GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
July 28th, 2026

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

OTHERS: Alternative Sentencing Director Mitchell, DoC Superintendent Lethbridge, Sheriff Myers – via Teams, Michael Miller – via Teams, Nick De Mayo – via Teams.

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

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

AS Director Mitchell asked if there was any news on potential grant funding for the mental health worker that Alternative Sentencing was going to share with North Country Health Consortium. Commissioner McLeod stated that CA Libby received a call from Atty. Boffetti and he had questions for her as they were reviewing the applications. It seemed important to them to know that Grafton County has used the Opioid Abatement funding that they received so far. She stated that CA Libby was able to report to Atty. Boffetti that Grafton County has used almost all of the funding and were waiting to receive more. Commissioner McLeod stated that question may have come from the committee who was reviewing the application, but it seems like good news. AS Director Mitchell stated that this position would be really helpful. Commissioner McLeod noted that there are more requests for Opioid Abatement funds, and she has been telling people to forward their requests to CA Libby. The county would then have them on hand, if they receive more funding.

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

Supt. Lethbridge stated that the mental health program he referred to in his report, Struggle Well, is looking for New Hampshire based trainers, and they are working with the county Department of Corrections. He stated that he would be interested in being a trainer if the Commissioners were in favor of him doing so. Supt. Lethbridge explained that he would attend the training for a week and would then be able to hold these trainings at their DoC as well as other county Department of Corrections in New Hampshire a few times a year. Commissioner Piper stated that with Supt. Lethbridge's experience in law enforcement and his passion that he brings, she would be happy to support this. Commissioner McLeod agreed. Supt. Lethbridge stated that he would get the information together and put together a memo for consideration for the Commissioners to review.

Memos for Consideration:

1. Inmate Transfer – Supt. Lethbridge stated that the Belknap County DoC requested Grafton County temporarily hold inmates to free up space in their facility in advance of Bike Week. He

accepted five (5) inmates for Bike Week, noting that the inmates were selected for being medically stable and without major behavioral issues. He reported that the inmates were not a problem during their stay and have already been returned to Belknap County. Supt. Lethbridge stated that New Hampshire statute authorizes him to decide in the moment to accept an inmate transfer and then request Commissioner approval after.

> **MOTION:** Commissioner Piper moved to approve the transfer of five (5) male inmates for temporary housing from Belknap County. Commissioner McLeod seconded the motion, and all were in favor.

2. Out of State Travel Request – Supt. Lethbridge stated that Gracie Survival Tactics is a law enforcement focused 5-day defensive tactics instructor course and he is looking to send Cpl. Irons. He stated that this was approved last year but due to personal issues, Cpl. Irons was unable to attend. Commissioner Piper noted that this training is important, teaching officers how to retain their weapon in the holster against assault and how to win in a physical altercation while keeping their firearm secure. It is also important to train them in self-defense skills when working posts or intake inside the DoC.

> **MOTION:** Commissioner Piper moved to approve the DoC sending Cpt. Scott Irons to a five-day Gracie Survival Tactics defense tactics course in Coventry Rhode Island, October 19-23, 2026. Commissioner McLeod seconded the motion, and all were in favor.

3. Opioid Abatement Request – Supt. Lethbridge stated that the DoC reduced its budget requests by utilizing Opioid Abatement Funds to cover necessary expenses directly related to Opioid Substance Use Disorder. They are requesting $5,000 of Opioid Abatement funds to begin the fiscal year.

> **MOTION:** Commissioner Piper moved to approve funding the DoC with $5,000 from the Opioid Abatement fund for the purpose of supplying Medication Assisted Treatment to inmates needing it. Commissioner McLeod seconded the motion, and all were in favor.

Commissioner Piper noted that these funds were received as part of a lawsuit against the pharmaceutical companies, and this saved the tax payers $5,000.

Agenda Items

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the July 14th meeting. Commissioner McLeod had the following edit:

- Page 2, Paragraph 2 – Commissioner McLeod changed the sentence "Commissioner McLeod stated that she is interested in using Teams to only have a YouTube recording that is live, like the legislation does, and people can tune in to listen if they would like" to read "Commissioner McLeod stated that she is interested in using a YouTube live recording, like the legislature does, and people can tune in to listen if they would like".

MOTION: Commissioner Piper moved to approve the minutes from the July 14th meeting as amended. Commissioner McLeod seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1197-1199; 1005-1009; 2026-07.17.2026.

3. FY 2026 Final Appropriation Transfers – Asst. CA Elsholz reviewed the final two (2) lists of FY2026 appropriation transfers with the Commissioners. One (1) list totaled $67,033.00 and the second totaled $933.00. Asst. CA Elsholz noted that these are standard transfers.

MOTION: Commissioner Piper moved to approve the two (2) appropriation transfers totaling $67,033.00 and $933.00. Commissioner McLeod seconded the motion, and all were in favor.

4. FY 2026 Encumbrance Requests – Asst. CA Elsholz reviewed a list of FY2026 encumbrance requests with the Commissioners. Commissioner Piper explained for those online that encumbrance requests are money being requested to carry over to the next fiscal year for projects that were not completed or were still awaiting invoices from FY26.

MOTION: Commissioner Piper moved to approve the encumbrance requests for FY26 totaling $185,866.10. Commissioner McLeod seconded the motion, and all were in favor.

5. Commissioner McLeod and Commissioner Piper signed the DRA – Application for Reimbursement for Towns and Cities in which Federal and State Forest Lands is Situated for the Unincorporated Place of Livermore.

6. Commissioner McLeod and Commissioner Piper signed the Collective Bargaining Agreement for UE Local 278.

7. Moody's – Bond Rating – Asst. CA Elsholz explained that periodically, if Moody's sees a change in the county's financial status, they will do a review. She stated that she and CA Libby had an interview with Moody's to talk about the financial changes. She read the following statement from Moody's as a result of that meeting:

> "Moody's Ratings has downgraded Grafton County, NH's issuer and general obligation unlimited tax (GOULT) ratings to A1 from Aa3. The county had approximately $11.5 million of debt outstanding at the end of fiscal 2025. The downgrade reflects recent fund balance draws that are expected to stabilize in fiscal 2027 but at levels much lower than sector peers"

Asst. CA Elsholz stated that if the county were to go out to bond, this would affect the rate they receive.

8. Rules of Procedure Amendments – The Commissioners reviewed the updated Rules of Procedures with the changes made to the public participation. Commissioner McLeod read the following updated item in the Rules of Procedures:

"All meetings of the Grafton County Commissioners and its committees are open to the public, except as provided by RSA ch. 91-A (e.g., meetings with legal counsel). Meetings are broadcast virtually for members of the public to attend. Public comment is allowed as designated in the agenda and as outlined in the guidelines for Public Participation at Commissioners' meetings. All members of the public who are physically present and who wish to speak must state their name, address, and the agenda item to which they are speaking. The chat feature will not be monitored by the Commissioners or other County employees and may not be used to address the meeting"

MOTION: Commissioner Piper moved to approve the revised Grafton County Commissioners Rules of Procedure. Commissioner McLeod seconded the motion, and all were in favor.

9. US Geological Survey (USGS) – N.E. Water Science Center – Office Space Request – Asst. CA Elsholz stated that they were contacted by the USGS. She explained that with the change in US employees needing to return to work in office, they have a staff member who lives in the North Country that is having to commute to Pembroke every day and they are trying to find somewhere closer for her to work. Asst. CA Elsholz stated that USGS is willing to pay for the space, and an MOU would be drafted. This employee is their Administrative Operations Assistant and she works normally around 7:30a-3:30pm. Her duties are strictly administrative and therefore she would be plugged into the computer and Microsoft Teams during the workday. She would only require an office with Wi-Fi capabilities. Asst. CA Elsholz stated that they we have identified a space on the other wing of the building near IT. There are some items in this room used as storage that can be moved and the USGS would supply the items she needs for the office. She stated that if the Commissioners agreed, her and CA Libby would work with the USGS to figure out details. The Commissioners agreed to move forward.

10. Asst. CA Elsholz gave the Commissioners a letter from Twin Pines Housing stating that Eric Winters will be retiring after 14 years. He will remain in the role for 6-12 months while they work on finding his replacement.

Commissioner Issues:

1. Commissioner McLeod reported on the National Association of Counties Conference that she attended last week in New Orleans and the various workshops she attended.

Public Comment:

There were no members of the public physically present in the room.

Commissioner McLeod requested to go into a nonpublic session.

MOTION: * 10:05 AM Commissioner Piper moved to enter into a non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for

assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner McLeod called the roll. Commissioner Piper 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.

* 10:37 AM Commissioner McLeod declared the meeting back in public session.

10:37 AM, with no further business, the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper, Vice-Chair

Directors Report:

During the month of June, staff devoted significant energy and focus—outside of direct participant support—to planning the Recovery Fest and coordinating contributions from local businesses across our region, including Plymouth, Littleton, and Lebanon. The event was organized by the Peer Recovery Support Workers from True North within Alternative Sentencing.

Thanks to their outreach efforts, more than 20 local businesses contributed to the festival. Donations included food, beverages, gift cards, and financial support. Community involvement was strong: volunteers provided face painting, the local fire department handled grilling, and additional community members assisted with setup and teardown.

All local recovery centers participated in the event, alongside representatives from regional treatment centers and the Littleton Police Department. Live music added energy and excitement, creating a lively and welcoming environment for attendees.

The team's execution of the Recovery Fest was exceptional. Their coordination, creativity, and commitment resulted in an engaging, community-centered celebration of recovery that showcased both local support and the strength of our regional recovery network.

***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

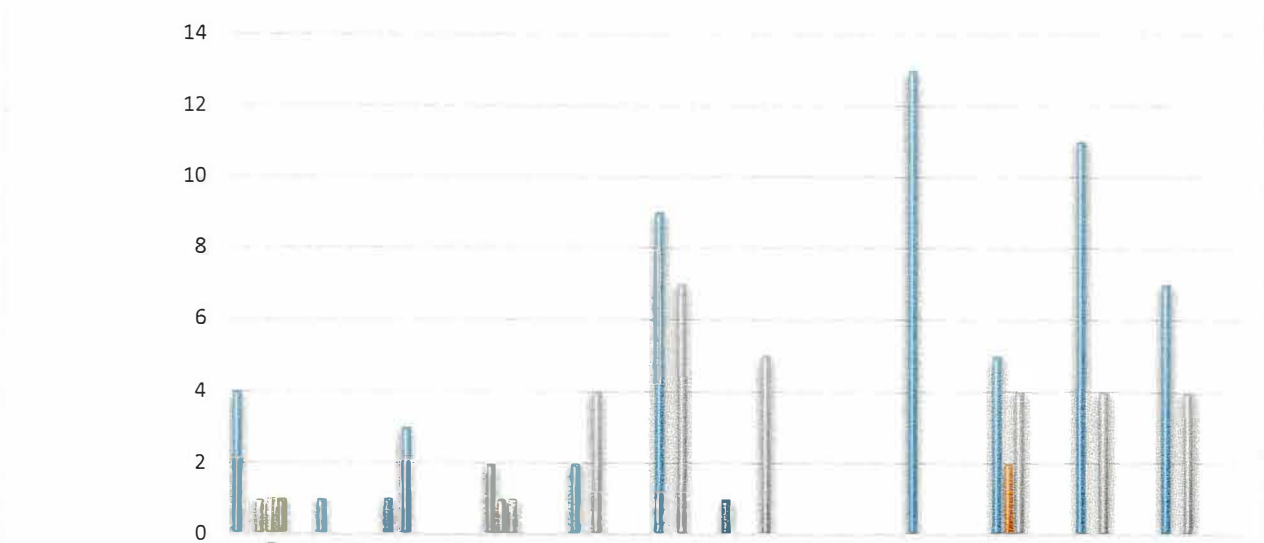
Mental Health Court

Anger Management Assessment and Programming

Life Skills Group

Alternative Sentencing Programs

JUNE 2026



	F Diversion	M Diversion	CARE	CARE+	JRJ	IPDVP	Anger Mang.	SIM TH	DOC	ASSERT	HOH	PMHC
Current	4	1	3	2	2	9	0	0	13	5	11	7
Completed	0	0	0	1	0	0	0	0	0	2	0	0
Prospective	1	0	0	1	4	7	5	0	0	4	4	4
Declined	1	0	0	0	0	0	0	0	0	0	0	0
Returned	1	0	0	0	0	0	0	0	0	0	0	0
Terminated	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	1	0	0	0	1	0	0	0	0	0	0

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ												
AD	$175.00	$80		$980	$100	$340.00						
MISSED						$25.00						
LATE												
+ UA's												
Anger Management	$80	$45		$90								
Emerge	$600	$175	$675	$1,000	$844.75	$1,260.00						
CARE												
MISSED												
+ UA's												
BDAS	$1,751.08	$2,084.57	$1,798.08	$2,070.00	$898.52	$940.16						
Totals	$2,606.08	$2,384.57	$2,473.08	$4,140.00	$1,843.27	$2,565.16						
Grand Total	$2,606.08	$4,990.65	$7,463.73	$11,603.73	$13,447.00	$16,012.16	-	-	-	-	-	-

Monthly Department of Corrections Activity Report
June 2026



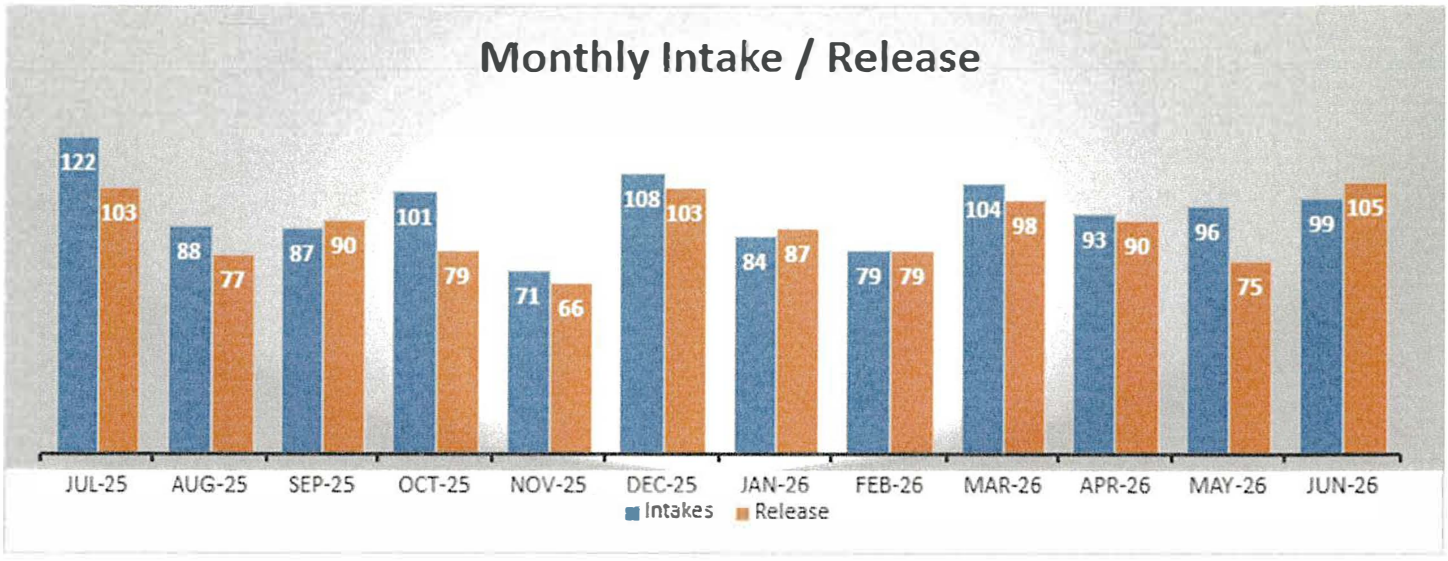
Major Incidents:

An inmate recently sentenced to consecutive one-year sentences in the House of Correction fashioned an improvised weapon from a hairbrush and attacked another inmate in his housing unit. The assaultive inmate was being housed in the Maximum custody housing unit. Later investigation revealed the inmate was listening to doors and attempted to time the assault for when the unit officer was busy in another area. The assaultive inmate misjudged, the attack was spotted immediately, and the emergency was called on the radio.

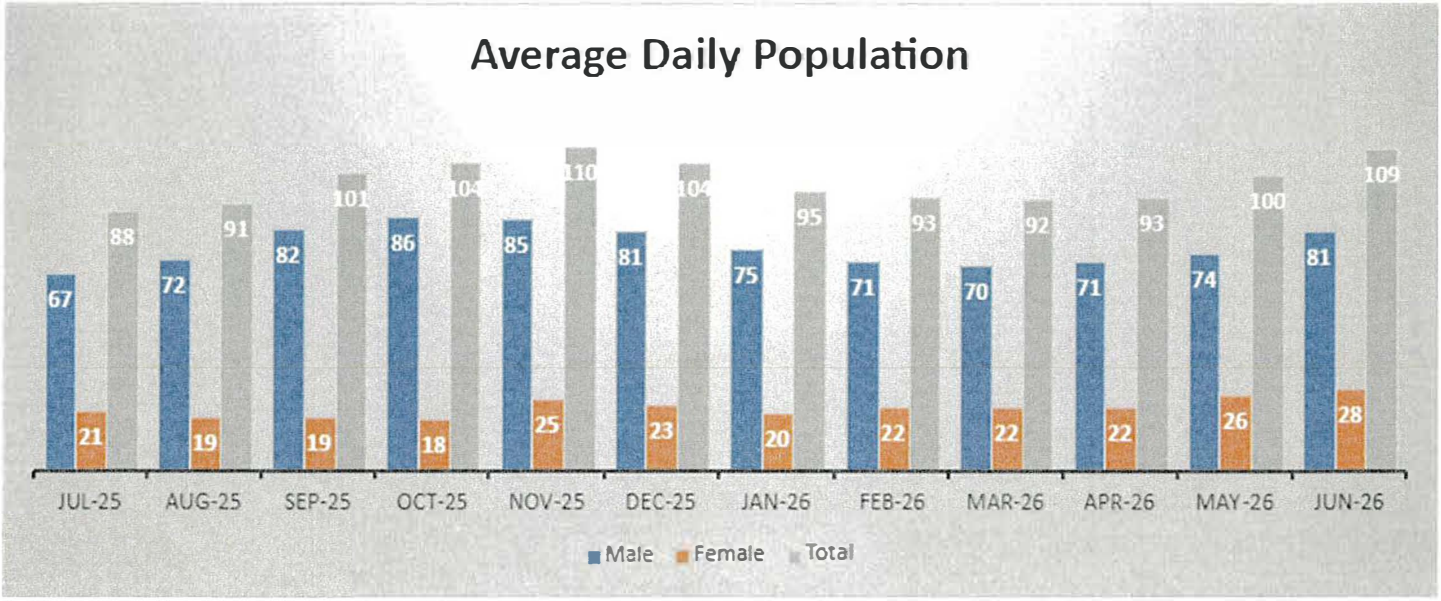
The assaultive inmate discontinued his attack as soon as responding officers entered the housing unit with tasers ready to deploy. The victim inmate was treated and released back to the HOC from the ER. The assaultive inmate has been reclassified to the highest custody level and will only be allowed recreation time alone.

Population Data:

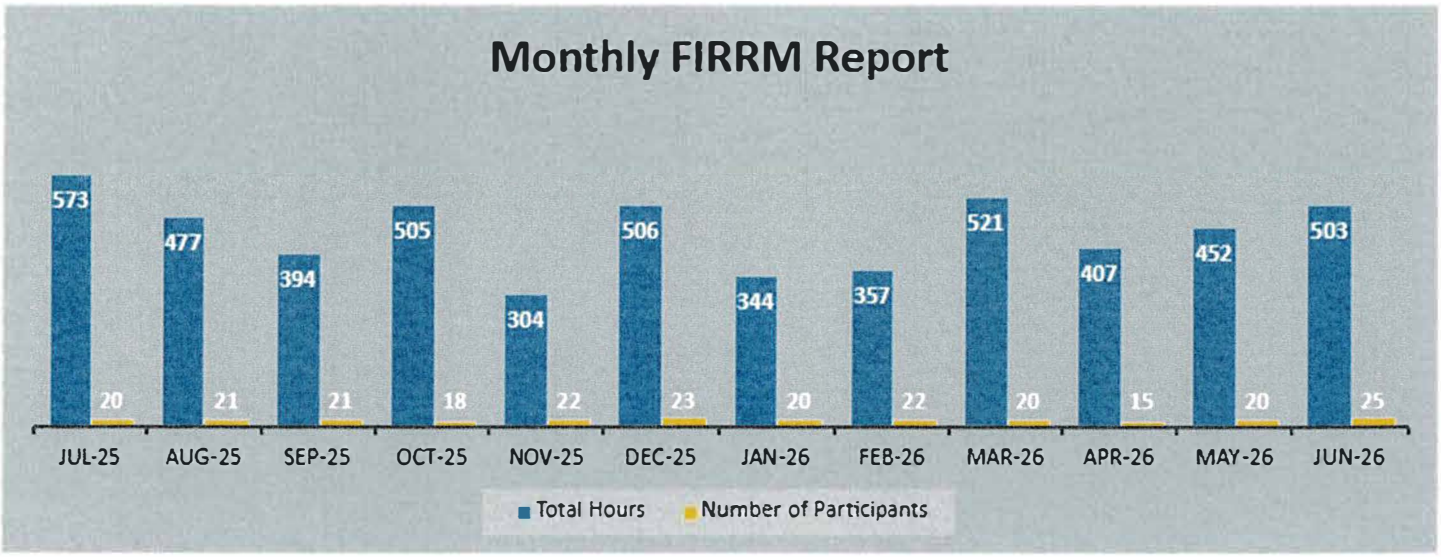
Total Intakes for the Month: **99** (Coos County Females:7)
Total Releases for the Month: **105**



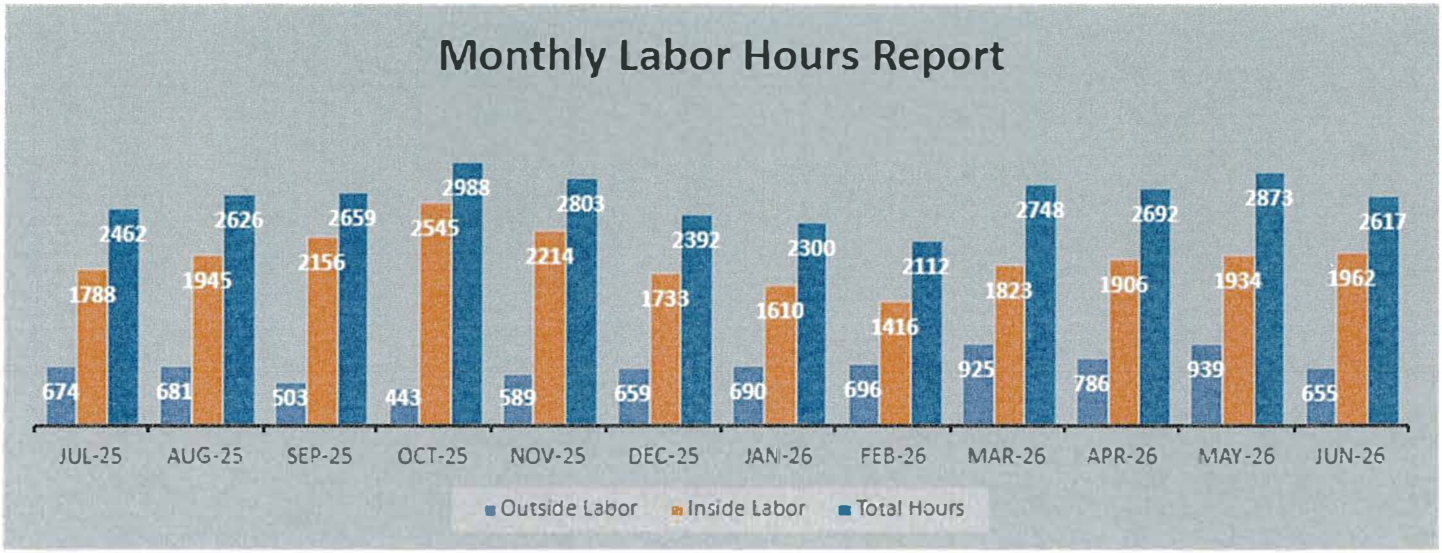
In House Average Daily Population for the Month: **109**
Male: **81** Female: **28**



Inmates participating in FIRRM program during the month: **25**
Total Participation Hours: **503**



Hours of inmate labor outside the facility: **655**
Hours of inmate labor inside the facility: **1962**
Total hours of inmate labor: **2617**



Food Service:

Average per meal cost to feed each inmate: $1.89

The cost per meal was two cents higher than May. 9490 inmate meals were served during the month of June, for a total food expenditure of $18,003.

The kitchen had its annual surprise health inspection in June and received another 100% score (this is the third year with a perfect score). A jail in New York recently made national news after sickening hundreds of inmates due to poor food handling in their kitchen operation; I am grateful for our professional team of chefs who maintain high standards every single day.

Medical:

The DOC had several inmate health related challenges in June. An individual was arrested in the southern part of the state and had to be taken immediately to the ER by the arresting agency for acute alcohol detox and admitted. The DOC assumed the hospital detail on the second day. Later that same day, a new intake arrived who had left the hospital AMA with sepsis. This inmate was transported to the hospital as well.

A homeless inmate in their late 70s, whose primary issue appears to be dementia, had been housed pre-trial since January. The inmate was found not competent to stand trial and released. Staff scrambled to find a suitable location that would accept the now released individual and the only facility that agreed to help was the Psych department at NVRH. Officers provided this individual with a courtesy ride to that facility. One week later, the same person was arrested on new charges and

brought back to the DOC on preventative detention. The lack of resources for individuals with significant mental health or cognitive issues often results in the same people returning to jail repeatedly, when neither the jail nor the criminal justice system can adequately address the primary cause of their behavior. The DOC is working with Alternative Sentencing to try and get a guardian appointed by the state and find a suitable location for this individual before he is released again.

Staff:

New officer hires during the month:0

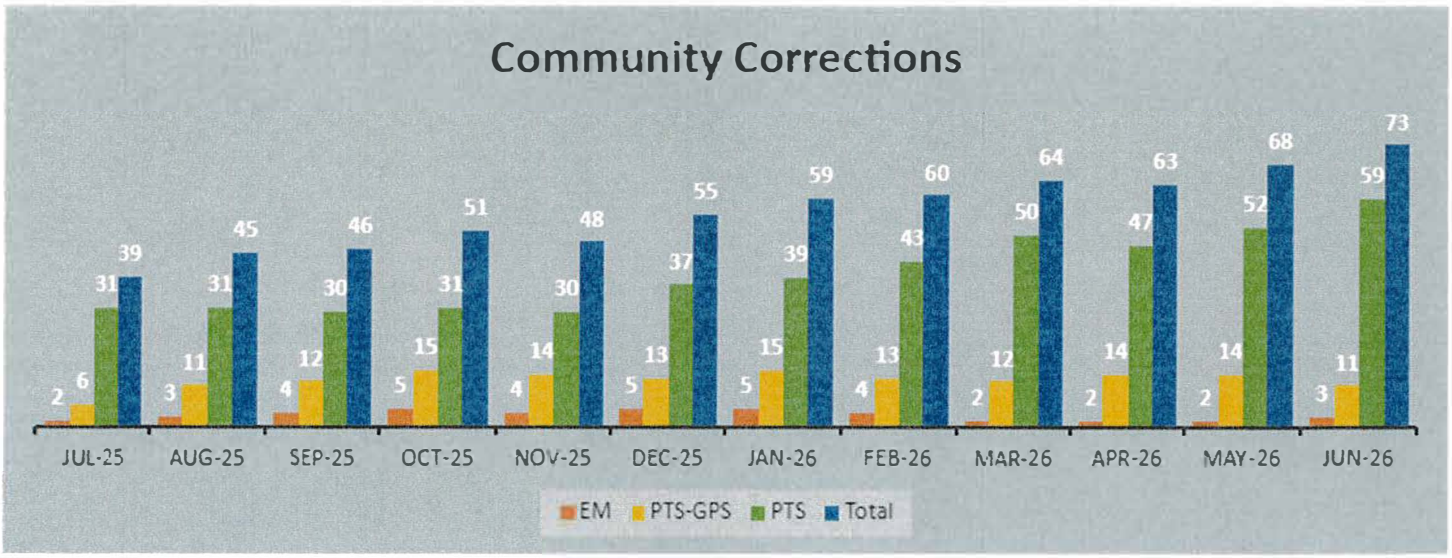
New officer/supervisor vacancies during the month: 2 (1 officer moved from full time to part time status and Captain Kendall retired)

Total vacant officer positions at the end of the month (including supervisory rank): 3

Promotions during the month: 2 (Jon Allaire was promoted from Lieutenant to Captain and Levi Buxton was promoted from Sergeant to Lieutenant)

Community Corrections:

Sentenced Inmates supervised on Electronic Monitoring: **3**
Inmates on Pre-Trial Services with GPS monitoring: **11**
Inmates on Pre-Trial Services supervised and checked by Community Corrections: **59**
Total Inmates supervised by Community Corrections: **73**



Significant Developments and Achievements:

Sgt Balch contacted the State Police and scheduled two drug detection K9 teams to do a review of the facility. K9 reviews are one tool the DOC uses to confirm security operations and searches are successfully keeping contraband out of the facility. The K9 review did not detect any illicit drugs inside the facility. All of us at the DOC are grateful for our partnership with the State Police and their willingness to dedicate their teams to help with our mission.

A new female intake was being processed and had a suspicious body scan, indicating probable internally concealed contraband. Intake officers were able to convince the inmate to surrender the contraband and recovered a significant amount of presumed fentanyl, which was turned over to the Sheriff's Office for further investigation. Alert staff in Intake prevented potential significant issues in the facility through their diligence.

The DOC will be hosting a Struggle Well 5-day training in August. This is a mental health program aimed at veterans and first responders that operates under a "Post Traumatic Growth" model. In addition to some of our own staff, we will be hosting local law enforcement, military veterans in our community, and officers from other county DOCs for the training. The training is provided free by the Boulder Crest Foundation.

Significant Problems:

Aside from the issues and challenges already mentioned, there were no significant problems at the DOC in June.