

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

February 9th, 2016

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

OTHERS PRESENT: FM Kimball, RD Monahan, Shelley Hadfield – Grant Administrator, Katelyn Robinson – NCIC, Laura Bellevue, Twin Pines Housing Trust, HRD Cramer, Atty. Saffo

Commissioner Richards called the meeting to order at 9:00AM and began with the Pledge of Allegiance.

FM Kimball arrived and gave the following report:

- 1) We are currently milking 81 head of cattle and shipping seven thousand two hundred pounds of milk. That is an average of eighty eight pounds of milk per cow.
- 2) We are back to full staff again as herdsman Ben White has returned to work from FMLA for leg surgery.
- 3) We are working on equipment to get ready for spring field work. We are also working on the hay baler to get it ready for haying this year.
- 4) I ordered seeds and seed potatoes for the next planting cycle. We are bringing back some vegetables at the farm stand that we have not raised for a number of years.

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
February 9, 2016**

January Revenue

County Revenue 1/2009	\$52,410.89	State Revenue 1/2009	\$271,090.56
County Revenue 1/2010	\$57,423.27	State Revenue 1/2010	\$339,951.36
County Revenue 1/2011	\$68,686.89	State Revenue 1/2011	\$324,824.64
County Revenue 1/2012	\$62,139.27	State Revenue 1/2012	\$256,680.00
County Revenue 1/2013	\$64,370.72	State Revenue 1/2013	\$301,115.52
County Revenue 1/2014	\$58,367.36	State Revenue 1/2014	\$405,148.80
County Revenue 1/2015	\$54,735.80	State Revenue 1/2015	\$396,939.84
County Revenue 1/2016	\$58,411.93	State Revenue 1/2016	\$451,948.00

Foreclosures

2009 14 year to date

2010 21 year to date
2011 14 year to date
2012 12 year to date
2013 19 year to date
2014 15 year to date
2015 13 year to date
2016 14 year to date

1. On 1/26/ I testified at length in opposition to HB 1129 and provided written testimony. On 2/3, I attended the deliberation session on this bill. It was voted 11-4 ITL, inexpedient to legislate. On 2/3, the majority of the NH Register of Deeds Association members appeared and testified in opposition to SB327. The Committee voted ITL, this will be heard in the full Senate this week.
2. We had a member of the public researching a fraudulent mortgage taken in her name. I referred her to the County Attorney's office, the Consumer Financial Protection Bureau hot line and website, and the NH DOJ Consumer Protection hotline.

*9:18 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.

*9:34AM 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.

Gile Hill Affordable Housing Mid Grant Public Hearing

Shelley Hadfield, Grant Administrator

Laura Bellevue, Twin Pines Housing Trust

9:35 AM Commissioner Cryans opened the Mid-Grant Public Hearing

CDBG funds were used to purchase the final housing site on the GILE AFFORDABLE HOUSING Project to construct 15 new, energy efficient low income units. Construction on the project was delayed for a short time last fall due to the discovery of unsuitable soils. The situation has since been rectified and the project is anticipated to be completed on time and on budget. They are aiming for August occupancy.

Commissioner Cryans asked how many units there will be when it is completed. L. Bellevue stated that there will be a total over 100 of rental and ownership.

9:40 AM Commissioner Cryans closed the Mid – Grant Public Hearing.

2015 CDBG Microenterprise Program

Shelley Hadfield, Grant Administrator
Katelyn Robinson, NCIC

9:41AM Commissioner Cryans opened the Public Hearing

All 4 entities are on schedule to serve the proposed number of LMI Micro entrepreneurs. All plan to reapply under the 2016 round.

K. Robinson stated that NCIC was one of the new recipients this year of the grant. She stated they serve all of northern New Hampshire, and the three (3) Northeast Kingdoms counties in Vermont. They have been administering technical assistance to businesses since 2008. She discussed other sources of funding that they have received and stated they were very fortunate to be able to accept \$75,000 from this program. They have assisted fourteen (14) businesses so far that range all over the board and the majority of the requests they have received have been financial and how to put their information into QuickBooks or other basic book keeping skills. She explained that most of their businesses go into business because they love what they do but do not necessarily have the business management skills that it takes to run a viable business. S. Hadfield and K. Robinson went on to discuss other areas of NCIC and answered questions from the Commissioners.

9:47AM Commissioner Cryans close the Public Hearing

2016 CDBG MicroEnterprise Grant – Public Hearing

Commissioner Cryans opened the public hearing 9:48AM

Shelley Hadfield explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. The maximum grant size is \$500,000. However, a community or County can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. Up to \$500,000 is available for micro-enterprise grants for the purpose of promoting small business.

A handout is available describing the proposed project.

Shelley Hadfield explained that this proposal to be considered by the Commissioners is a CDBG Micro Enterprise grant to be submitted by Grafton County on behalf of multiple organizations statewide including GCEDC, WREN, MWVEC and NCIC. The grant, for up to \$500,000, would be used to provide training and technical assistance and loan servicing to micro enterprises. The program has become very popular. We anticipate that 7 separate entities will apply for funding under two counties, Grafton and Cheshire. NH CDFA has raised the total amount of funding available to \$750,000. Because a municipality (county) can only apply for up to \$500,000 a year, Grafton County will provide funds to entities in the northern half of the state. Cheshire County will again apply to provide funds to entities in the southern part of the state. As with last year we expect that applications will exceed the amount of funding available.

9:51AM Commissioner Cryans closed Public Hearing # 1

9:52AM Commissioner Cryans opened Public Hearing # 2 – Anti-Displacement and Relocation Plan

Shelley Hadfield explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project. Under the certification section of the application, the County will certify that the Residential Anti-displacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

9:52 AM Commissioner Cryans closed Public Hearing # 2

Commissioner Lauer moved to support submission of a 2016 CDBG Micro Enterprise grant to provide funds to multiple entities throughout the state for the purposes of providing training and technical assistance to micro-enterprises and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. Commissioner Richards seconded the motion and all were in favor.

Commissioner Richards moved to adopt the Grafton County Anti-displacement and Relocation Assistance Plan for this project. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from February 2nd

Commissioner Richards moved to approve the minutes from February 2nd. Commissioner Lauer seconded the motion and all were in favor.

HRD Cramer arrived and gave the following report:

1) **HR Activity Report (12/1/15 – 1/31/16)**

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	20 (2 FT, 18 PT/PD)	6 LNAs, 3 Unit Aides, 1 LPN, 1 Hskpr, 9 Dietary Aides
County Attorney Office	1 (1 FT)	1 Assistant County Attorney
Sherriff's Department	1 (1 PT/PD)	1 Special Deputy
Corrections	<u>1</u> (1 PT/PD)	1 Unc Corrections Officers
	23	

- ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	8 (1 FT, 7 PT/PD)	1 RN, 4 LNAs, 1 Hskpr, 2 Dietary Aides
Corrections	<u>1</u> (1 FT)	1 Uncertified Correctional Officer
	9	

Reasons:

- 1 Termination – Falsification of documentation (RN)
- 2 Term/Resign – Inactive per diem (LNAs)
- 1 Resignation – Another job
- 1 Resignation – No reason given (Dietary Aide)
- 4 Resignations – No notice given (1 Dietary Aide, 1 Housekeeper, 2 LNAs)

- ***Leave of Absences as of February 1, 2016***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	9	(6 are intermittent, 7 for self, 2 for family)
Nursing Home – Non-Nursing	6	(4 are intermittent, 2 for self, 4 for family)
Non-Nursing Home	<u>7</u>	(1 is intermittent, 5 for self, 2 for family)
TOTAL:	22	(December report = 21)

- ***Current Openings (as of February 1, 2016)***

<u>Positions</u>	<u>Department</u>
RN (0 FTE)	Nursing Home (.75 over last month)
LPN (6.2 FTEs)	Nursing Home (6.2 last month)
LNA/MNA (9.05 FTE's)	Nursing Home (compared to 16.75 in December)
Dietary Aide	Nursing Home – PT/PD, ongoing posting
Correction Officers	Corrections – PT/PD, ongoing posting

One LNA (PT/PD) scheduled to date for February 17 orientation.

*10:06 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.

*10:19 AM 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.

The Commissioners signed Check registers 1130-1131.

CA Libby submitted the Superior Court report for the month of January for the Commissioners to review.

CA Libby submitted a PR Change Notice/Job Description for the County Administrator job title for Commissioner Cryans to sign.

CA Libby submitted the following CDFA Drawdown Requests for Commissioner Cryans to sign:

\$7000 - Micro 2015 MWVEC
\$558 - Plymouth Senior Center

CA Libby stated that they received a proposal from another health insurance source yesterday afternoon. She stated that she is meeting with HRD Cramer to review it this afternoon. She stated that she will be meeting with the department heads, the Employee Council and the union soon to discuss the route the county will go with insurance.

Commissioner Cryans stated that he visited two (2) more of his social service agencies. He visited the Boys and Girls Club in Lisbon and the Franconia Children’s Center. He stated that he has two (2) agencies left in Littleton to visit.

Atty. Saffo arrived along with one of the new interns at the Attorney’s Office and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
February 9th, 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 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

I have attached a report from our computer system, Karpel, outlining referrals by agency and referral by type of crime. Please note that I consider this report to have a 5% error or margin. I am estimating the error of margin. Sometimes a case may be entered with the wrong crime type, or a case may qualify for more than one type of crime (why the referrals by type of crime is a larger number than referrals by agency). We also have a handful of "test" cases in the system, designed for us to try out modifications in Karpel.

We continue to work with circuit court prosecutors to try to resolve charges in circuit court where appropriate.

(2) Office reorganization

This went smoothly. One prosecutor has all the drug cases, and we are making offers when appropriate prior to grand jury. This is paving the way to a smooth transition for felony first arriving in Grafton County. Another prosecutor is focusing on legal research and advanced trial strategies and litigation. This too is going extremely well.

(3) Space

Please see the attached memo and diagram regarding available space in the administrative building basement. This space would be of great assistance, but does not meet all of the needs of the office. However, it will be an excellent step in the right direction and solve some of our immediate needs. We greatly appreciate being considered for this resource.

I am also interested in any space that may be available in the courthouse in the future. I have met with Julie Libby to discuss possibilities and she is following up.

(4) Training

a. For prosecutors

Paul received a scholarship to attend the 2016 National Cyber Crime Conference hosted by the Massachusetts Attorney General's Office, to be held Monday, April 25th - Wednesday, April 27th in Norwood. The conference will feature three tracks of instruction: a track for prosecutors, a track for investigators and a track for digital evidence forensic examiners. Each track will have multiple breakout sessions featuring instruction from nationally recognized experts in the field of cyber crime. All participants will be provided with an opportunity to receive hands-on instruction. He will stay with family. We would like Tara Heater to go as well. We are seeking a scholarship for the registration fee (\$275.00). The hotel is \$139.00 for two nights.

Commissioner Lauer moved to approve the out of state travel for two (2) attorneys' to attend the 2016 National Cyber Crime Conference in Norwood Massachusetts. Commissioner Lauer seconded the motion and all were in favor.

b. By prosecutors

We conducted a training on juvenile matters with three other presenters last week in Campton. We greatly appreciate the Campton Police Department sharing their space.

(5) Grants

a. Ameri Corp Volunteer for September 1, 2016 – September 1, 2017

I will be applying for this grant.

Commissioner Lauer moved to give Lara permission to apply for the Ameri Corp grant.

(6) The Child Advocacy Center



CAC Business Updates as of February 8, 2016

County	Month	#FI
Grafton	January	8 interviews,
Grafton	February to date	8 interviews including 2 extended

I am searching for ideas to provide this space and am open to all suggestions.

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

(7) SARTS

Littleton Area SART

Stakeholders met to discuss following up on developing regular SART meetings. We had an excellent cross section of stakeholders and this initiative is moving forward, so all of Grafton County will be covered by a SART.

Plymouth Area

Is planning a training on adult sexual assaults for March 16th. We will be participating and part of the trainers.

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>.

(8) New Court Initiative –Felonies First

As noted above, the OGCA continues to consider manners to ease us into this initiative, so hopefully we will not need as many additional employees as has been anticipated. We now open files upon receipt, with no delay, so prosecutors can immediately begin their review. We have 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. We are working on that becoming standard practice.

In the future, potentially as soon as January 1, 2017, we will be responsible for filing the complaints on Monday morning for all matters arrested over the weekend. This is a significant change in our responsibilities.

(9) Areas of needed expertise

Prosecutors in Grafton County handle the following types of cases, to name a few:

Drugs
Domestic violence
Child sexual assault
Adult sexual assault
Abuse of Elders
Assaults – simple to first degree
Cybercrime
Failure to register as a sex offender
Gang activity
Negligent homicides
Negligent homicides – DWI related / Driving Under the Influence, Serious bodily injury
White collar crime – bank fraud, business fraud
White collar crime – financial exploitation of family members/the elderly
Computer fraud
Property related offenses (bank checks/fraudulent use of a credit card/willful concealment)
Property related offenses – burglaries and robberies
And more . . .

The training that prosecutors need to address these issues is significant for each category, hence our desire to start specializing.

(10)The Skye System

IT has been working hard on the Skye system. We began using the equipment in the last trial, and are learning the new software. We will be using it in a trial this month. This software has multiple uses that other departments may find of assistance, including the Commissioners' office. We are recommending that one license go to the Sheriff's Department for their use.

(11)Participation in Alternative Sentencing:

a. Drug Court/Adult Diversion

- i. We continue to work on the development of policies and procedures, and look forward to finalizing the policies.
- ii. 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.

b. 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.

c. 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.

Recently a victim expressed reasonable concerns that my office was not aware of a new charge in circuit court. One way to possibly resolve this concern is to see if circuit court prosecutors would be interested in using the same software (Karpel). I am reviewing the costs associated with offering our software to circuit court prosecutors (and had started that process before I met with these victims).

(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. In the meantime, Sabra Stevens has been covering the misdemeanor cases,

and supplemental funding from VOCA will assist us in the next 6 months in providing these services.

(14) Miscellaneous initiatives.

a. NH Prosecutors Network

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

b. Google Site for Chiefs

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. 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.

11:25 AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk