

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

December 13, 2016

PRESENT: Commissioners Cryans, Richards and Lauer and CA Libby.

Commissioner Richards called the meeting to order at 9:07 AM and began with the Pledge of Allegiance.

OTHERS PRESENT: Farm Manager Kimball, RD Monahan, CA Saffo and Commissioner Elect Omer Ahern.

Farm Manager Kimball arrived and gave the following report:

1. Currently milking 70 cows. We are shipping 5,800 lbs. daily, averaging 83 lbs. per cow.
2. Price of milk has come up another dollar to \$17.73 per hundred weight.
3. Winter is here, working on painting the ceiling inside of the barn.
4. Fixing some of the equipment in the shop to be ready for spring work.
5. Finished working on the road that goes to the back fields. It is now resurfaced.
6. Received a quality award from Agri-Mark for producing high quality milk for the entire year.

Register of Deeds Kelley Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
December 13, 2016**

November Revenue

County Revenue 11/2009	\$ 81,039.29	State Revenue 11/2009	\$ 506,117.76
County Revenue 11/2010	\$ 96,526.70	State Revenue 11/2010	\$ 697,679.64
County Revenue 11/2011	\$ 71,738.89	State Revenue 11/2011	\$ 312,029.49
County Revenue 11/2012	\$ 80,044.74	State Revenue 11/2012	\$ 523,386.24
County Revenue 11/2013	\$ 65,255.13	State Revenue 11/2013	\$ 475,505.28
County Revenue 11/2014	\$ 63,966.55	State Revenue 11/2014	\$ 541,435.84
County Revenue 11/2015	\$ 84,227.65	State Revenue 11/2015	\$ 861,408.00
County Revenue 11/2016	\$ 78,782.79	State Revenue 11/2016	\$ 673,077.12

Foreclosures

2009 160 year to date
 2010 193 year to date
 2011 190 year to date
 2012 164 year to date
 2013 136 year to date
 2014 128 year to date
 2015 95 year to date

2016 79 year to date

1. We are finally finding time to unpack from our consolidation from the Nursing Home re-location. I have scheduled time with Jim Oakes to discuss plans. One small room will hold all of NH DRA records specifically for the auditors. Leaving the rooms with the windows for closing or other use. I have a meeting scheduled for 12/16 with a representative from Kofile formerly Browns River, formerly Marroti Co. who was responsible for the original restoration of our historic books. We will be determining what restoration remains and what should be stored in custom boxes.
2. I am researching a cell phone booster for the Registry. I had discussed this with IT 2 years ago and was assured that this was being covered in their budget. The signal stops in the hall outside of Extension. During a storm, last week, attorneys from Boston were forced to call from the front steps to release funds on a multi-million dollar deal. The attorneys and closing agents should be able to contact their offices from the recording desk.
3. Three years ago, I started the conversation with the Grafton County Board of Commissioners to express appreciation for our Deputy Register. Beth Wyman is recognized as an expert by the other 9 Registries and the legal and real estate professionals. Her salary grade has been maxed out for many years. In my FY 17 budget, I proposed grade increases for my staff. The decision was handed over to a consulting company and another year has come and gone without any change. The least that I feel the Commissioners can do to show appreciation for 31 years of dedicated service and excellence is to make the Deputy a salaried position.
4. There is proposed legislation that will, again, attempt to micro-manage the Registry of Deeds forcing the records to the internet for free viewing and limiting the cost of a copy to \$1.00 per page, which is what we charge for a letter size copy. However, we charge \$4 per page for 22 X 34 inch plans, which are more expensive to print. Coos County charges \$3 per letter size as they see less volume than other counties, yet must have the same standard technology.
I have proven that people have taken copies of records from the internet by bypassing the established procedure. This will have big impact on future revenue. I discussed this situation at the last Executive Committee meeting and provided the graph and charts that showed the revenue spike for copy services once they were removed from the internet from free. I have included the charts with my report. I was successful in defending my position last year in the County and Municipal Government Committee with zero support from the Grafton Delegation. These legislative efforts originate from people with a limited understanding of the operations of this office.

**Respectfully Submitted,
Kelley J. Monahan**

Director of Communications Tom Andross arrived and requested the following bid waivers from the Commissioners.

Please consider this a request to waive the competitive bidding process on two radio equipment projects. These projects are fully funded by Homeland Security grants:

The first project will be installation and support of the Mutualink Interoperable Dispatch communication system. This project is a collaboration with the Hanover and Lebanon Dispatch centers and will install equipment in each of our communications centers allowing us to instantly share information and radio resources, and will improve our ability to integrate responses of multiple agencies to incidents. The cost of this project's equipment and support is \$176,481.14. Full funding for this project has been awarded in a Homeland Security grant. Our contract will be with Mutualink.

The second project is the purchase and installation of a VHF base station at the Mann Hill transmitter site in Littleton. This radio will be used for interoperable communications to support multiple agencies responding to events in the Northern part of Grafton and the Southern area of Coos County. The cost of this project's equipment is \$26,300.00, and the work for this project will be completed by Ossipee Mountain Electronics of Moultonborough, NH. As you know, Ossipee Mountain has been our primary source of communications equipment for some time. More importantly, they have also provide excellent service and maintenance for all of our communications gear for both the uniform division and the dispatch center.

Director Andross explained both of these projects in detail with the Commissioners and answered questions that the Commissioners had.

Commissioner Lauer moved to waive bid on the Mutualink Interoperable Dispatch communication system as explained above by Director Andross. The cost will be \$176,841.14 and the contract will be with Mutualink. The project is fully grant funded. Commissioner Richards seconded the motion. All in favor.

Commissioner Richards moved to waive bid on the purchase and installation of a VHF base station at the Mann Hill transmitter site in Littleton as explained above by Director Andross. The cost for the project is \$26,300 and the work will be done by Ossipee Mountain Electronics. Commissioner Lauer seconded the motion. All in favor.

County Attorney Saffo arrived and gave the following report:

Office of the Grafton County Attorney

Lara Saffo, County Attorney

December 13th, 2016

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**

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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 reviews by town and by type of crime are attached.

We have had 832 referrals, with 1394 charges to date this year.

(2) Elder Abuse

As noted last month, on November 9th, 2016, Lara Saffo, along with the NH Department of Justice, presented on “Senior Fraud Prevention: How to Keep Your Money and Identity Safe from Theft” at the Aging Resource Center at Dartmouth-Hitchcock Medical Center. We have been asked to represent this training in the Lebanon area, and hope to present it in the Littleton and Plymouth area.

(3) The Child Advocacy Center



CASES

COUNTY	MONTH	#FI
Grafton	Oct.	11 interviews
	Nov.	11 interviews
	Dec. to date	12 interviews
Sullivan	Oct.	18 interviews
	Nov	9 interviews
	Dec. to date	2 interviews (2 pending)

The CAC is working hard on the National Children's Alliance reaccreditation. The CAC had a Strategic Planning Meeting on 11/2 from 10-2 that the Office of the Grafton County Attorney participated in, and we have a written strategic plan.

We continue to look at space in the Plymouth area. This will be an enormous advantage for all stakeholders. It will assist victims in particular, our primary concern. However, the advantages of a locally based satellite office is numerous and includes assisting the advocacy programs and law enforcement.

The CAC created Advisory Board subcommittees (Outreach/Education, Sustainability, Policies and Board Commitment).

(4) SARTS

Haverhill Area SART

The Haverhill Area SART has approved its Mission Statement and a MOU, which we are now using to collect signatures. Cottage Hospital now has three trained SANEs, which is excellent news.

Plymouth Area SART

The Plymouth Area SART will be working on confidentiality issues surrounding sexual assault victim's medical and counseling records.

Upper Valley SART

The Upper Valley SART has conducted case reviews in the past and has found them to be very helpful, so we are focusing on identifying a case for case review. The Upper Valley SART is working on a brochure.

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>.

(5) Circuit Court

a. Victim Witness Services

Stacey is up and running providing much needed victim/witness services in circuit court for domestic violence and sexual assault cases. This is pursuant to a VOCA grant. We have let all the circuit court prosecutors know.

b. Prosecution

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 explained earlier, this past year, a victim expressed reasonable concerns that my office was not aware of a new charge in circuit court. We have reviewed the costs associated with Karpel, and will be presenting this to the towns for the upcoming year budget cycle.

(6) Participation in Alternative Sentencing:

I am impressed with the county's support of alternative sentencing, and wanted to thank you for that support.

a. Adult Diversion

We officially have a waiting list. We have plea offers outstanding beyond the now 25 slots we anticipated, and will be asking the Adult Diversion Program how they wish to handle a waiting list.

b. Drug Court

We are about to roll out the new policies. We have 6 people ready to plea into the program and another four applications pending, so we look forward to be full shortly.

c. Mental Health Court

We continue to benefit enormously from this program, and are trying to attend the monthly staffing meetings. We cannot always accommodate that goal due to our court schedules. 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.

d. Justice Involved Veterans

I am happy to report that the Grafton County Mental Health Court works closely with the VA and has Veterans Behavioral Health Tracks. An excellent source of information about Veterans Courts is at <http://www.justiceforvets.org/>. We look forward to the expansion of this initiative to the superior court.

(7) Non Public Session- two separate issues

(8) Felony First

As noted last month, felony first is starting April 1, 2017. In drafting my budget, I had hoped we would not start until July 1, 2017 (which was the initial indicators). As noted in last spring's budget presentation, other counties requested additional positions to accommodate felony first:

Belknap County: received funding for one attorney
Coos County: receiving funding for one attorney
Hillsborough County: this year asking for five attorneys, two support staff, two victim witness personnel
Merrimack County: receiving funding for two attorneys and one support person
Cheshire County: Year 1 (they were the first to implement) one attorney,
Year 2 a part time support person
Sullivan County: receiving funding for one attorney

We have hired a person to assist us. I am reaching out to law enforcement to develop a referral system that works for them, and have met with the Circuit Court prosecutors, and the Chiefs. Over the next two months I am meeting with Chiefs or their designees to ensure that each agencies' input into this program is obtained. A final program will be developed by December 30th, and training will begin with the New Year.

The IT department has set up a dedicated email account to forward intake material. For larger files, we are pricing drop box and share file.

Once this initiative begins, we will be responsible for filing the felony complaints and providing victim services upon arrest. This is a significant change in our responsibilities.

(9) Grants

a. VAWA Grant

We received this grant, for \$30,000 towards the cost of a prosecutor to handle in part domestic violence and sexual assault cases. The year for the grand is June 30th, 2016 – June 30, 2017.

b. VOCA Grant

We received the grant is for \$50,000 towards our Victim Witness Program. It pays for some of the costs of a Victim Witness Coordinator and for a new program, in our case Circuit Court Prosecution services. We have the official paperwork and are accepting referrals. It has already proven beneficial.

c. Haverhill Area Substance Abuse and Prevention Coalition

They hired the local coordinator and we are excited about the choice and the potential.

d. Partnership with UNH – Prevention Innovations Research Center Collaboration

We received this grant and are getting ready to move forward on prevention initiatives for college sexual assaults.

e. Roving Advocate Project

We did not receive this grant, but are reviewing the comments and how we can improve it next grant cycle.

f. AVAP grant

I will be submitting this grant next year (with your permission).

g. Sexual Assault Justice Initiative

This is a DOJ grant that we will benefit from. The hiring committee hired the full time adult sexual assault investigator, and the grant has begun. The grant manager/prosecution consultant position is being advertised.

(10) Areas of needed expertise

- a. Drugs
- b. Domestic violence
- c. Child sexual assault
- d. Adult sexual assault
- e. Abuse of Elders
- f. Assaults – simple to first degree
- g. Cybercrime
- h. Failure to register as a sex offender
- i. Gang activity
- j. Internet Crimes Against Children
- k. Negligent homicides – assault related
- l. Negligent homicides – DWI related / Driving Under the Influence, Serious bodily injury
- m. White collar crime – bank fraud, business fraud
- n. White collar crime – financial exploitation of family members/the elderly
- o. Computer fraud
- p. Property related offenses (bank checks/fraudulent use of a credit card/willful concealment)
- q. Property related offenses – burglaries and robberies
- r. And more . . .

(11) Miscellaneous initiatives.

a. NH Prosecutors Network

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

b. Sexual Assault Prosecutors Workgroup

c. Statewide Karpel Workgroup

d. Google Site for Chiefs

I hope to work on this initiative more in the near future. I have developed a number of recorded trainings to include on this website.

e. 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.

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

Atty. Saffo requested to go into nonpublic session:

* 10:24 AM - Commissioner Richards moved to enter into non-public session for the purposes of consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A:3, II (1) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 11:02 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 Lauer seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from the December 6th meeting. Each Commissioner had an edit.

Commissioner Richards moved to approve the minutes as edited from the December 6th meeting. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 39; 1079; 1097-1100.

The Commissioners reviewed the GCDoc Superior Court report for November.

The Commissioners received a thank you letter from the Trinity Church Yard Cemetery.

CA Libby submitted a CDFA drawdown request for the AHEAD Better Homes project for \$18,000 for Commissioner Cryans to sign.

CA Libby reviewed the CDBG Administrator Proposals that were received for the CAP/Friendship House CDBG project. Two proposals were received:

Donna Lane - \$12,450 lump sum. Donna has 30 years of CDBG administration experience and has worked with AHEAD on the CDBG application for this project so she is very familiar with the project needs. She submitted her resume outlining her experience with administering CDBG projects including many with Grafton County. She is also engaged with NH Office of State Planning to conduct CDBG Implementation Projects for 10 years.

North Country Council - \$14,400. NCC submitted a list of projects outlining their experience with CDBG administration and a statement of qualifications for administering this project, including administering 12 CDBG projects throughout the region.

After reviewing the proposals the Commissioners decided that based on experience and familiarity with the project to go with Donna Lane.

Commissioner Richards moved to accept the proposal from Donna Lane for grant administration for the TriCounty CAP/Friendship House grant. Commissioner Lauer seconded the motion. All were in favor.

CA Libby stated that she had reviewed the audit proposals that were opened on November 22, 2016. Her recommendation is as follows: She stated that the county has been with Melanson Heath for the past six (6) years. She said she can't begin to speak to their professionalism and the technologically advanced methods that they use to make our year-end financial audit process extremely smooth. She has been very pleased with the services that the county has received from them. They are patient and take time to answer many questions and provide insight and guidance into upcoming GASB changes that affect us. They are very responsive and we have reduce the amount of field work time from several days of preliminary work and a week of year-end fieldwork to 2 days preliminary audit work and 3 days on-site at year end. Our reports are ready in a timely fashion and meet the deadlines that we have set. We are able to upload a vast amount of our information through a secure share file to them ahead of time which makes the process easier for all of us when they are on site. She went on to explain that Melanson Heath audits 6 of the 10 counties in NH. Vachon and Clukay audit 2 counties and Ron L Beaulieu audits 1 county. Merrimack County uses Grzelak and Company who did not bid on our proposal. She reviewed comments that she had received from 8 of the 9 other counties regarding the firms that they use or are familiar with because of past experiences. After reviewing all the information and taking

into account CA Libby's personal experience with audits she recommended to accept the proposal from Melanson Heath based on the past experiences with them and the comments from the other counties that they have had very good experience with them and provided a lot of positive remarks. As one County Administrator said it is "a significant benefit that they seem to have a great deal of County experience in NH. It's helpful to learn what works and what to stay away from, via their experience with other counties." We have made fantastic progress over the past 6 years with our audit procedures and our internal controls with the help of Melanson Heath and we have an excellent working relationship with them as well. I would recommend that we continue that relationship despite them not being the low bidder. Their proposal for FY 2017 is a \$600 increase from what we currently pay.

The Commissioners asked several questions regarding the information that CA Libby shared with them. Once all their questions had been answered they were in agreement on her recommendation.

Commissioner Lauer moved to accept the three (3) year proposal from Melanson Heath for \$25,500 for FY 17; \$26,000 for FY 18 and \$26,500 for FY 19. With Single Audit costs of \$2,600 for FY 17; \$2,700 for FY 18 and \$2,800 for FY 19. Commissioner Richards seconded the motion. All were in favor.

CA Libby told the Commissioners that as of yesterday's mail they had received tax payments from 19 communities. Taxes are due on the 19th and Treasurer Parker will be at their meeting next week to present her investment recommendations.

Commissioner Cryans stated that last Thursday he and Commissioner Lauer held a dedication ceremony for Commissioner Richards at the Biomass Plant. Naming it "The Martha B. Richards Biomass Plant." Many department heads were in attendance along with Gary Phetteplace who served on the Alternative Energy Committee with Commissioner Richards.

Commissioner Cryans stated that he attended his last legislative breakfast for West Central Services. He publically thanked Sue Ellen Griffin for her work.

*11:37 AM - Commissioner Richards 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 Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 12:04 PM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards 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 Lauer seconded the motion and all were in favor.

12:05 PM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk