2026-09.11.2026.

DoC Supt. Lethbridge arrived and gave the following report (* see attached)

Memos for Consideration:

1. Emergency Codes and Duress Alarm Standard Operating Procedure (SOP) – Supt. Lethbridge explained that this is an update and revision of the existing emergency codes and emergency response procedures utilized inside the DoC.

> **MOTION:** Commissioner Piper moved to approve the inmate Emergency Codes and Duress Alarm Standard Operating Procedure. Commissioner Hedberg seconded the motion, and all were in favor.

2. Inmate Discipline Procedures SOP – Supt. Lethbridge stated that this is a revision of the existing policy. The existing policy allows officers to use their own discretion to either write a disciplinary ticket or disciplinary report. The revision provides more guidance on which violations fit each category while preserving progressive discipline for repeated minor violations. This will ensure sure that enforcement of rules is fair, firm, and consistent.

> **MOTION:** Commissioner Piper moved to approve the inmate Discipline Procedures Standard Operating Procedure. Commissioner Hedberg seconded the motion, and all were in favor.

3. Cloud-Based Software – Supt. Lethbridge stated that the DoC uses Central Square as their Jail Management System. It is currently hosted on a server inside the DoC and is due for replacement. He stated that Central Square is recommending that they move to a cloud-based system and noted that this offers significantly better protection against a cyber-attack encrypting or deleting the DoC's data, but it does come with some additional costs. Supt. Lethbridge stated that he has been in communication with Central Square about their cloud offering for several months, primarily about the cost increase associated with this change. He explained that their final offer removed the cloud migration fee, charges no cloud hosting fee for year one (1), guarantees no cost increase in year two (2), and restricts the price increase in years 3-5 to 2%. Supt. Lethbridge explained that the DoC is working on contingency planning in the event of a cyber-attack, but even with a well-developed plan, the loss of the JMS system would be crippling for the DoC and potentially involve losing years' worth of irreplaceable data. In the memo, Supt. Lethbridge stated that IT Director Tetreault has explained that cloud-hosted solutions offer better resiliency than locally hosted systems and are safer. He is requesting Commissioner approval to sign a five (5) year contract with Central Square for the cloud-hosted Jail Management System software.

Commissioner Hedberg stated that it sounds like the cloud-based system would be a safer alternative moving forward. Right now, there is no fiscal year impact, but there will be in the future. She noted that a cyber attack would cost more than the increased cost, and she would support the request. Commissioner Piper stated that she supports this as well.

MOTION: Commissioner Hedberg moved to approve the Superintendent signing a contract for cloud-hosted jail management software provided by Central Square. Commissioner Piper seconded the motion, and all were in favor.

Maintenance Supt. Colbeth 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 1st meeting.

MOTION: Commissioner Hedberg moved to approve the minutes from the September 1st meeting. Commissioner Piper seconded the motion, and all were in favor.

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

MOTION: *10:03 AM Commissioner Piper moved to enter into a non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a). Commissioner Hedberg 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.

* 10:40 AM Commissioner McLeod declared the meeting back in public session.

Agenda Items:

1. The Commissioners reviewed the GCDoC Superior Court Report for August.

2. Memo for Consideration – Out-of-State Travel – Director Paronto – CA. Libby stated that Director Paronto has requested an overnight stay for training at the APCO Atlantic 2026 Conference. He is looking to send a total of three (3) staff members to attend the annual training, and he noted that one (1) of the staff members was awarded a scholarship to this conference, which covers conference registration and hotel accommodations. It is being held September 27-30 in Troy Hills, NJ.

MOTION: Commissioner Hedberg moved to approve the out-of-state travel for three (3) Dispatch employees to attend the APCO Atlantic Conference in Troy Hills, NJ, from September 27-30. Commissioner Piper seconded the motion, and all were in favor.

3. The Commissioners signed the MS-535 for Livermore.

4. Certificate of Authority & Use of Premises Agreement – DMV Motorcycle Rider Training – CA Libby stated that the Commissioners needed to vote to approve the Certificate of Authority.

MOTION: Commissioner Hedberg moved to accept the following Certificate of Authority:

I, Katie Wood Hedberg, hereby certify that:

1. I am a duly elected County Clerk/County Official of Grafton County.

2. I hereby certify that Julie L. Libby is authorized on behalf of this county to enter into the said contract with the State and to execute any and all documents, agreements, and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate.

3. I hereby certify that this authority has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment/agreement to which this certificate is attached. This authority was valid thirty (30) days before and remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the county. To the extent that there are any limits on the authority of any listed individual to bind the county in contracts or other agreements with the State of New Hampshire, all such limitations are expressly stated herein.

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

5. Educational Assistance Application – CA Libby stated that this is a second application for the same employee as the previous request. This is for an Anatomy & Physiology course this winter, starting in January.

MOTION: Commissioner Piper moved to approve the Educational Assistance Application for a Department of Corrections employee. Commissioner Hedberg seconded the motion, and all were in favor.

6. CA Libby stated that the Executive Committee Meeting will be held on 9/28/26. She drafted a copy of a Commissioner Report in a new format for the Commissioners to review. She stated that there have been a couple of requests from two (2) different Executive Committee members wanting updates on different projects. CA Libby reviewed the draft with the Commissioners and discussed the updates to the broadband and courthouse projects that will be presented to the Executive Committee at their meeting. She stated that she will finalize the report and send it to the Commissioners.

Commissioner Issues:

1. Commissioner Piper stated that the three (3) Commissioners and CA Libby attended the NHAC Executive Committee meeting. She stated that they heard from the chair of the commission from Strafford County about an opportunity. There was a sales team there for a new product, Air Shield. Commissioner Piper stated that there is money available through the Rural

Health Transformation Grant, and the state has asked the counties to work together to put forward a request. The sales team and the chair of the board in Strafford were there to suggest that they spend this money on Air Shield. It is an air filter purifier that could be used in the DoC and Nursing Home to prevent infection. Commissioner Piper stated that she thinks there are better uses of this money to better serve the public. They have had these grant projects occur for big ideas that do not necessarily amount to anything. She stated that their own Nursing Home Administrator is working very hard with the affiliate on Senscio. Senscio is the idea of electronic monitoring to keep people in their homes. Commissioner Piper noted that several years ago, a previous Board of Commissioners did not approve this idea with Senscio because at the time they needed a $35,000 startup fee. This company has proven its worth and is now expanding all over, and it is now being offered to them. She explained that this is directly relevant to their frail elders, which is one (1) of two (2) of the county's statutory requirements.

Commissioner Piper stated that there will be a presentation at the Commissioners Council at the conference and there will be a push for this Air Shield project. She stated that she has been here long enough to believe that they need to make sure Grafton County spends the money in the way they feel is best for their people. She stated that she believes they could use Go North funding for the building of Senscio going forward. CA Libby noted that the Nursing Home Administrators are working on figuring out what the Go North money can be used for with Senscio. Commissioner Piper stated that she feels that the option with Senscio serves their residents better.

CA Libby stated that NHA Labore was at this meeting as well, and she is not sure if he got the Air Shield presentation. She would like to see his perspective on it and see what his thoughts are. She thinks the plan was to coordinate having the Air Shield staff come to each facility before November to see how it works. Commissioner McLeod stated that she didn't feel the state was asking for all ten (10) counties to join but was looking for a collaboration with counties who were interested. CA Libby stated that Go North would rather fund collaborative projects throughout the state with the counties versus each of the ten (10) counties applying individually. CA Libby noted that it would be very beneficial to get the roof on the nursing home replaced with the Rural Health Transformation Grant, and if they can do that by applying for funding individually, why would they not do that? Commissioner Piper stated that she worries that a decision will be made if there is no opposition to this, and she does not want all of the money to be appropriated by the Commissioners Council for a project that Grafton County does not really need. CA Libby stated that she does not believe the Commissioners' Council can mandate that Grafton County participate in this. Commissioner Hedberg stated that her main concern is whether this Air Shield really works and if it would do any good.

2. Commissioner McLeod stated that she was contacted by a business moving from Canada to the Haverhill area and is interested in meeting with the Commissioners. She gave him CA Libby's contact information, as she feels they may think the county has more involvement than it does.

Public Comment

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

11:24 AM, with no further business, the meeting adjourned.

Respectfully Submitted,

Katie Wood Hedberg

Katie Wood Hedberg, Clerk

Directors Report:

Overview

Operations for Alternative Sentencing remained stable throughout August, with no significant changes in program function or structure. As is typical for late summer, staff scheduling required adjustments due to planned vacations. Despite this, the team effectively supported one another and maintained consistent engagement with clients.

Program Activity

Alternative Sentencing programs collectively served **108 clients** during the month of August.

Program outcomes included:

- **Plymouth Mental Health Court:** One successful completion
- **CARE+:** One successful completion
- **Intimate Partner Domestic Violence Program:** One successful completion

There were **no terminations, withdrawals, or returns** across any program during this period.

Across all programs, a total of **23 referrals** were received.

Staff Engagement

Staff remained actively involved with client intakes, ongoing support, and facilitating transitions to the community. Their coordinated efforts ensured continuity of services and adherence to program standards, even during a month with increased vacation scheduling.

Conclusion

August was marked by steady operations and positive client outcomes across Alternative Sentencing programs. The team's collaboration and commitment ensured high-quality service delivery and client support throughout the month.

***Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

C.A.R.E & C.A.R.E+

Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

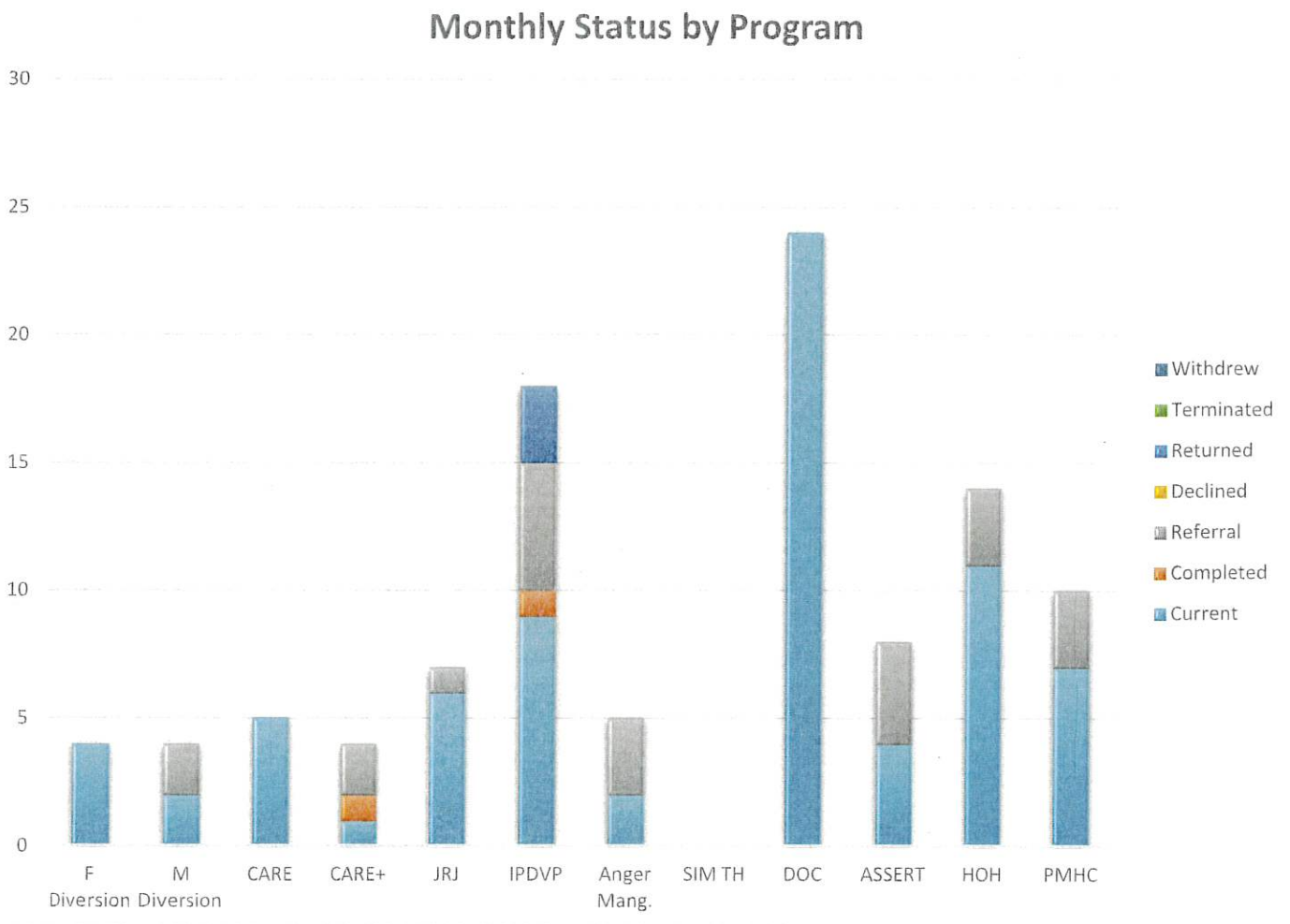
Anger Management Assessment and Programming

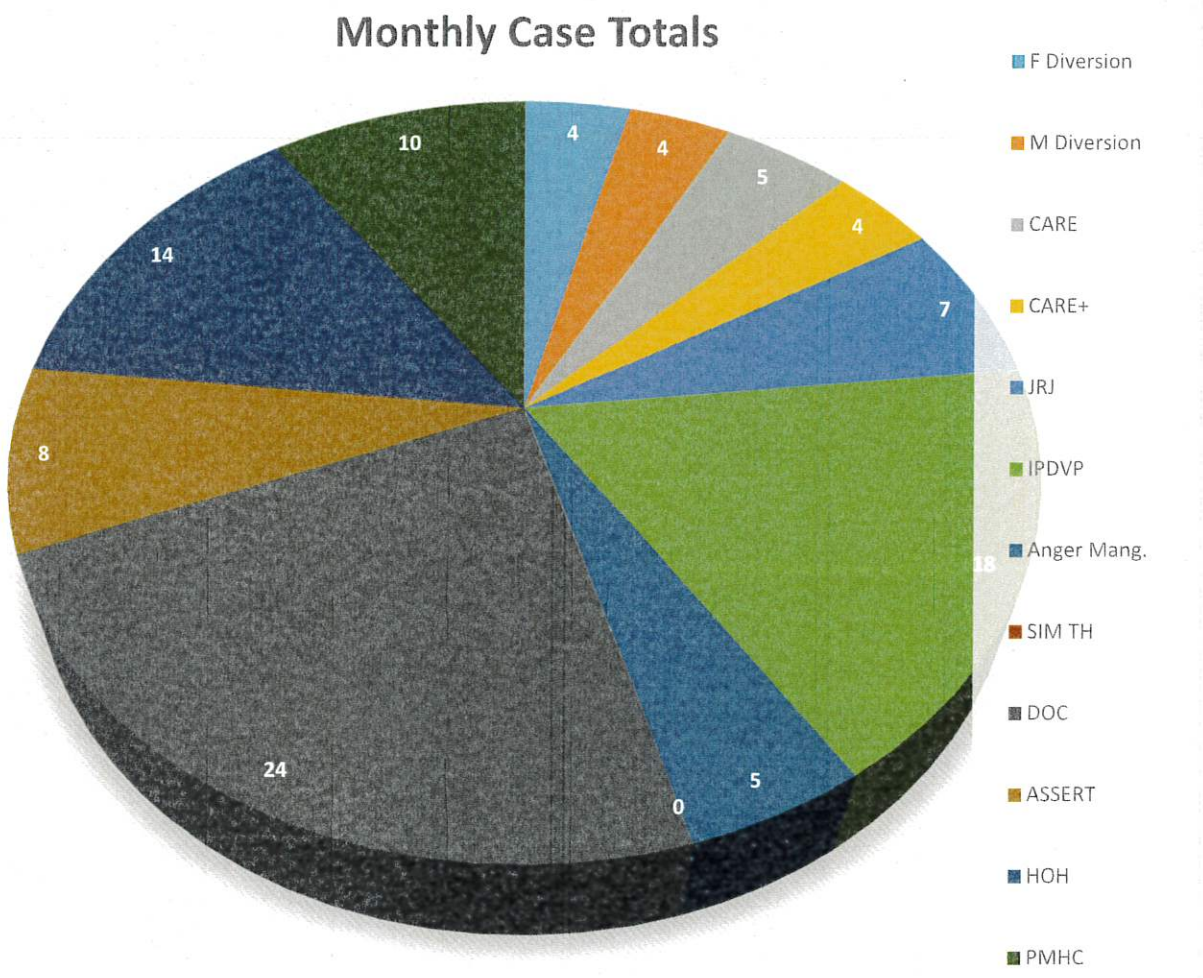
Life Skills Group

True North Navigation- reentry support

Alternative Sentencing Programs

AUGUST 2026




Monthly Case Totals
F Diversion
M Diversion
CARE
CARE+
JRJ
IPDVP
Anger Mang.
SIM TH
DOC
ASSERT
HOH
PMHC
4
4
5
4
7
18
5
0
24
8
14
10

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
JRJ								
AD	$175.00	$80		$980	$100	$340		$85
MISSED						$25		
LATE								
+ UA's								
Anger Management	$80	$45		$90			$75	
Emerge	$600	$175	$675	$1,000	$844.75	$1,260	$990	$943
CARE								
MISSED								
+ UA's								
BDAS	$1,751.08	$2,084.57	$1,798.08	$2,070.00	$898.52	$940.16	$2,010.18	$1,355.48
Totals	**$2,606.08**	**$2,384.57**	**$2,473.08**	**$4,140.00**	**$1,843.27**	**$2,565.16**	**$3,075.18**	**$1,028.00**
Grand Total	**$2,606.08**	**$4,990.65**	**$7,463.73**	**$11,603.73**	**$13,447.00**	**$16,012.16**	**$19,087.34**	**$20,115.34**

September 15, 2026

Commissioners Report

1. Milking 61 shipping avg 9200 – price of milk $19.38

2. Fall work started
   a) Harvesting crops

Respectfully submitted,

Glenn Libby,

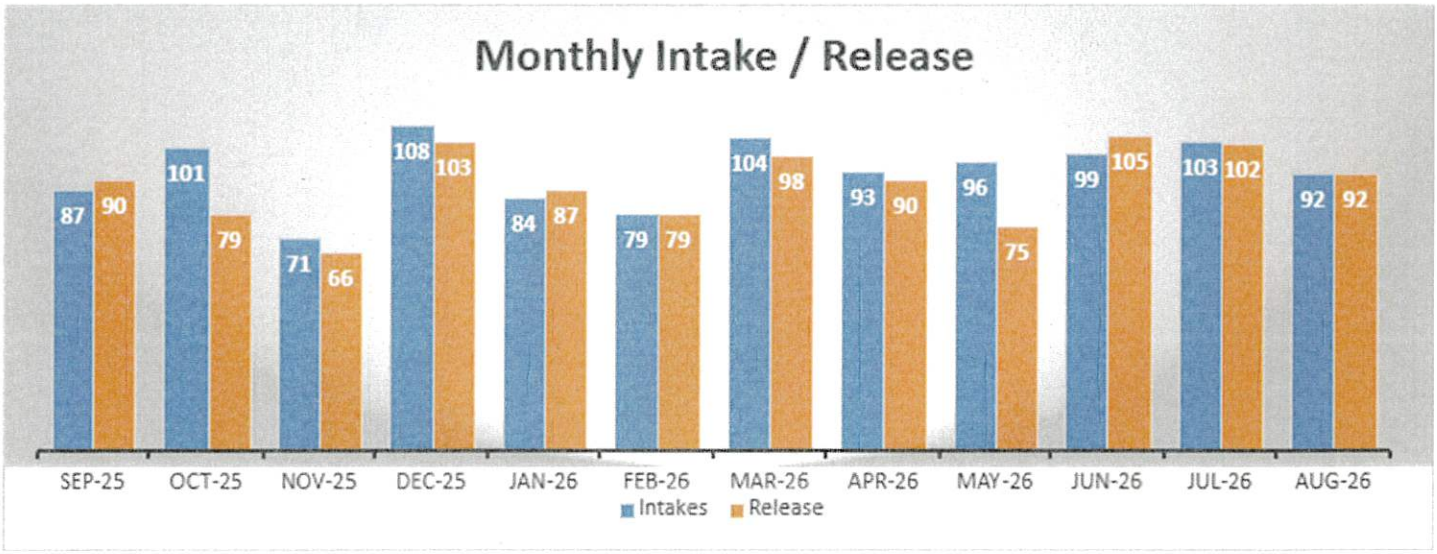
Monthly Department of Corrections Activity Report
August 2026

Major Incidents:

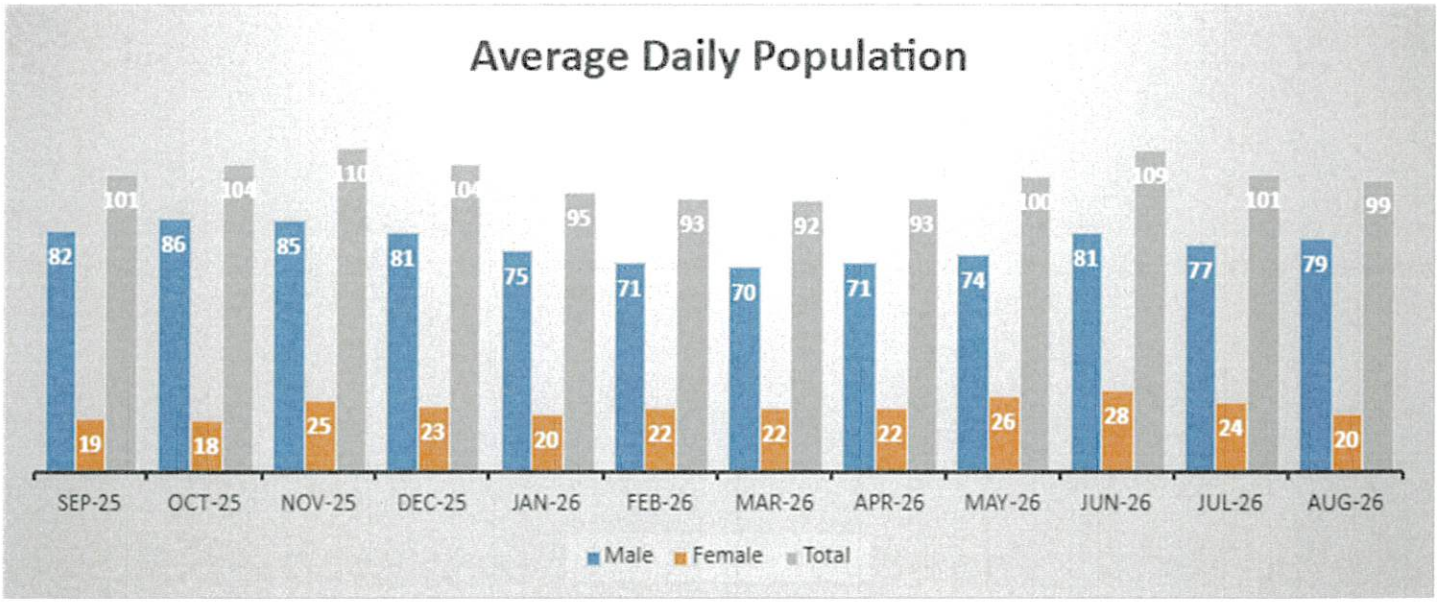
There were no major incidents at the DOC in August.

Population Data:

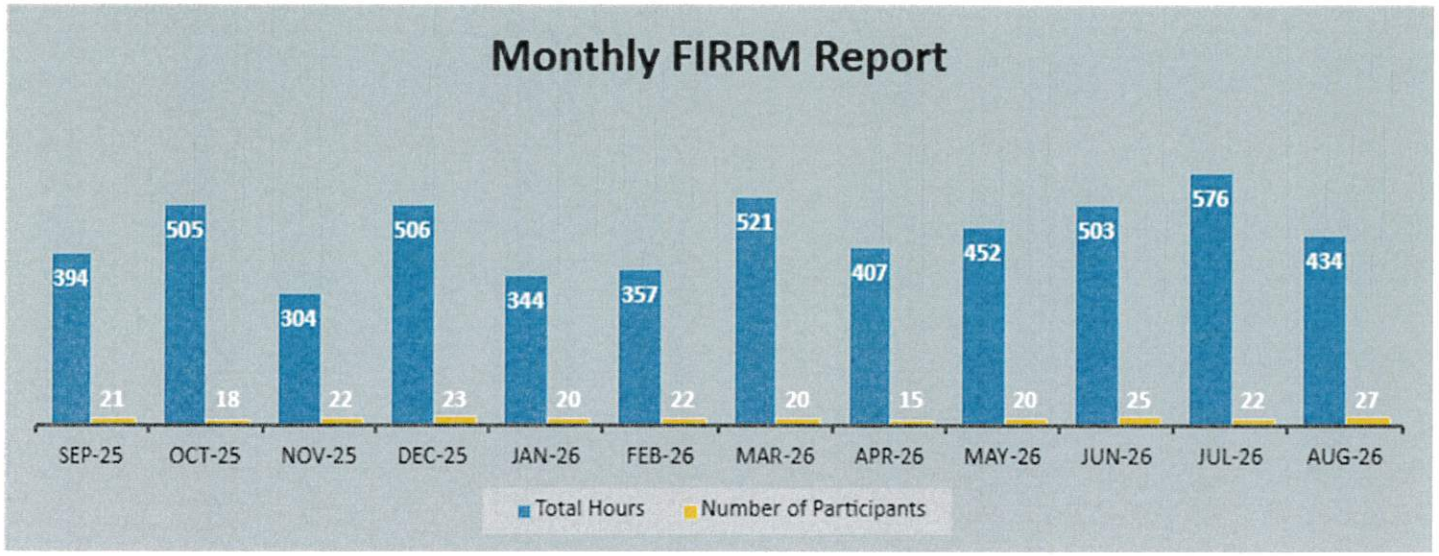
Total Intakes for the Month: **92** (Coos County Females:**7**)
Total Releases for the Month: **92**



In House Average Daily Population for the Month: **99**
Male: **79** Female: **20**

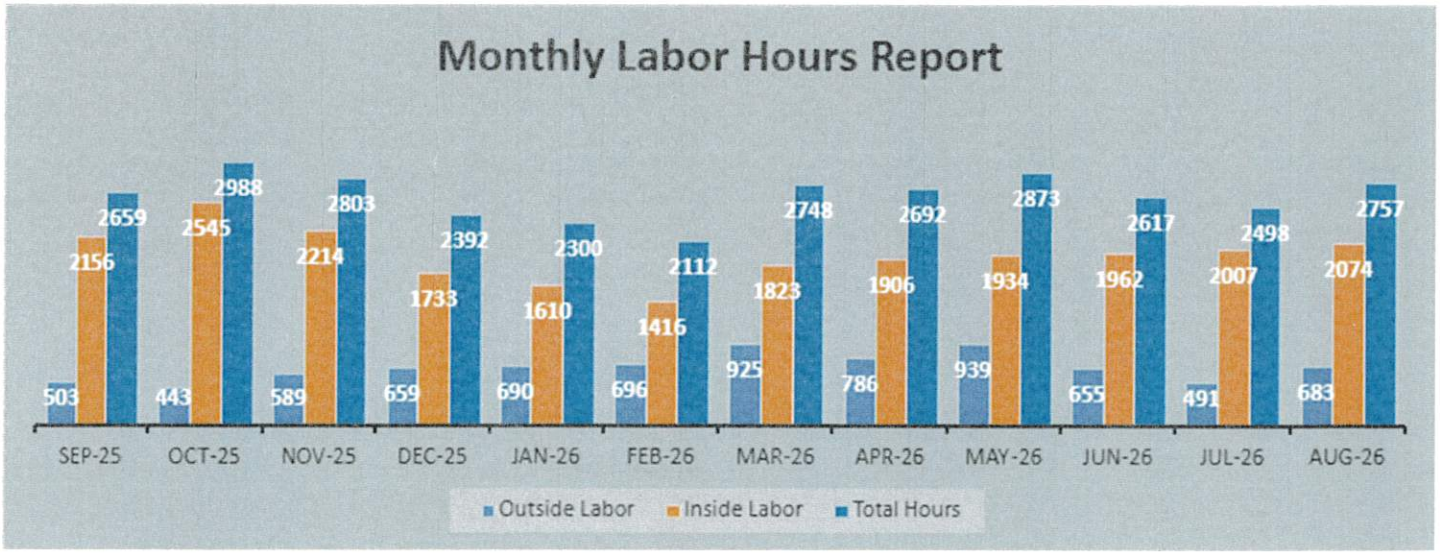


Inmates participating in FIRRM program during the month: **27**
Total Participation Hours: **434**



FIRRM has been running completely full male classes. Participation by female inmates was low in August, despite efforts to recruit inmates to apply to the program.

Hours of inmate labor outside the facility: **683**
Hours of inmate labor inside the facility: **2074**
Total hours of inmate labor: **2757**



Food Service:

Average per meal cost to feed each inmate: $1.88

The cost per meal held steady compared to July. 9014 inmate meals were served during the month of August, for a total food expenditure of $16,945. The DOC kitchen received 799 lbs of squash and 521 lbs of cucumbers from the County Farm; some of which was used fresh in inmate meals and more was processed for storage and later use.

The vacant full-time chef position was filled in August, leaving only the part time chef position vacant. The replacement dishwasher was installed in the kitchen and is performing well.

Medical:

There were no major medical emergencies in August. One new intake required a hospital stay due to an apparent psychotic break and staff handled fifteen inmate transports for medical appointments and ER visits during the month.

Staff:

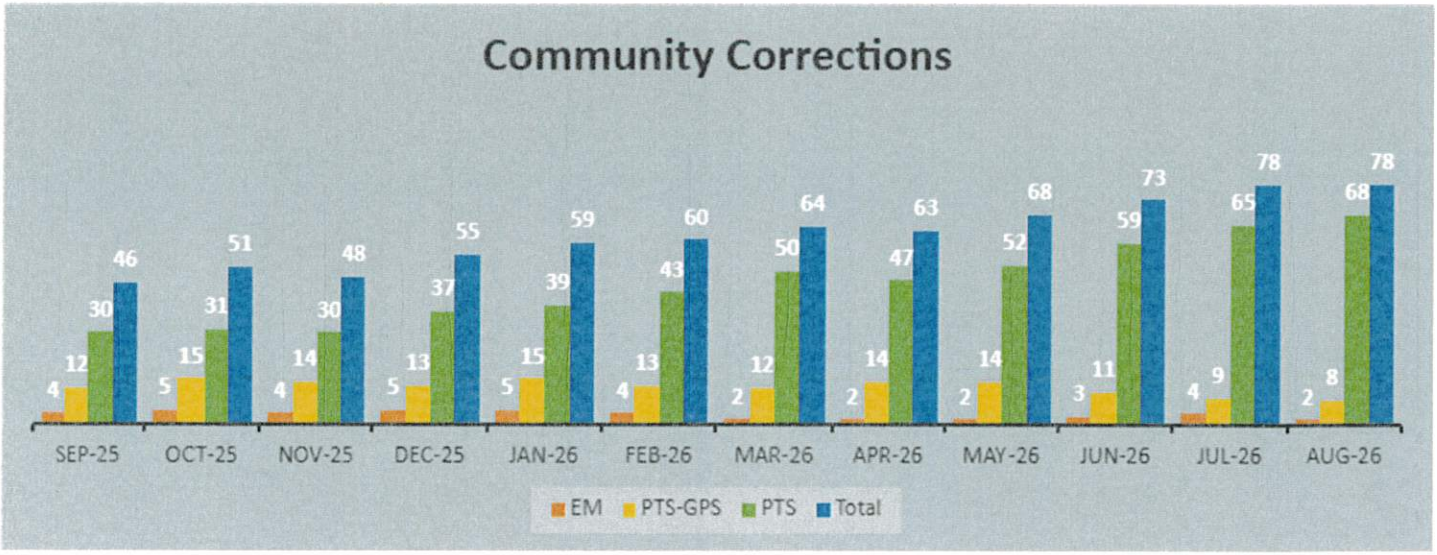
New officer hires during the month: 0
New officer/supervisor vacancies during the month: 1
Total vacant officer positions at the end of the month (including supervisory rank): **0**

Promotions during the month: 3 Kevin Daigle promoted to the rank of Corporal and Nicholas George and Joseph Sargent promoted to Field Training Officer.

Community Corrections:

Sentenced Inmates supervised on Electronic Monitoring: **2**
Inmates on Pre-Trial Services with GPS monitoring: **8**
Inmates on Pre-Trial Services supervised and checked by Community Corrections: **68**
Total Inmates supervised by Community Corrections: **78**

Lt. Harrness was on vacation when the statistics for last month's report were gathered and the numbers in the report were slightly off. Last month I reported 3 sentenced individuals on Electronic Monitoring, 11 on Pre-Trial Services with electronic monitoring, and 58 on PTS without electronic monitoring, for a total of 72. The accurate numbers for July are shown below, with a total of 78. August had the same total number supervised by Community Corrections.



Significant Developments and Achievements:

GCDOC hosted Struggle Well, a five day Post Traumatic Growth training for active-duty military, veterans, and first responders. In addition to our own officers, Coos County Sheriff's Office, NH State Police, and several other DOCs had students in this class, and the feedback was overwhelmingly positive. This training was provided at no cost to Grafton County taxpayers, and the DOC will pursue bringing the same training back to Grafton County in future years.

The new Inmate Communications project continued to advance in August. Smart Communications will begin installing equipment at the DOC in September and the anticipated "go live" date will be October.

Significant Problems:

There were no significant problems at the DOC in August.

MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS

Aug , 18 – Sept 15, 2026

Complex

No issues to report.

COURTHOUSE

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

NURSING HOME

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

Rear Landscape Project Status – The project is still proceeding slowly. Submittals are now complete. I have contacted the GC about this project, and he plans on resuming work on the drainage, concrete pads, fencing, paving and plantings during the week of 9/21/26. All structures to be built will not be started until spring of 2027.

ADMINISTRATIVE BUILDING

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

Front Steps – My staff are currently repairing the steps at the main entrance left side. The concrete rot was removed in that area, and new concrete poured. Still in the process of finishing the sealing and coating the Area with no slip coating.

Dept. of Corrections (DOC)

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

New Dish Machine was installed by the Maintenance department On 8/24/2026.

The two propane boilers that provide hot water to the facility if the biomass
Is offline are down from a failed control board. Parts are no longer available. Currently
I am working with Alliance Building Automation to come up with a new control system
To take the place of the failed obsolete controls. Until fixed I cannot shut down
The Biomass plant for our fall service.

MAINT/FARM BUILDING

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

Farm

MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS

Aug , 18 – Sept 15, 2026

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

Dairy Barn

- The milking system pulsator system wiring is heavily worn and needs replacement. Dustin is in the process of upgrading the system. Project will be completed the week of 9/14/26.

  Milk bulk tank freezing up. Alliance Mechanical trouble shot to a failed tank thermostat. Replaced And adjusted to correct temperature.

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.

VEHICLES & EQUIPMENT

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

Two of my new staff members with a high level of automotive and equipment maintenance and repair Have now taken over most of the repairs that the department was having to outsource at much higher Parts and labor costs.

OTHER

Staffing – The department has now has one skilled maintenance position open after promoting Dustin Taylor to the new Assistant Maintenance Superintendent.

County Water Tank

The County Water Tank control cabinet was struck by lightning on 8/10/2026 causing our ability to see or control the volume of water in the tank. I have informed Woodsville Water and Light of the situation. I have ordered the replacement control board at the cost of $1200.00. My electrician on staff will install these parts as soon as I receive them. Received now control board on 8/19. Installed part and verified operation.

Grafton County Human Resources Report
Karen Clough, Human Resources Director
September 15, 2026

HR Activity Report (08/05-09/10/2026)

- ***New Hires***

Department	#	Position(s)
Nursing Home	1 (1 PT)	1 PT Housekeeper
Maintenance	1 (1 FT)	1 FT Skilled Maintenance Asst.
Corrections	1 (1 FT)	1 FT Cook
Sheriff's Dept.	1 (1 PT)	1 PT Dispatcher

Separations

Departments	#	
Nursing Home	1 (1 FT)	1 FT Cook
Corrections	4 (1 FT, 3 PT/PD)	1 FT CO, 1 PT CO, 2 PD RN

Reasons:

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

Status Changes/ dept transfers: 1 FT Dietary Aide to Cook, 1 Licensed Maintenance Asst. to Asst. Superintendent, 1 Assistant Maintenance Supt. to Maintenance Supt., 1 FT LNA to PT 24 hr. LNA, 1 Per Diem DOC LPN to FT

Active Leave of Absences August 5th to present

Department	#	
Nursing Home – Nursing	16	(14 are intermittent, 12 for self, 4 for family)
Nursing Home – Non-Nursing	10	(10 are intermittent, 7 for family, 3 self)
County Atty's Office	2	(2 intermittent, 2 self)
HR Department	1	(1 intermittent, 1 family)
Department of Corrections	4	(2 intermittent, 1 family, 3 self)
Alt. Sentencing	3	(1 intermittent family, 1 intermittent self)
Extension	1	(1 intermittent family)
Registry of Deeds	1	(1 intermittent family)
Maintenance	1	(1 intermittent family)
TOTAL	**39**	

Scheduled to orient 09/16
3 FT LNA

Current Jobs posted/advertised
LNA's/Unit Aides (9.2 FTE's vacant)
RN/LPN (4.75 FTE's vacant combined)
MNA
DOC Cook 1 PT, 1 FT LPN
Skilled Maintenance Asst. (1 FTE)
Dietary Aide (1 FTE)

Other Business: