

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
October 13th 2015

PRESENT: Commissioners Cryans, Lauer and Admin Assistant S. Norcross.

OTHERS PRESENT: RD Monahan, Atty. Saffo, Pat Garvin

EXCUSED: Commissioner Richards, ED Libby

Commissioner Cryans called the meeting to order at 10:00 AM after attending the annual Grafton County Pumpkin Day with children from Woodsville Elementary and Preschool. They also visited the pig barn, the cow barn and took a hayride to the Pumpkin Patch.

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
October 13, 2015**

September Revenue

County Revenue 9/2009	\$79,523.88	State Revenue 9/2009	\$ 443,381.76
County Revenue 9/2010	\$91,360.22	State Revenue 9/2010	\$ 509,792.64
County Revenue 9/2011	\$68,850.10	State Revenue 9/2011	\$ 566,395.17
County Revenue 9/2012	\$80,461.98	State Revenue 9/2012	\$ 530,544.96
County Revenue 9/2013	\$87,560.35	State Revenue 9/2013	\$ 719,801.28
County Revenue 9/2014	\$79,919.87	State Revenue 9/2014	\$ 696,111.36
County Revenue 9/2015	\$84,231.51	State Revenue 9/2015	\$ 671,610.24

Foreclosures

2009 133 year to date
2010 167 year to date
2011 170 year to date
2012 144 year to date
2013 120 year to date
2014 108 year to date
2015 79 year to date

1. We had a seamless integration of E-recording on October 1, 2015. We will now begin to accept other vendors. There is no cost to the county for adopting this method of receiving documents, other than the isolated internet line that was approved to increase over-all efficiency.

2. I received the very favorable report from the NH DRA audit that was conducted during September. The Department of Revenue has not conducted audits of the Registries in over 10 years. I have attached copies for the Commissioners. I have sent a letter of rebuttal on one point that was misinterpreted.
3. I would like to request approval for out of state travel to attend the PRIA (Property Records Industry Association) conference in Savannah, GA on February 21-23. This is a budgeted expense.

Commissioner Lauer moved to approve the out of state travel to the PRIA Conference in Savannah, GA on February 21-23. Commissioner Cryans seconded the motion and all were in favor.

Respectfully submitted,

**Kelley J. Monahan
October 13, 2015,**

RD Monahan had a discussion with the Commissioners regarding the lack of cell phone service in her office for their regulars that come in. She stated that the cell phone boosters have been installed but they only reach to the hallway outside their office. Commissioner Cryans recommended speaking with ITM Ruggles and discussing a possible solution.

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
October 13th, 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) Statistics

(The statistics were not ready for the County Attorney’s meeting with the Commissioners, they have been added for informational purposes):

2010: 441
 2011: 603
 2012: 575
 2013: 637
 2014: 615
 2015: 582

(2) The Child Advocacy Center



CAC Business Updates as of August 17, 2015

County	Month	#FI
Grafton	September	21 interviews
Sullivan	September	12

Twenty one (21) interviews for Grafton County in one month was a new high, but it is now a trend. It is important to note many occurred in the Plymouth area, which requires traveling to the CAC in Belknap County.

The CAC created Advisory Board subcommittees (Outreach/Education, Sustainability, Policies and Board Commitment. The board is working on a Title IX policy to coordinate the investigation of sexual assaults that occur on school grounds/at school events as educational institutions have Title IX obligations to investigate such matters.

The National Children’s Alliance just released their new accreditation standards, which the CAC is in the process of reviewing to ensure compliance.

(3) Space

I am focusing on long term strategies to address space issues in our office. Now that the nursing home renovations are winding up, I am interested in available space in the administrative building basement. I am also interested in any space that may be available in the courthouse in the future.

(4) Resignation

One prosecutor has resigned. We have interviews on Friday for her replacement.

(5) Nonpublic session

I would like to discuss an employment matter in nonpublic session.

(6) SARTS

a. Plymouth Area Sexual Assault Resource Team

The Plymouth Area Sexual Assault Resource Team's training on Sex Offenders: Their Profiles and Tips on Interviewing Them was extremely well received. It was held at PSU on September 28, 2015 from 5:00 – 7:00. More than 100 members of law enforcement attended. We greatly appreciate the support from PSU, and have invited criminal justice majors to attend as well.

b. Upper Valley Sexual Assault Resource Team

The Upper Valley Sexual Assault Resource Team had identified Public Service Announcements as an area for initiatives.

c. Littleton Area Initiatives

We are looking forward to developing a multidisciplinary initiative for the Littleton area, with the first organizational meeting shortly. We are also working with the SART Coordinator for the State of New Hampshire to present a training on adult sexual assault investigations in Haverhill. Haverhill and Cottage Hospital has asked to be part of a SART. For now, they will be included in the Upper Valley SART, and we look forward to developing a Littleton/Haverhill area SART.

We continue to participate in these invaluable initiatives. To learn more about SARTs please see <http://www.nsvrc.org/projects/sexual-assault-response-teams-sart-0>.

(7) Training

Alison Farina and I have attended a series of trainings on technology for lawyers, with a focus on numerous areas ranging from security to presentations to the jury.

On October 14th the OGCA will be training the new state troopers on how to present misdemeanor cases in court. Again we are using the Second Circuit Court, Plymouth Division as the training area.

The Office of the Grafton County Attorney received a grant from AEquitas to attend a training dedicated to Elder Abuse. It is in Colorado, so we need authorization to attend out of state training. It does not cover travel and room and board. The attorney attending the training has arranged to stay with a friend, so a hotel room is not necessary. The remainder of the training is covered in the budget.

Commissioner Lauer moved to approve the out of state travel request for an attorney to attend training in Colorado. Commissioner Cryans seconded the motion and all were in favor.

The Office of the Grafton County Attorney continues to conduct live trainings for law enforcement. We have released a training calendar that includes classes we can offer live, as well as publications and webinars.

(8) Adult Sexual Assault grant

Grafton County partnered with Belknap, Coos, Cheshire, Sullivan and Carroll to file a Sexual Assault Justice Initiative grant through the Office of the New Hampshire Attorney General.

(9) New Court Initiative –Felonies First

We have started our new intake system, so files are readily available for full review by prosecutors within 24 hours of receipt in our office. When this system is fully operational and all “kinks” worked out, we will continue to add features to expedite case processing throughout our office.

As noted last month, I continue to consider manners to ease us into this initiative, so hopefully we will not need as many additional employees as has been anticipated. I am asking all law enforcement to send us a copy of all felony arrest complaints within 24 hours by e-mail, facsimile or hand deliver, whatever the agency finds easiest. This will assist my office in developing a system to open and assign files on an expedited basis, within 24 hours of receipt.

(10)The Skye System

IT has been working hard on the Skye system. We are waiting for the carts to be built and then implementation can occur.

(11)Participation in Alternative Sentencing:

a. Drug Court/Adult Diversion

We have already identified a case for adult diversion, which begins November 1st. Lucille Amero forwarded protocols for our review. In addition, we provided Lucille with proposed paperwork.

b. The Office of the Grafton County Attorney continues to participate in the weekly court sessions every Monday, and assist with protocol and form development. We continue to be willing to expand drug court to additional individuals provided we do not have to annul the offenses. We also are willing to expand when the State of

New Hampshire provides a probation/parole officer, as the state does in other counties.

Regarding parolees, if, like the other counties, we receive a probation/ parole officer for drug court I support expansion to include parolees. However, without this support I cannot recommend this level of expansion. I look forward to future meetings where the County stakeholders meet again, with commissioner involvement, to determine whether it is appropriate to expand our program.

c. Mental Health Court

Shelly Golden has authorized the OGCA to reach out to her early in the process, well before sentencing, to determine whether she can be of assistance with individuals who are mentally ill. This is welcome and we look forward to clarifying exactly how this will work out.

d. Justice Involved Veterans

The statewide conference was a success and I am happy to report that Halls of Hope's Veterans Behavioral Health Track has opened. An excellent source of information about Veterans Courts is at <http://www.justiceforvets.org/>. We look forward to the expansion of this initiative.

(12) Circuit Court

The Office of the Grafton County Attorney does not hire Circuit Court Prosecutors, with limited exceptions. However, the New Hampshire Department of Justice expects us to oversee any issues with prosecution in Grafton County, including circuit court prosecution. We are receiving increased requests for assistance from Circuit Court prosecutors. This work is not reflected in our statistics, but is vital. Each month, our webpage, entitled the NH Prosecutors Network, provides more and more resources for Circuit Court prosecutors.

As noted in the past, Paul Fitzgerald and Melissa Fales trained circuit court prosecutors on how to prosecute sexual assaults in Juvenile (Family) Court. We have another more entry level training scheduled in October.

(13) Victim-Witness Program for Misdemeanor Level (Circuit Court) Domestic Violence and Sexual Assault cases

We still do not have an AVAP applicant, but we will continue to seek a member to assist in this project.

(14) Miscellaneous initiatives.

a. NH Prosecutors Network

This is up and running. I look forward to showing it to you.

b. Google Site

I hope to work on this initiative more in the near future.

c. PSU library

PSU has offered to provide library cards to members of law enforcement who wish to have a library card. The Office of the Grafton County Attorney will maintain a list to provide to PSU's library. Again, we greatly appreciate Plymouth State University's assistance in this initiative.

d. Facebook

Finally this is about to be published.

e. Intern Brochure

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. Thank you to Lucas, our PSU intern, who wrote this brochure.

As always, if you have any questions, please do not hesitate to contact me. I welcome the opportunity to answer any questions.

*10:51 AM - Commissioner Lauer moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Lauer "yes". Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:56 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion and all were in favor.

Pat Garvin arrived to have paperwork for the RDC Capacity grant signed and adopted by the Commissioners.

P. Garvin submitted the Code of Ethics for the Commissioners to adopt.

Commissioner Lauer moved to adopt the Code of Ethics. Commissioner Cryans seconded the motion and all were in favor.

P. Garvin then submitted the financial management plan to be adopted by the Commissioners.

Commissioner Lauer moved to adopt the financial management plan. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Cryans signed the following two (2) forms from P. Garvin

- Professional Services Agreement
- Subrecipient Agreement

P. Garvin submitted the Authorization to Submit for both Commissioner Cryans and Lauer to sign.

Commissioner Cryans asked if everyone had a chance to read the minutes from October 6th.

Commissioner Lauer moved to accept the minutes from October 6th. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed check register 1060.

Administrative Assistant S. Norcross submitted the following CDBG documents for Commissioner Cryans to sign.

- Micro 2014 Close Out Agreement
- Business & Employment Commitment Agreement – Polly’s Pancake Parlor
- AHEAD Request for Extension of Grant End Date.

Commissioner Lauer stated that she attended the Sugar Hill Fire Department Open House on Saturday. She had a discussion with one of the EMT’s on the change in paramedics in Littleton and the potential impact on the small towns in this area. She stated that she plans on following up on the issue.

Commissioner Cryans, Richards and Lauer all attended the employee recognition lunch at the Nursing Home for all employees who have been a part of the construction project at the nursing home over the past year. He stated that it was well received and it was a very nice time.

11:08 AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk