

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
June 10, 2026

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

OTHERS: Farm Manager Libby, Director of Communications Paronto, Matt Koehler, Alex Nuti-
de-Biasi – via Teams, Brian Dear – via Teams, Michael Miller – via Teams, Nick De Mayo – via
Teams, Howard Hatch – via Teams.

Commissioner McLeod called the meeting to order at 11:10 AM

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

Commissioner Hedberg stated that she had asked to take pictures of the farm for personal reasons, during which she met with Herdsmen White. He gave her a great tour and explanations of things that happen on the farm. She stated that she tries to learn a lot from FM Libby, but Herdsmen White added to that. She wanted to thank FM Libby for helping set that up and wanted to thank Herdsmen White publicly for taking the time out of his busy day to show her around.

Director of Communications Paronto – FY27 Dispatch Billing

Director Paronto stated that the revenue is the same projection as last year; there are no new agencies and no one is leaving. They have renewed their contracts with these municipalities, noting that some of the contracts dated back to 1998, and he did not feel that was an accurate representation of the services for 2026. Director Paronto stated that he will be working in the coming weeks to get these contracts back from the municipalities. The contracts will now be in line with their dispatch billing and how it is done.

Director Paronto stated that the FY27 billing has a max 5% increase or decrease for any municipalities except for the minimum customers, which was a 10%. He noted that the minimum was \$2,250, and he has increased that 10% to \$2,500 and this is within their abilities to do.

Director Paronto stated that the Executive Committee had questions about dispatch billing related to entities outside of Grafton County. He stated that he has some ideas for that, but is not ready to discuss those publicly. He thinks it is something that can be addressed in FY28, possibly with a surcharge or percentage-based system. Director Paronto stated that he plans to meet with CA Libby in the coming months to get her thoughts on it, and he will return to the Commissioners before the budget process with some options to get the Commissioners' thoughts.

Commissioner McLeod asked if Director Paronto could paraphrase what the questions were from the Executive Committee. Director Paronto stated that he thinks that the Executive Committee wanted to know why towns outside of Grafton County do not pay more or any additional fee

than towns within Grafton County, and how much of the call volume could be attributed to entities not within Grafton County. Director Paronto stated that some municipalities that do not use Grafton County Dispatch services, such as Lebanon and Hanover, often wonder where their taxpayer dollars are going towards Grafton's communications center and why entities outside of Grafton County, such as Whitefield, Coos County towns, and Vermont, do not pay any additional fee. He stated that he believes they can come up with a plan to address these concerns and show that they are trying to protect the taxpayers of Grafton County. CA Libby added that she also believes the Executive Committee is wondering about the 30% of the dispatch budget that is not billed out. There is a percentage that is used for our own Sheriff's Department, Department of Corrections, County Attorney's Office, US Forest Service, or State Police that they are unable to bill for. Director Paronto stated that this may not be a direction anyone wants to go in, but he was asked about it by the Executive Committee and feels that they should be able to articulate to them next year, if they are planning to do anything different, or at least tell them a percentage of work volume is for towns outside of the county.

CA Libby stated that to some degree, they are going to need two (2) dispatchers working on a shift, whether they are dispatching to Lancaster or not. To attribute those costs directly to those agencies is difficult when they are already being billed based on their usage, because they would not have fewer staff or fewer expenses if they were not to dispatch for these agencies. CA Libby stated that her interpretation of what the Executive Committee was trying to get to was that the county had additional expenses because we dispatch for those agencies.

The Commissioners further discussed this with Director Paronto. He stated that he would return with the Commissioners in the future with more information and recommendations. CA Libby stated that they have time to do this and gather information on what the best practices are to potentially implement something in FY28.

MOTION: Commissioner Hedberg moved to approve the Dispatch billing schedule for FY27 as presented. Commissioner Piper seconded the motion, and all were in favor.

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

CA Libby stated that this is Supt. Oakes's last regular meeting with the Commissioners before he retires. Commissioner Piper stated that the Commissioners did not realize that this was Supt. Oakes' last meeting. Commissioner McLeod stated that they could invite Supt. Oakes back to another meeting before his last day to thank him.

Matt Koehler – Eversource

M. Koehler introduced himself and stated that he works for Eversource in community relations. He explained that he is a liaison between Eversource and municipalities. He covers Grafton County and Coos County. Eversource has roughly 11,000 employees, and everyone has their own assignments. His job is to fast-track and connect resources.

M. Koehler stated that Eversource is one (1) of the sponsors for the upcoming NHAC Conference, and they will be having a breakout session as well. He stated that he wanted to thank

the Commissioners and explained that they had put together a proposal for leading a breakout session at the conference, which was approved. He stated that one (1) of their Vice Presidents will talk about their distributed generation, which is connecting solar to the grid. They will discuss that and some of the processes in New Hampshire.

M. Koehler further discussed what he does for Eversource as well as the NHAC Conference with the Commissioners. He stated that he wanted to stop in to introduce himself, and if there are any questions, the Commissioners can contact him.

The Commissioners thanked M. Koehler and Eversource for supporting the NHAC Conference.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the June 2nd meeting. Commissioner Piper had the following edit:

Page 2, Commissioners' Issues: Commissioner Piper stated that the person she had a conversation with was not a constituent, it was their ancestor who was the constituent in Hanover. She corrected the paragraph to remove the word constituent and replace it with her name, Pat Clark. The paragraph now reads as follows:

"Commissioner Piper stated that she received a call from Pat Clark, who has an ancestor buried in the Hanover Center Cemetery. Commissioner Piper stated that the headstone has deteriorated, and P. Clark has applied through the Vermont Veterans Administration, which has a program for headstone replacement. This gentleman was one of the founders of Hanover. P. Clark was calling around for letters of support and has received many. This is on the June 15th agenda for the Hanover Selectboard. The Commissioners were in favor of submitting a letter of support. Commissioner Piper stated that she can draft a letter for the Commissioners to review and sign"

MOTION: Commissioner Piper moved to approve the minutes from the June 2nd meeting as amended. Commissioner Hedberg seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1179 – 1182; 2026-06.05.2026.
3. The Commissioners reviewed the GCDoc Superior Court Report for May.
4. Commissioner McLeod stated that Next Step Peer Support in Lebanon is celebrating 30 years, and the Commissioners have been invited to that event on June 26th.
5. North Haverhill Fair Invitation – CA Libby stated that the Commissioners have been invited to a Ribbon Cutting at the North Haverhill Fair. They have constructed a new office, in large part due to a grant from the State of New Hampshire. The ribbon cutting will take place at 6:00 PM on July 22nd, 2026.
6. Commissioner McLeod signed the following CDBG Documents.
 - Drawdown – WREN 2026 Micro - \$6,500

- Drawdown – GRDC 2026 Micro - \$5,000

7. CA Libby stated that they moved Supt. Oakes to this week, and therefore, there will be no meeting next week on June 16th. She noted that there will also be no meeting on June 30th. CA Libby stated that there will not be a meeting on July 21st as well. She stated that as of now, they will be meeting on July 7th, 14th, and 28th, noting that there will be year-end items that need to be taken care of.

8. Appropriation Transfers – CA Libby explained that at the end of May, she tries to clean up accounts that are over-expended at that time. She reviewed a list of over-expended accounts at this time, noting that the LNA salary line and contract nursing line are not included on this list. Currently, those two (2) lines are over-expended by \$255,000 combined. She stated that most of the larger transfers are items they have been talking about throughout the year. CA Libby stated that she went through the Appropriation Control report and identified the areas they will be able to transfer money from at year end. She explained that she did this because she was trying to access what departments and/or sections they may have that will be more than \$5,000 over-expended at year end. She stated that she has identified one (1) of them, the wage and benefit section of the budget. This account is currently over-expended by \$40,000, and she will be sending a memo to request Executive Committee approval of this transfer at their meeting on Friday, noting that the Delegation Bylaws require Executive Committee approval to transfer more than \$5,000. CA Libby noted that the nursing home is very close to being bottom-line over-expended. She stated that NHA Labore and FD Jurentkuff are aware of this and have been told that any discretionary spending that can wait has to wait at this point. CA Libby noted that in a \$20 million budget, they have a \$100,000 margin at this point. She stated that this will be one of the tightest budgets she has ever seen, in terms of almost fully expending their expenditures, and noted that she will need to transfer over \$500,000 into the nursing budget due to the contract nursing and LNA lines.

MOTION: Commissioner Piper moved to approve the list of appropriation transfers in the amount of \$320,249.00. Commissioner Hedberg seconded the motion, and all were in favor.

9. CA Libby stated that this morning, they received the grant agreement for the CDBG Microenterprise grant for 2027. Commissioner Hedberg needs to sign the Certificate, and Commissioner McLeod signed and initialed the agreement.

10. CA Libby stated that because they moved this meeting to Wednesday, IT Director Tetreault is offsite at a training and unable to attend. She stated that he has met with an audiovisual vendor to discuss what is needed to make this conference room set up work. Their minimum cost to set the conference room up is \$10,000-\$12,000.

Commissioner McLeod stated that they want to do something about the audio problem and asked if they need to look at a less expensive vendor. CA Libby stated that there might be some things they can try, and she could add Director Tetreault to their agenda for June 23rd to discuss.

Commissioner Hedberg stated that she had reached out to someone in Plymouth who handles their audiovisual but didn't follow up because Director Tetreault was working with this company. She noted that she would go back to that email to see if there were any suggestions. She stated that she needs to make sure they remind everyone to speak loudly until they get these issues figured out. CA Libby stated that part of the problem this company said was that this room

is not set up to be a conference room. If they could find a different setup where the Commissioners' backs are not to the TV, it may help, but note that they would not be able to use this table to do that. Commissioner Piper stated that it is a shame because they recently purchased it. CA Libby noted that when they purchased this table, they were not doing this. Commissioner Piper stated that she does not like the look of spending money and then having to spend more, whether it was Grafton County money or federal funds. She added that she has been saying unidirectional microphones would solve the audio problem. The Commissioners further discussed different setups in the conference room. Commissioner McLeod stated that they need to be careful about who is in the meeting and who is making the decisions. These are elected officials making decisions in these meetings, and they rely on staff to help inform them of what they are doing. This is the focus of their meetings. CA Libby stated that they can continue to work on it and move things around to see what works.

6. Supt. Oakes Retirement Notice – Search for New Maintenance Superintendent – CA Libby stated that their policy is that the position will be posted in-house first, and typically for positions like this, a Commissioner-appointed position, they have an interview panel that consists of a Commissioner, HR Director, and County Administrator. She stated that they thought a good additional member to the panel would be a department head who works closely with the Maintenance Superintendent. CA Libby stated that they would post the position internally and see what internal applicants they receive. They would then review those applicants to see if there are any they want to interview and go through the internal process. After that process, they would then decide if they need to advertise externally. The Commissioners further discussed the process. Commissioner McLeod volunteered to be on the interview panel.

Commissioner's Issues:

1. Commissioner Piper stated that she will be able to attend Friday's Executive Committee meeting via Teams until 10:30 AM. Commissioner Hedberg stated that she will have to attend virtually as well.

2. Commissioner McLeod stated that she signed up for the CDFA webinar tomorrow on the Rural Health Transformation grants. She signed up to attend the NACo Conference as well.

Public Comment:

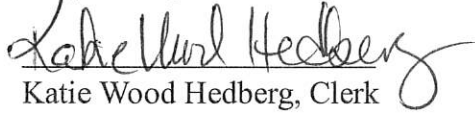
1. Nick De Mayo stated that he would hate to see the Commissioners get rid of this table. They spent a lot of money on it, and it looks beautiful. He stated that maybe all they need for transparency is to have unidirectional microphones. N. De Mayo suggested they put up posters that alert their guests that they are being recorded and how to speak properly. He stated that Chief Miller did a great job when he gave the CPR presentation. He spoke slowly, carefully, loudly, and clearly, which many guests do not do. N. De Mayo stated that since a lot of money is spent on training, the Commissioners could have Chief Miller train people on how to speak clearly and use public speaking skills. N. De Mayo then asked about Officer Antone and the Operation Impact Program that was mentioned by the Executive Committee. He asked how this program works and what he does throughout the county.

2. Brian Dear thanked the Commissioners for allowing him to sit in on their meeting. He stated that he is from Lyman, NH.

Commissioner McLeod closed the public comment portion of the meeting.

1:10 PM with no further business, the meeting adjourned.

Respectfully Submitted,


Katie Wood Hedberg, Clerk

June 10, 2026

Commissioners Report

1. Milking 63 shipping 9500 – price of milk down very slightly
2. Spring work
 - a) Cow corn has been planted and sprayed – 81 total acres
 - b) Multiple plantings of sweet corn are in the ground
 - c) Several plantings of cucumbers, zucchini, summer, delicata, buttercup, blue hubbard, watermelon, different types of gourds and several varieties of pumpkins have been planted as well as 8 rows of ornamental corn
 - d) Unfortunately butternut squash seed has been difficult to obtain so there will be little or no butternut planted.
3. First cut of grass and alfalfa are harvested, packed and covered.
 - a) the areas include the meadow, bumper strip, island and 6 acre piece by the water tower
 - b) all ground that was cut has been coated with manure
 - c) last piece of ground is the Bancroft which will be cut and round bailed weather permitting
 - d) manure is being transported and stock piled up at the Bancroft to be spread after grass is cut
4. FY26 budget status
 - a) Revenue – As of May 31st our budgeted revenue of \$435,000 has been collected – I expect a nice overage at year end. All lines except the Sale of Produce line should achieve budgeted goals.
 - b) Expenses – projected to be under expended

Respectfully submitted

Your humble servant,

Glenn Libby,

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 19 – Jun 9, 2026

Complex

HVAC/Refrigeration - Alliance Mechanical completed HVAC/refrigeration annual preventative maintenance inspections across the campus. A few pieces of equipment needed minor repairs, which have all been repaired.

Unaccounted Sewage Volume – Based on sewer bill tracking records it periodically seems that the volume of sewage doesn't reconcile with the water use by each building. I suspect that rainwater may be entering the sewer system and may be the cause of the unaccounted volume. After considering this possibility, we fabricated and installed new covers over the DOC and main sewer grinder pits because the previous covers had large enough gaps to allow rainwater in. We will monitor the sewage bill over the next few months to see what effect this has.

Complex Generator

- We continued to have engine start problems with the Generac generator that covers the main sewer pump station and farming operations. Last week a technician from Generac was on site to troubleshoot the problem but in doing so he made adjustments that caused the generator to periodically surge under load, which supposedly didn't manifest itself when he was here. Yesterday Generac sent the same technician back up to further troubleshoot the original problem and the induced problem. Rick and he worked together to further troubleshoot these issues. After making several adjustments, they tested the generator under load to ensure smooth operation.
- The emergency engine stop (e-stop) was originally installed mounted to the front of the building and was prone to being smashed by the shed door if opened with too much force. Dustin relocated the e-stop around the corner to where it is still prominently visible but out of the way of the door.

COURTHOUSE

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

HVAC – Air conditioning Condenser AC-1 experienced compressor staging issues for a long time. I recently directed Alliance Building Automation to remove programmed time delays in Niagara, the Building Automation System (BAS) that controls all the complex's HVAC equipment. I did this because I determined this condensing unit had built-in mechanical time delays and surmised that running the two time delay systems concurrently potentially created conflict. Since removing the BAS time delays this unit runs smoother and more predictably.

Building Perimeter Alarm System – The Tasco perimeter alarm system had become degraded, and in some locations failed due to plastic embrittlement of window sensors. Additionally, some of the push buttons on the main control panel intermittently worked due to wear from repeated use. Since many of the parts were no longer supported due to old age, Tasco replaced them all with new compatible parts.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 19 – Jun 9, 2026

NURSING HOME

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

Rear Landscape Project Status – The project is still proceeding slowly. Submittal submissions and submittal reviews are not being completed in a timely manner. To aggravate matters more, one of the contractor's primary subs has brought materials to the site that were not approved through the submittal process and has been erratic about completing the work the contractor assigned him. When they showed up to work, we've had issues with them not following general conditions of the project. I have met a few times with the architect and the contractor to discuss these issues and demand improved performance. I told the contractor to find another sub-contractor if the sub continues to not follow project protocols.

Parking Lot Light Pole – Royal Electric is still scheduled to replace the light pole in late June.

Backflow Device – The backflow device for the sprinkler main has a small leak at the top of the device. I contacted a vendor for parts and am awaiting delivery.

Domestic Hot Water (DHW) – The 2003 Building DHW temperature kept creeping up beyond its set threshold and presented a potential scalding issue if left unaddressed. To remedy the problem, we replaced the mixing valve thermostatic group.

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 right side. The concrete rot was removed in that area, and we are in the process of forming that area for a new concrete pour. Once that side is complete, we will move to the left side and repeat the process.

Dept. of Corrections (DOC)

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

HVAC – Heat pump WHP-F1 still has Circuit A down. Alliance Mechanical changed the compressor and serviced the circuit with refrigerant. On startup they discovered the thermal expansion valve was bad and the likely cause of the compressor failure. Parts are ordered and due in midweek. Circuit B is back online so the men's medium security unit is being cooled. The compressor job cost \$13,915.15 and the thermal expansion job cost another \$3,357.34. The combination of both bills will put the DOC repair & maintenance GL account in the red.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 19 – Jun 9, 2026

Lighting

- The parking lot lights around the facility did not automatically turn off in daylight hours due to a bad photocell. We replaced the photocell to prevent wasting energy.
- We finished converting all interior lights from inefficient fluorescents to energy efficient LED ones. Not only will this change reduce electrical costs, but it also better illuminates the spaces they light.

MAINT/FARM BUILDING

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

Farm

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. It will likely take a good portion of the summer to complete this work.
- A section of standing seam roof in one of the barn roof valleys had slipped down and caused an open gap near the ridge line. Steve Whitcomb worked the panel back up in place and secure it with roofing panel screws to prevent a reoccurrence of the problem.
- Steve replaced a cracked toilet in the barn that we suspect had been leaking for quite some time, based upon the building's most recent water bill.

Pig Barn – The fire alarm system for this building was getting an Output 1 TROUBLE warning. Dustin Taylor fixed the problem by tightening wires on output 1 and the sync module.

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.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 19 – Jun 9, 2026

OTHER

Staffing – The department continues to be undermanned since the retirement of two staff and the vacating of position by another. Since then, we received several applications and are still doing reference checks on a few we interviewed. We made an offer to one person and are awaiting their response.

Lastly, when we met last month, I verbally informed you of my pending retirement. Attached is a copy of my formal notification to the County Administrator.

Underground Storage Tank (UST) Class A& B Operator – James McKinnon has been studying for his class A&B Operator certification. He is taking his test today. If he passes his test, I will submit NH DES paperwork to Commissioner McLeod to assign him as the county's UST Class B Operator. Concurrently that paperwork will also transfer Rick Colbeth from the county's Class B Operator to the Class A Operator, thus removing myself from that position.

- GRAFTON COUNTY MAINTENANCE DEPARTMENT -

3855 Dartmouth College Highway, North Haverhill, NH 03774

James C. Oakes – Superintendent

PH: (603)-787-2700 - Fax (603) 787-2345

E-mail: joakes@grafftoncountynh.gov

June 8, 2026

Grafton County Administrator – Julie Libby

3855 Dartmouth College Hwy.

No. Haverhill, NH 03774 – Box 1

Subject: Formal Retirement Notice

Administrator Libby,

The purpose of this letter is to formally notify you that I will be retiring from Grafton County in July 2026. My last day of work will be July 17, 2026, with an August 1, 2026, effective retirement date according to the New Hampshire Retirement System.

Thanks for giving me this job opportunity 22 years ago and for all the support you have shown me and my staff during this tenure. It has been a pleasure working for you.



James C. Oakes

Grafton County Maintenance Superintendent

3855 Dartmouth College Hwy.

No. Haverhill, NH 03774

CC: Martha S. McLeod – Grafton County Commissioner – Chairmen

Wendy A. Piper – Grafton County Commissioner

Katie Wood Hedberg – Grafton County Commissioner

Karen Clough – Grafton County Human Resource Director