

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
December 22<sup>nd</sup>, 2020

PRESENT: Commissioners Lauer, Piper, Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: Treasurer Hill, Alternative Sentencing Director DePalo, IT Manager Ruggles, DoC Supt. Elliott, Sgt. Harness, Lt. Cremo, Maintenance Supt. Oakes, Commissioner Elect Ahern

Commissioner Lauer called the meeting to order at 9:00 AM and began with the Pledge of Allegiance.

Treasurer Hill arrived to discuss the investment proposal for 2021. She submitted the following letter to the Commissioners:

TO: GRAFTON COUNTY COMMISSIONERS  
FROM: KAREN LIOT HILL, TREASURER  
SUBJECT: TREASURER'S INVESTMENT  
RECOMMENDATIONS  
DATE: DECEMBER 22, 2020



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Investment letters were sent to all banks that have a branch located within Grafton County (see attached list of banks that were invited to bid.) These letters were sent out on December 10, 2020 with bids due back by the close of business on Friday, December 16, 2020.

We received proposals from five (5) banks. I have attached a spreadsheet that details the banks that responded. This spreadsheet shows the various different investment options that were provided by the different financial institutions.

Based on the investment proposals that were received and the practice of spreading funds out across the Commissioner districts, I am recommending the following investment plan for 2021:

Woodsville Guaranty Savings Bank – Insured Cash Sweep – .35% - All funds remaining in the County's possession after the investments below are made. This would be approximately \$17,000,000

Mascoma Savings Bank – Insured Cash Sweep – .35% - \$5,000,000

TD Bank – Money Market - .20% (balance over \$1,000,000) - \$1,000,000

Bank of NH – Repurchase Agreement - .20% - \$1,000,000

Thank you for your consideration of this recommendation. I welcome your questions and thoughts.

**MOTION:** Commissioner Piper moved to approve the investment proposal as requested by Treasurer Hill. Commissioner Morris seconded the motion and all were in favor.

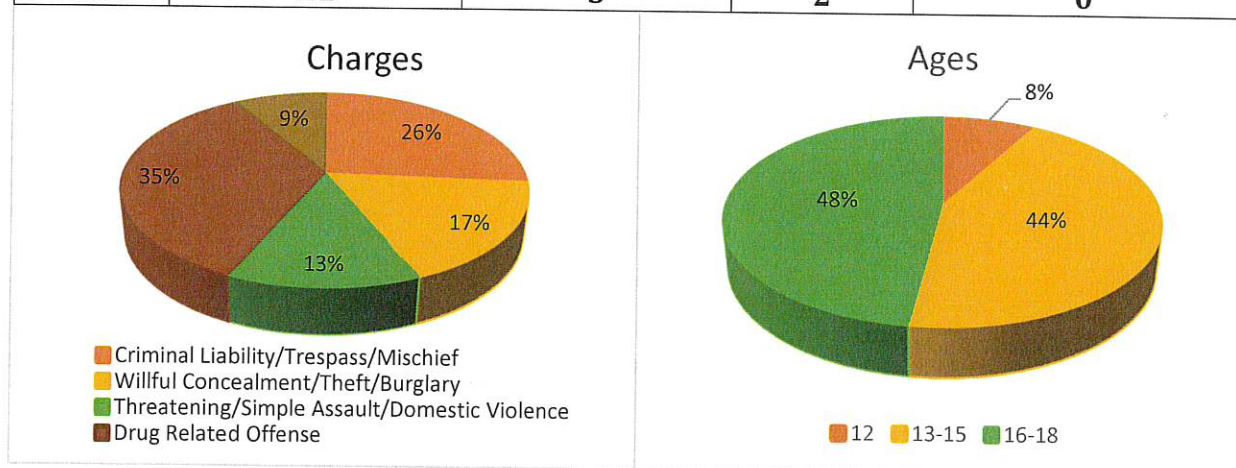
Alternative Sentencing Director DePalo arrived via Zoom and gave the following report:

**Director's Report:** Alternative Sentencing staff continue to work in the office and remotely as school schedules has hindered the ability for some staff to return full time. All programs have seen a decrease in referrals due to the court system being behind on cases. We continue to work with the County Attorney's office to aide in early case resolution and attempt to increase appropriate referrals. The Director has also sent information on how to quickly refer someone to each program to all Police Departments in the county and defense attorneys.

## Juvenile Restorative Justice

*Grafton County Juvenile Restorative Justice Program is to promote community-based alternatives to the formal court process that; promote positive youth development, safer communities, integrates restorative justice practices, intervenes at the earliest possible opportunity and promotes reduction in juvenile crime and recidivism*

Program	Active Participants	New Participants	Completed	Cases Returned
CADY	4	0	0	0
VCD	15	0	1	0
GCJRJ	1	0	1	0
COOS	1	3	0	0
<b>TOTALS</b>	<b>21</b>	<b>3</b>	<b>2</b>	<b>0</b>



Juvenile numbers remain low throughout the county. With the courts remaining closed there has

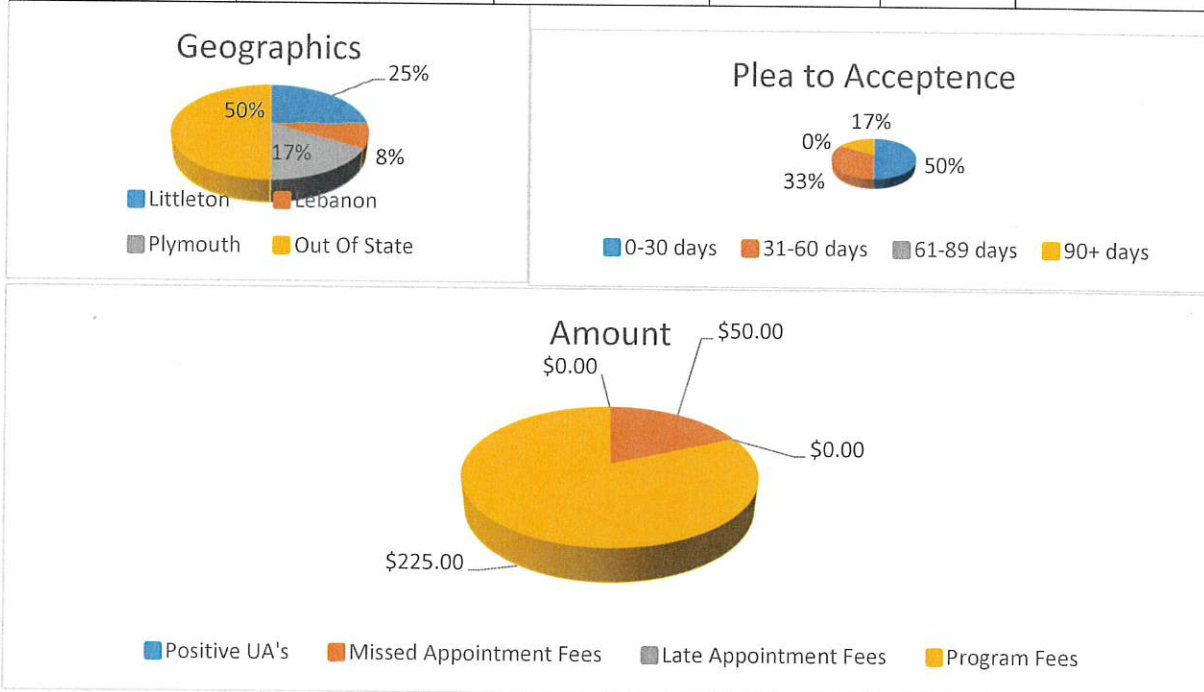
been a lack of referrals as many departments are referring after adjudication. We have one participant from Coos County at this time, with multiple discussions happening regarding new referrals. The Director continues to network within Coos County and meet police department juvenile officers in hopes to increase the buy-in with the program. The Director has been engaging more Grafton County police departments as the majority of referrals are coming from Littleton.

Please note Coos County juveniles are now reflected in the chart above.

## Adult Diversion & Program

*Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and other punitive sanctions including fines, probation and incarceration.*

Program	Active Participants	New Participants	Graduated	Fees	Prospective Participants
Felony	10	0	0	\$140	3
Misdemeanor	2	0	0	\$135	1



There have not been many changes with Adult Diversion this month. Participants have continued to participate in virtual meetings and conferences, which has been well received and seems to be

Grafton County Commissioners' Meeting

December 22nd 2020

Page 3 of 13



working well for all involved. There are a few participants that we have begun to be seen in person which has been working out wonderfully.

We have seen a decrease in referrals during the COVID-19 pandemic, likely due to limited Superior Court hearings. We continue to inform the County Attorney's office of our availability and will work with them when courts resume to ensure all appropriate individuals are placed in the programs accordingly.

Community service has been an issue over the past few months due to COVID restrictions, we have found a need to become more creative with ways individuals can obtain hours. Some participants have begun cleaning up the streets and taking pictures as proof, others are purchasing food and donating to local shelters while some have started blogs or write essays in regards to the impact of their decisions on the community, their families and themselves.

We began our Relapse Prevention Program which currently has 7 participants. The participants seemed to be very engaged and enjoying the group thus far. We have begun creating an IOP curriculum in hopes to bring an IOP program to this area.

We have seen an increase in mental health issues as well as substance abuse issues among participants which has resulted in increased inpatient needs. Granite Recovery Homes has been accommodating and able to get our clients in quickly and their programming is extensive. We are looking forward to 3 participants graduating in January.

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

*The Grafton County C.A.R.E+ Program designed to support individuals who have been convicted and are under supervision to connect to services and stay active in a therapeutic environment. C.A.R.E+ stands for Community, Assessment, Re-Entry and Education + Supervision, the focus of this program is to assist individuals in giving back to their community while creating a successful foundation and becoming a productive member of society.*

Program	Current	New	Completed	Program Fees	Prospective
C.A.R.E	8	0	0	\$0	4
C.A.R.E+	1	0	0	\$0	0

C.A.R.E has been a great addition to the Alternative Sentencing Programs, while offering support to probation and parole we have increased our community connections through the needs of the participants. We have been working with Farnum on a regular basis to ensure those who need inpatient are able to get in within a timely fashion and have increased communications with community mental health providers as well as primary care.

This month we enrolled our first C.A.R.E+ client in the program. Getting this participant into the program took a lot of communication and hard work from the GCDOC, GCA and GCAS. It was a great opportunity to overcome the challenges and exploit the positives of working together.

## Mental Health Court

*Grafton County Mental Health Court seeks to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with a mental health illness. Our goal is to promote prompt intervention, education, treatment and recovery in order to improve the quality of the individual's life, reduce recidivism and improve community safety*

Location	Active Participants	New Participants	Veteran Participants	Prospective Participants	Completed
ASSERT Littleton	4	2	1	7	0
HOH Lebanon	10	1	2	7	1
PMHC Plymouth	6	1	0	4	0
<b>TOTALS</b>	<b>20</b>	<b>4</b>	<b>3</b>	<b>18</b>	<b>1</b>

MHC has continued to accept referrals throughout the COVID-19 pandemic. We are providing telehealth treatment and holding bi-monthly tele-meetings with the MHC teams and participants. We continue to struggle to find participants housing/shelter and treatment services are not adequate at this time. We have seen an increase in drug and alcohol relapses as well as mental health crises. Although we are seeing increases in negative behaviors, we are also seeing many participants that are thriving and overcoming the challenges being presented by COVID-19, mental illness and SUD. Our Mental Health Coordinator has been able to get back into the Plymouth office and meet with participants. This has been extremely helpful for many that are struggling with increased Mental Health issues and substance abuse relapses.

MHC Coordinator and the Director met with each area Mental Health Agencies as a follow- up to the initial meeting to discuss areas of deficit as well as excellence. This will continue to be monitored and meetings will be on-going.

## Budget Report

Please note November BDAS billing cannot be released as BDAS has not allocated funds for our contract year. Once those funds are allocated, we will be able to release and bill for these services.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
JRJ	\$100	\$100	---	---	\$3000	---	\$4000	---	---	\$100	\$750
AD	\$520	\$670	\$190	\$40	\$937.30	\$330	\$70	\$425	\$1650	\$985	\$90
MISSED	\$25	---	\$25	---	---	\$50	---	---	\$170	\$130	\$50
LATE	---	---	---	---	---	---	---	---	\$15		---
+ UA's	\$50	\$125	\$100	---	---	---	---	\$25	\$225	\$25	---
MRT	\$65	\$35	---	\$5	\$5	\$35	\$70	---	\$35	\$105	---



CARE	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---
BDAS	\$5525. 30	\$3923. 70	\$3807. 10	\$5573. 70	\$5898. 20	\$5124. 90	\$3998. 50	\$1656. 60	\$1885. 40	\$3147. 10	\$1977. 80
Totals	\$6285. 30	\$4853. 70	\$4122. 10	\$5618. 70	\$9840. 50	\$5539. 90	\$8138. 50	\$2106. 60	\$3980. 40	\$1345. 00	\$2867. 80

IT Manager Ruggles arrived and gave the following report:

#### Summary:

Solar Winds Security Breach Sunburst – Discovered Friday December 12<sup>th</sup> 2020. The Grafton County IT Department does not and has not used any Solar Winds Products. The ITM has completed calls and sent out email to all existing Security Vendors and obtained and installed any and all patches and updates to our IT security equipment. Some are still in the works and forthcoming. ITM is also working on completing calls to existing vendors and organizations the County works with to request if companies were using Solar Winds products. This Cyber Breach is far reaching and impacted, Federal Government Departments, Security Contractors, Major IT Vendors and is going to take months to uncover the full extent. Experts are stating that many networks will need to be “burned down to the ground” and replaced to properly safeguard some of the entities.

Old VMWARE Server Cluster Decommissioned – Completed final migration of all IT systems off this 10-year old system.

NH New Wireless Access Points – Continued replacement and installation of new wireless access points continue at the NH. Joey has completed replacing all existing Wireless Access Points with the new models. He has also installed many new wiring runs to feed new access points. New network switch gear and equipment has been installed for Granite and Meadow Units. We are waiting for final pieces of network equipment. Once completed we will have 5 new additional Access Points to better service WIFI connections to provide better Video Visitation for Residents and their families.

IT Budget - ITM started work and research at the beginning of December on the following items - cloud based backup, common standardized video conference system for all departments, replacement of DOC computers - 9 years old in June 2020, phased in upgrade and replacement of existing network switches on existing fiber optic network. Network switches have reached end of life for support.

Phone Project – Working on expanding capacity and add an additional 12 phone line's to the campus phone system for Covid. This has been a very slow process due to our support vendors current workload and delays due to the pandemic. We will need to perform a software and firmware update of campus phone system before we add additional line capacity. An engineer

from our phone support vendor will be coming on Site on Dec. 29th to review and inspect our system and we are hoping to complete update in January.

New Servers - Setup 3 new virtual servers to complete and finalize our 2008R2 Server migrations. Planning completion in the next 3 weeks.

IT Help Desk Ticketing System - IT Department has gone live with a Help Desk Ticketing System. This system replaces our old method of using our Email System for documenting help desk requests. The system is built into our current IT Inventory System and completely integrated with our Hardware and User Inventory. Special thanks to Jason Richardson who was assigned the task of getting this system up and working and has done a great job and provided training over the past couple months. We are still making minor changes and modifications to streamline the process.

DoC Supt. Elliott arrived and gave the following report:

**December 22, 2020**

**Commissioners Report**

**1. Population:**            **In House: 41**            **F Unit: 17**  
   **E Unit: 10**  
   **D Unit: 2**  
   **C Unit: 9**  
   **Intake: 3**

**Out of Facility: 24**

**Total population: 65**

**Intakes since 7/1/20: 366            Male: 261            Female: 105**

**2. Community Corrections Report:**

**a) Electronic Monitoring: 4**

**b) Daily Work Release: 0**

**c) Pre-Trial Services: 23 – 5 on GPS monitoring**

**d) Operation Impact:** Sgt. Harness is starting to get back into schools now. She presented various classes mostly by video to Littleton High School, Landaff Blue School, Bristol Elementary, Hebron School and North Country Charter Academy. She also has several classes slated for January after the holidays.

**e) Community Work Program:** Sergeant Griffin has been working on the farm helping with the daily chores. There will be no work details out in the community until further notice.



**f) Transports:** For the month of November staff conducted 16 transports.

- 0 transports to a treatment facility.
- 2 medical transports for inmate medical needs/doctor's appointments.
- 14 courtesy rides home for inmates being released that could not find a ride for themselves.

### **FIRRM Program**

1 current participant

Level 1 – 0

Level 2 – 0

Level 3 – 1

### **Programs Department Report:**

For the month of November, the Programs Department provided various services to over 16 different inmates for approximately 185 hours. These services include SUD groups, individual counseling and HISET. The majority of these hours came from the following services broken down below.

Individual Counseling: 12 total hours

Female – 0 hours

Male – 12 hours

SUD Treatment Groups: 168 total hours

Female – 18 hours

Male – 150 hours

**Medical /Mental Health Report:** For the month of November there were four psychiatric clinic days with a total of 26 patient encounters.

### **General**

1) Reduction in staffing schedule due to low inmate population – Supt. Elliott stated that he would like to revise their policies and procedures in the event that if they get below an inmate population of 35. They would further reduce three (3) more shifts from their current minimum staffing unit for a total of six (6) shifts per day that would not be filled. He feels they can do this safely. They are still utilizing all units but based on the number of inmates he feels they can safely supervise the inmates. No staff members have been laid off at this time, this reduction is reducing the amount of overtime shifts.

**MOTION:** Commissioner Piper moved to modify the DoC Operating Procedures as requested by Supt. Elliott. Commissioner Morris seconded the motion and all were in favor.



2) Officer recognition – Supt. Elliott stated that he would like to recognize an employee at the DoC, Sgt Harrness. She stepped into another Sgt's position during an absence with no training and took over during the busiest time of the year, harvesting season. He wanted to publicly recognize her for that and bring her in to give her a Commendation. Sgt. Harrness was present for the meeting and was presented with a Commendation from Supt. Elliott. The Commissioners thanked her for all of her hard work.

Commissioner Lauer asked if everyone had a chance to read the minutes from the December 15<sup>th</sup> meeting. Commissioner Piper had a few edits.

**MOTION:** Commissioner Piper moved to approve the minutes from the December 15 meeting as amended. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers: 30; 1123-1124.

Supt. Oakes arrived to discuss the Courthouse A&E bids. He stated that he spoke with EH Danson and they were willing to go back and look at their fee. They adjusted it and came in at \$58,933.00. He stated that they had some good discussions regarding the bids. Commissioner Piper stated that they have done very well with these bids and she is happy they were able to negotiate. Commissioner Lauer stated that although they were not the lowest bid, they have twice as many site visits. Supt. Oakes stated that he feels the 500 hours is what it will take to complete this project and EH Danson was also the closest to that as well.

**MOTION:** Commissioner Piper moved to accept EH Danson's bid of \$58,933.00. Commissioner Morris seconded the motion and all were in favor.

Supt. Oakes discussed a request for a contingency plan to be put into place with this project as he normally has one with larger projects such as this. He stated that this contingency would be lower than he normally plans, as it is not a building project. Commissioner Lauer stated that they are aware that issues may arise in the future, which would result in the need for a contingency plan and they will address that should the issue arrive.

Tax Collections – FY 2021 – CA Libby stated that they received taxes from all towns except for Enfield. Taxes were due on Thursday when a lot of the state saw record snowfall. Bridgewater planned to bring their tax bill in Thursday but because of the snow were unable to make it. Woodstock also mailed their check on December 10<sup>th</sup> but it was just received yesterday on the 21<sup>st</sup>. CA Libby noted that the USPS has been very slow this year as well. The Treasurer has decided not to charge interest to those two (2) towns due to the circumstances. Commissioner Piper stated that she would reach out to the Town of Enfield to ask about their tax payment.

RFP – Grant Writer – Mid-State CDBG – CA Libby stated that there is new requirement that requires an RFP for grant writing services to be done. It is a micro-RFP because it is less than \$10,000. Proposals were due yesterday, and they received the two (2) following proposals:

NCIC - \$ 6,875.00

Donna Lane - \$ 4,000 – services will be due if CDBG funds are awarded.

Grafton County Commissioners' Meeting

December 22nd 2020

Page 9 of 13

CA Libby stated that based on her experience and familiarity with CDBG she would recommend the Commissioners select Donna Lane.

**MOTION:** Commissioner Morris moved to accept Donna Lane's bid for \$4,000. Commissioner Piper seconded the motion and all were in favor.

Public Hearing Date – CA Libby stated that public hearings now have to be held later in the day, as CDFA feels that mornings are not as accessible to the public. They have to be held mid-afternoon or evening. She stated that the public hearing for the Mid-State CDBG will be held on the 12<sup>th</sup> and asked the Commissioners if they would like to have their meeting later in the day. The Commissioners agreed to have their meeting at 2:00 and the public hearing will be at 3:00.

Housing & Community Development Plan – CA Libby stated that the Commissioners revised and developed their Housing & Community Development Plan three (3) years ago. It is about to expire and should have it ready for the January 12<sup>th</sup> meeting to be readopted. She stated that the Commissioners did a thorough revision of it last time. The Commissioners discussed the plan and agreed to further discuss it at their meeting on January 6<sup>th</sup>.

CA Libby stated that the County Attorney's Office has requested to close their office on December 24<sup>th</sup> and the employees will be using earned time.

**MOTION:** Commissioner Piper moved to close the County Attorney's Office on December 24<sup>th</sup>. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that the next time the Commissioners need to be here is Wednesday January 6<sup>th</sup> at 9am. She stated that Alison Evans from the County Attorney's Office will be here to swear in the Commissioners before their meeting and she will coordinate with the other Elected Officials to swear them in as well.

Public hearing – CA Libby stated that she received a request from Justin Slattery, President of the New Hampshire Alliance of Regional Development Corporations, asking if the County would sponsor the 2021 application. . The Commissioners agreed to sponsor it.

CA Libby stated that NHA Labore had emailed her this morning stating that the state has revised the agreement for the payment of their Covid testing as the frequency has increased due to the increase positivity rate in the state. They need a new certificate of authority. The Certificate of Authority gives NHA Labore the authority to enter into the contract and execute any and all documents.

**MOTION:** Commissioner Piper moved to accept the Certificate of Authority. Commissioner Morris seconded the motion and all were in favor.

November Financial Reports:

Monthly Variance Report



CA Libby stated that there is a lot of red, but she suspects a lot of it will turn around except for the Nursing Home due to decreased census. The DoC has not billed for BDAS services since September 30<sup>th</sup>. Governor and Council approved the new contract last week so they should be able to bill retroactive to that date. She stated that Farm Manager Nelson has been continuing to sell heifers for additional revenue. The Sheriff's Department is behind as they are not as busy doing the work that normally generates revenue. CA Libby noted that the Register of Deeds is making up for that as they continue to do very well.

CA Libby stated on the expense side nothing is alarming at this point in time.

CA Libby stated that the Nursing Home Residents are receiving their COVID vaccines today, 80 of the 105 have signed up for the vaccine as of last Thursday.

HR Director Clough arrived and requested to go into nonpublic session.

**MOTION:** \* 10:44 AM Commissioner Piper moved to enter into non-public session for the purposes of the hiring of any person as a public employee pursuant to RSA 91-A: 3, II (b) Commissioner Morris seconded the motion. This motion requires a roll call vote. Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\* 11:18 AM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

Broadband Committee Funding Request– Commissioner Morris stated that she felt this needs to go to the Executive Committee and Delegation to possibly be put in the budget next year. She stated that she had suggested to Nik Coates that they bring CDBG into this and she explained that the County does not have money in the budget for this nor did they anticipate this expense. The BOC was taken aback because they were assured they would not be asked for money. Commissioner Morris went on to state that this is very important to the County and if it were up to her she would say find the money because they are on pace to get this done in a way no other entity in the state has done. She would propose to put \$15,000 in the budget. CA Libby stated that the Commissioners could identify less than \$5,000 as a cap until June 30<sup>th</sup> and then identify \$10,000 in the budget for next year. Commissioner Lauer stated that she understands where Commissioner Morris is coming from as she knows the potential benefit to the county is more than \$15,000. Commissioner Elect Ahern stated that he sees these committee members going to their individual rotary clubs for donations. He stated that once he is sworn into office he could go and speak to those rotary clubs as he feels many of them would be interested in donating to this

cause. He noted that he is worried about what the statute says the Commissioners are supposed to be doing. Commissioner Piper stated that she agrees with Commissioner Elect Ahern. There are many communities out there that would want to do this; she would like to see that resource tapped. She would also like to see, quantitatively, how their economy suffers because of lack of broadband in Grafton County. Her concern is with all the residents of the county, especially elders of very limited means.

**MOTION:** Commissioner Morris moved to fund \$4,500 to the Broadband Committee through June 30<sup>th</sup> but that they speak with the Executive Committee regarding the issue for next year's budget and reiterate the need to visit to other avenues for funding. Commissioner Lauer seconded the motion.

Discussion:

Commissioner Piper stated that she does not have such a problem with broadband access in her district and so may not know the need county-wide. She asked Commissioner Lauer and Commissioner Morris what they are hearing. Commissioner Lauer and Commissioner Morris both expressed concerns that many areas in both of their districts do not have access to broadband and that many of their constituents have stated that they want access to broadband. Commissioner Lauer stated that she has businesses that are hurting and kids who are having issues with schooling due to the lack of internet. She has had many towns contact her regarding the excitement they have for the Grafton County Broadband Committee.

The Commissioners voted on the motion and all were in favor.

Commissioner Piper stated that she attended the County State Finance Committee meeting. They elected a chair and vice chair to conduct meetings. She stated that David Ross is the Chair, and she is the Vice Chair. They will be meeting on January 29<sup>th</sup>. They are each going to start with 30-minute presentation on the county perspective and state perspective.

**MOTION:** \* 11:42 AM Commissioner Piper moved to enter into 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 pursuant to RSA 91-A: 3, II (a) Commissioner Morris seconded the motion. This motion requires a roll call vote. Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\* 12:00 PM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Morris seconded the motion.



Commissioner Lauer called the roll. Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

12:00PM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Marcia Morris", is written over a horizontal line.

Marcia Morris  
Clerk