

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

January 20th, 2015

PRESENT: Commissioners Michael Cryans, Martha Richards, Linda Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: COA Dave Falkenham, Geoff Sewake, HSA Bishop, Supt. Oakes, CA Saffo.

UNH Cooperative Extension COA Dave Falkenham arrived with Geoff Sewake. COA Falkenham introduced G. Sewake as the new Community Development Specialist for Cooperative Extension. G. Sewake then took time to introduce himself to the Commissioners. He gave them a brief introduction about himself and his background as well as the various expectations and goals he has for this position. The Commissioners each explained various aspects of their respective districts to G. Sewake and welcomed the opportunity to take him on tours of each of their districts if he was ever interested. G. Sewake thanked the Commissioners and told them if they ever needed anything or had any questions that they are always welcome to contact him via phone, email or stopping by his office.

HSA Bishop arrived and gave the following report: (*see attached)

Supt. Oakes arrived and gave the following report:

December 23, 2014 – January 19, 2015

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

ADA Accessibility - Courtroom 1 right outer door wasn't opening in auto opener mode... *Found control bad. Door Control, Inc. replaced control*

ADA Accessibility - Courtroom 2 inner double doors will not open in auto mode but will open in hold-open mode...*Door Controls, Inc. reprogrammed power switch*

Rear corridor - Glass pane below sliding window on North end is cracked...*Mayo's Glass replaced pane*

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Life Safety & Renovation Add Project

- ❑ **Plumbing** – The drain pipe from the Maple dining room to the sewer main below slab on grade in hallway is completely eroded away...*ARC Mechanical replaced with PVC drain pipes.*
- ❑ **Plumbing** – All the underground plumbing has been video scoped, flushed clean and re-video scoped. In this process we found one *other section of underground pipe on the West wing that needs to be replaced or sleeved. We are awaiting a sleeving cost estimate*
- ❑ **Plumbing** – All under slab plumbing work is complete in main bathroom area and temporary service to Profile is in place
- ❑ **Masonry** – The masons have completed about 50% of their work on Maple
- ❑ **Drywall** – The drywall sub completed 95% of the inner shaft walls throughout Maple. We are almost to the point where fire-stopping begins
- ❑ **Fire stopping training** – Hilti provided 3-4 hours of classroom training last week to various contractors and one dept. employee. *We are still waiting on hands-on training from Hilti*
- ❑ **3rd Party Testing & Inspections** – We've signed a contract with S.W. Cole for 3rd party inspections of fireproofing and fire stopping. Allen Brown will be on site for his 1st visit when Hilti is here for fire-stopping training
- ❑ **Fireproofing, Flooring and Ceiling** – Estes & Gallup solicited bids just from one source for each of these trades. I asked them to get more bids to ensure we were getting the best value for our project vs. just meeting GMP
- ❑ **Kitchen Equipment** – All the kitchen equipment for the new dining room kitchenettes arrived and is stored awaiting installation. Estes & Gallup's cabinetmaker is in the process of fabricating the cabinets
- ❑ **Potential Added Work Scope**
 - ❑ Access and repair underground plumbing leaks
 - ❑ Add cleanouts where pipe stacks are removed
 - ❑ Construct plumbing chases to hide pipes in common bathrooms
 - ❑ Scope all sewer mains and branch drains. Flush all plugged pipes
 - ❑ Remove carpet in PT Office and replace with VCT tile
 - ❑ Replace floors in resident bathrooms (awaiting quotes for two options)
 - ❑ Move nurse stations out from wall 1-foot
 - ❑ Re-laminate nurse stations and PT office counters

Dryer Booster Fan Project – Fabricated steel frame, poured concrete base and placed frame on base. Received control panel yesterday and we are in the process of hanging it in place. *Daniels Equipment tech will be here Wed (1/21) to install the fan and other equipment*

Laundry – Washer #3 failed to rotate...bad variable speed drive (VFD). *Daniels Equipment tech installed new VFD*

Kitchen – Lower steamer is out of commission due to possible crack in heat exchanger. *I contacted the vendor where we bought it and they are coordinating a warranty repair or replacement*

Kitchen – Dishwasher rinse gauge reading 40 degrees off. *Replaced gauge assembly*

HVAC – kitchen dry-goods storeroom unit is out of commission. Trane stopped manufacturing this unit in 2006 and the control part we need is unavailable worldwide. *North Country Mechanical modified the unit by installing basic controls*

Beds – Several actuators and actuator control assemblies failed on older beds...*repaired all using parts cannibalized from demo beds*

Plumbing – Rebuilt pump shaft seal assembly on LH heat pump in 69 building due to leaks

Patient Tubs – One of the tubs on Meadow is down for a mixing valve. *Parts are ordered but haven't come in yet*

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout.

HVAC – Heat not working in Extension Conference room...*replaced bad zone valve*

DEPT OF CORRECTIONS

Electrical – Several emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. Interstate Electric removed electrical monitoring equipment and will analyze data to determine next step toward correction. Received report stating monitored building feeds are normal. Requested contractor monitoring of problem circuits. *Awaiting contractor to install monitoring system on problem circuits.*

HVAC - Reheat coil RH-C6 not communicating with building controls computer...*reset transformer and replaced actuator but neither action worked. Need to turn over to CTI*

HVAC – Heat pump HP-B3 compressor won't turn over... *Trane tech troubleshot problem to circuit board and capacitor. Parts ordered*

HVAC - Heat pump outside damper not communicating with DDC...*Notified CTI of issue*

HVAC – Radiant heat in lobby in alarm for slab temp 117...*notified CTI*

HVAC - Broken probe wire on one snow stop...*trying to find source for replacement part*

Fire Alarm - Return duct from Segregation & Protective Custody units missing a duct smoke detector...*Granite State Plumbing & Heating sent a tech to investigate so they could order parts*

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Farm

Gutter Cleaner Roof Project – *Sheathed gable end, installed fascia & soffits and installed lighting. Need to paint structure in warm weather.*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

DRUG COURT BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

OTHER

Training – The department is in the process of completing Criminal Justice Information Services training at the Dispatch EOC so that we can continue to access the dispatch area unescorted

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
January 20, 2015
Report to the Commissioners**

The Mission of the Office of the Grafton County Attorney is to pursue justice and promote the safety and security of the County's citizens, thereby enhancing the quality of life in Grafton County. We will seek to achieve these goals by:

- **Striving for just disposition of criminal cases through timely, efficient and effective prosecution.**
- **Ensuring that victims and witnesses of crimes are treated with respect, courtesy, and sensitivity as they cooperate with criminal prosecutions.**
- **Improving the criminal justice system by identifying areas of need and working collaboratively with other criminal justice agencies and the community to improve the criminal justice system.**
- **Encouraging and promoting crime prevention and early intervention initiatives.**
- **Identifying, promoting and implementing new and innovative approaches to solving crime problems.**

(1) 2014 YEAR END STATISTICS

Attached please find two print outs for calendar year 2014. The first is referrals by town. The second is referrals by type of crime. Please be aware that some referrals from towns can with two types of crimes, hence there are more “type of crime” referrals than total case referrals. Throughout 2014 I provided numbers based on the number of cases we received and opened in our office. Our total case referral for the year was almost the same as calendar year 2013.

<u>Examples of types of crimes:</u>	<u># of case referrals</u>	<u># of charges</u>
Aggravated & Felonious Sexual Assaults	36	94
Assaults	37	56
Burglary	61	154
Child Pornography	11	49
Criminal Threatening	14	27
Drug possession	141	228
Failure to register (sex offender)	10	15
Negligent Homicide	5	5

(2) The Skye System

On Wednesday January 21, 2015 I am meeting with contractors to determine options, and the cost of options, to upgrade the electronic capabilities of our courtrooms. We greatly appreciate the IT Department arranging for this meeting. We are working on a proposal for the next budget cycle to ensure that our courtrooms have electronic capabilities that will make it easier for some children to testify about traumatic events. We refer to this as the “Skye System” in honor of a brave child we had the honor of working with. We also

seek to learn the costs associated with an “elmo” system and screens. Currently, we have worked with the same projector for over ten years, and I suspect the cost of a replacement bulb will be more expensive than a new projector, which will be less distracting for a jury and more effective as attorneys seek to explain the evidence to juries.

(3) New Court Initiative –Felonies First

The Office of the Grafton County Attorney continues to work on manners to ease us into this initiative. My biggest concern is the need for 24/7 coverage in the Office of the Grafton County Attorney for all felonies in Grafton County. Currently, we provide such coverage for untimely deaths and sexual assaults only (although we are always available for questions). As we have discussed, the Court is recommending that all felony charges be filed in Superior Court from the onset. The recommendation presumes that the Office of the Grafton County Attorney would be involved at arrest. This is known as the “Felony First” initiative¹.

(4) Office Hours in the Community

As part of getting ready for felony first, and in an effort to better serve our police departments and communities, I am looking for offsite space for the Office of the Grafton County Attorney to hold regular hours. With our software, we can access most files with our laptop computers, and the prosecutors can access e-mails via the internet. They have cell phones as well. Accordingly, we think we can do this in a cost effective manner. In Hanover, we will be holding monthly office hours at Dartmouth College, as part of our initiative to develop stronger relationships with the student body. In the Plymouth area, I am working through budget issues associated with a very cost effective location in PSU’s Business Enterprise Center.

(5) New Court Initiative: Initial Appearance Pilot Project

Under this pilot project, after a defendant is arrested, the case is still filed in Circuit Court first, and the probable cause hearings still occur in Circuit Court. A bind over from Circuit Court is still, as now, sent to Superior Court after the probable cause hearing.

¹ For those reading these minutes without background, under this system, felonies would be filed in superior court, and the county attorney offices would be responsible for these cases at arrest. We would handle the initial bail hearings, which are currently handled by the police departments, and have to be available 24/7 for all felonies, and have paperwork ready for the court on short notice. This will significantly increase our workload.

The Chief Justice for the Superior Court came to Grafton County and gave a presentation to police chiefs on this initiative. I have a copy of the PowerPoint, which I believe you have seen as well.

The new process occurs after the bind over is received. Within thirty days of a bind over being received in superior court, regardless of whether the defendant has yet been indicted, the case is scheduled for a new hearing, known as an "Initial Appearance." The State will have had to have provided discovery and a plea offer ten days before the Initial Appearance, basically within twenty days of the bind over being received in Superior Court. There is an opt out process if the case is not ready for plea negotiations.

This involves a significant amount more work for law enforcement and the Office of the Grafton County Attorneys. Towns will have to fund coverage such that officers can complete all aspects of the investigation on shorter notice. The County Attorney offices have to ensure we receive all the discovery, review it on an expedited basis, send it on an expedited basis, and make a plea offer on an expedited basis. If there are victims, our victim-witness program has to reach out on an expedited basis as well, which completely changes their system, as currently they mail the indictments and pamphlets for victims to review before telephone contact is initiated.

(6) Early Case Resolution

As noted earlier, we are moving along implementing ECR principles in the Office of the Grafton County Attorney. Initially we were using Strafford County as a template, but we are modifying this approach. Fine tuning our approach is necessary, as we try new things.

While we are only half of the plea negotiation team, meaning we need the defense to be willing to engage in early case resolution, our prosecutors and support staff are expediting sending out discovery and plea offers earlier in the process. This improves justice, as the studies prove that the closer the punishment/resolution to the conduct/crime, the more effective the punishment/resolution. It also saves money, as it is a more efficient manner of running our court system.

(7) Participation in Alternative Sentencing:

a. **Drug Court**

We continue to screen all referrals to determine whether someone is an appropriate drug court candidate. Our current program prohibits sale related offenses, and requires me to certify that the participant is nonviolent. There has been, and continues to be, a push to expand the program. I would be comfortable with developing another track, where, like most of the country, the conviction is not vacated (I am uncomfortable with a sale conviction being vacated, and permanently off someone's record so quickly). There are other concerns as well. If the County is interested in expanding the program, I recommend the steering

committee meet again, with commissioner involvement, so a decision can be made one way or the other.

The Office of the Grafton County Attorney continues to participate in the weekly court sessions every Monday, and assist with protocol and form development.

b. Mental Health Court

Mary Bleier is our office's representative for the Mental health court initiative. I continue to support the development of a felony level program as well.

c. Justice Involved Veterans

I am honored to serve as a prosecution representative on New Hampshire's Justice Involved Veterans Task Force. The Task Force is organizing a state wide, all day conference for June. This will be a vital opportunity to learn about ways we can improve services to veterans in New Hampshire. An excellent source of information about Veterans Courts is at <http://www.justiceforvets.org/>.

d. New initiatives

I look forward to working with Lucille Amero to evaluate whether Grafton County can initiate a pretrial services and adult diversion program. I believe such a program would save taxpayers money and ensure safer communities in New Hampshire. This Friday the Sparrow Program in Vermont has invited us to view their program.

(8) Circuit Court

The Office of the Grafton County Attorney does not hire Circuit Court Prosecutors, with limited exceptions. However, we are receiving increased requests for assistance from Circuit Court prosecutors. This work is not reflected in our statistics, but is vital. We have continued to work hard to coordinate and support the circuit court prosecutors in Grafton County. We have started a webpage entitled the NH Prosecutors Network, with a section for Circuit Court prosecutors, which is developing in leaps and bounds.

(9) Juvenile prosecutions

We are also receiving increased requests for assistance in juvenile matters, especially juvenile sex crimes. This is extremely time consuming, but also extremely important. Thus, I have identified a single prosecutor to become an expert on juvenile laws, so she can provide advice in short notice to all agencies.

(10)Victim-Witness Program for Domestic Violence and Sexual Assault cases

We would like to apply for this grant again, to continue the newly developed victim-witness program for Circuit Court Prosecutors. It is due in February.

(11)The Child Advocacy Center



The CAC continues to be busy. Its yearend figures for calendar year 2014 are as follows:

Total # of children served in Grafton County: 140
Males: 53
Females: 87
Age ranges:
3-6: 41
7-12: 50
13-18: 49
Types of Abuse
Sexual: 121
Physical: 23
Neglect: 5
Witness to Violence: 17
Mental Health treatment: 122
Specialized Medical Exams: 30

I cannot emphasize enough the importance of this multidisciplinary approach towards helping our children. We have developed a new procedure in the Office of the Grafton County Attorney regarding child sexual assault cases, in which our investigator is available to answer police department questions on investigations, our prosecutors review the forensic interview close in time to it occurring, and our Victim-Witness Program is involved soon after the CAC interview occurs. For 2016, I wish to find CAC space in the Plymouth area. The CAC's budget cannot accommodate this commitment.

I do think financial support from the County is appropriate; the question is where in the County budget. I am adding a line item to my budget, but am open to suggestions for alternative sources.

(12)SARTS

- a. Plymouth Area Sexual Assault Resource Team
- b. Upper Valley Sexual Assault Resource Team

c. Littleton Area Initiatives

(13)Training

- a. For members of the Office of the Grafton County Attorney to attend
I am requesting permission for one prosecutor and one member of the Victim-Witness Program to attend. It is the Ending Violence Against Women, International's 2015 International Conference on Sexual Assault, Domestic Violence and Campus Responses. There are numerous important training opportunities. One in particular is the "You've Got Options" initiative, which is the subject of one of the workshops. It is April 7 - 9, 2015 in New Orleans, LA. I have applied for a grant to cover half the classes.
- b. The Office of the Grafton County Attorney continues to conduct trainings. For example, tonight I am presenting Joshua's Law and LAP at the Canaan Police Department.
- c. Google Site
Plymouth State University is assisting in developing a google site for law enforcement. The Office of the Grafton County Attorney can administer the site, and law enforcement can be invited to join with a gmail account. We will have reviewed webinars, announcements and other training materials available 24/7.
- d. PSU library
I am meeting with the PSU librarian next week to discuss obtaining library cards for members of law enforcement to access some of the in house resources. Again, we greatly appreciate Plymouth State University's assistance in this initiative.
- e. Prosecutors Network
We continue to work on sharing legal research and other resources with prosecutors via a simple system on our website.
- f. Intern Brochure
 - i. We have received numerous requests for students to intern. While we cannot accommodate all these requests, working with a PSU intern, we have developed a brochure of resources for students that we will post on line.

(14)Webpage

We hope to focus on the NH Prosecutor's Network so we can share legal research among prosecutors merely by logging onto the Network. Again, thanks to the Commissioners, the IT Department and Samantha Norcross for their hard work on expanding access to information on webpages.

(15)Drop box

We are working with defense attorneys to forward discovery electronically via drop box, which would save costs in copying, and have an effective mechanism to track discovery. Thanks again to IT for assisting us with the security issues associated with drop box, and for Thomas Andross for his assistance understanding the NCIC system's requirements on electronic discovery.

(16)Facebook

This project has been delayed as we work through security issues, but we have not given up on having a uniform county Facebook page we can go on that has all the police department Facebooks readily available. This is another effective mechanism to relay safety information to the public. In addition, it is vital that the public learns about the many good things happening in our police departments. This is another avenue to spread that information.

Commissioner Lauer moved to take \$1,500 from the SVP line item to an appropriate line item to cover rent for the Plymouth Business Enterprise Center. Commissioner Richards seconded the motion and all were in favor.

Commissioner Lauer moved to approve the out of state travel request for Atty. Paul Fitzgerald and Victim Witness Coordinator Carin Kniskern to attend the Ending Violence Against Women, 2015 International Conference on Sexual Assault, Domestic Violence and Campus Responses in Louisiana. Commissioner Richards seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from January 13th. Commissioner Richards moved to accept the minutes from January 13th. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 649 & 650; 1115; 1117-1121.

ED Libby presented the NACo Prescription Drug for the month of December to the Commissioners. She stated that there was \$5,200.86 savings with an average price savings of 36.29% and a total of eighty eight (88) utilizers. There has been a total savings of \$716,121.83 for the life of the program.

ED Libby stated that it was time to renew the DMV Lease in the Courthouse. She explained that they typically do a two (2) year lease. The DMV is charged \$200 a month for the 200 square foot office space which totals \$4, 800 a year for their space. The Commissioners all agreed that having the DMV office space is very valuable to the public. ED Libby stated the Commissioners' need to approve her entering into a new agreement with the State.

Commissioner Lauer moved to authorized ED Libby to enter into the agreement with the State of NH for the DMV Space. Commissioner Richards seconded the motion and all were in favor.

Commissioner Richards asked when the next Farm Advisory Committee meeting is being held. ED Libby stated February 17th at 1:00pm.

Commissioner Richards questioned the replacement of the Sheriff's department cruisers and if they could get a longer life out of their vehicles. ED Libby stated that safety plays a large role. She explained that when they are transporting inmates they need to make sure they have reliable vehicles that are not going to be breaking down.

Commissioner Richards stated that the Plymouth Area Democrats sponsored the 10th Keep the Head On event last Wednesday. Roughly \$43,000 for fuel assistance was raised for the fifteen (15) area towns that the Plymouth Area Community Closet works with. She thanked Plymouth State University for the use of their Prospect Hall.

The Executive Committee meeting will be held next Monday January 26th at 9:00am in the UNH Cooperative Extension conference room.

11:18AM with no further business the meeting was adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk