

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 8th, 2016

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

OTHERS PRESENT: NHA Labore, HSA Bishop, HRD Cramer, CA Saffo

Commissioner Cryans 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 80 head of cattle and shipping approximately seven thousand one hundred pounds of milk. This equates to an average of eighty eight pounds of milk per cow.
- 2) The price of milk has dropped to sixteen dollars and fifty cents per hundredweight.
- 3) We are getting the pig stalls ready for farrowing. We are trying something new this year in that we are enclosing the areas where the piglets are housed with heat lamps. This is to ensure the piglets do not get chilled after birthing and through their first three weeks.
- 4) Sows should start farrowing the middle of April this year. This is a little bit later than we usually start farrowing. This hopefully will ensure more live births and healthier piglets to sell.

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
March 8, 2016**

February Revenue

County Revenue 2/2009	\$65,090.89	State Revenue 2/2009	\$266,375.04
County Revenue 2/2010	\$54,282.72	State Revenue 2/2010	\$347,089.92
County Revenue 2/2011	\$71,304.59	State Revenue 2/2011	\$554,448.96
County Revenue 2/2012	\$60,013.56	State Revenue 2/2012	\$266,312.64
County Revenue 2/2013	\$58,687.26	State Revenue 2/2013	\$230,022.72
County Revenue 2/2014	\$47,224.49	State Revenue 2/2014	\$313,878.72
County Revenue 2/2015	\$41,010.42	State Revenue 2/2015	\$234,779.16
County Revenue 2/2016	\$56,795.91	State Revenue 2/2016	\$387,897.60

Foreclosures

2009 25 year to date

2010 35 year to date

2011 29 year to date

2012 22 year to date
2013 32 year to date
2014 28 year to date
2015 18 year to date
2016 23 year to date

1. On 2/22/2016 I attended the PRIA Property Records Industry Association conference. This was a terrific event bringing all industry partners and government together to seek solutions to common challenges. Seminar topics included:
 - Electronic Notarization Standard Review
 - TRID – effects to date, improvements.
 - Land Records Management Systems-Best Practices
 - PREP Chapters – creating local work groups with our state industry partners for best practices and legislation.
 - Land Records and GIS integration
 - Security in the Recorder’s Office
 - Vital Records, Issues Trends and Suggested Action concerning long-term retention
 - State Legislative Changes and Effects on Industry
 - Hidden Public Records- trends in state legislation to address the expanding number of people and groups who seek to have their names removed from the public record.
 - The Billion Dollar Property Records System in Ontario Canada
 - PRIA tomorrow – Trends, Partnerships, Papers and Predictables
2. The State of CT has passed legislation adding \$100.00 fee to documents containing MERS as nominee. MERS VP Hultsman stated that he is unsure if they will appeal this legislation.
3. We began e-recording on January 1, 2016. Everything is running smoothly and we have just signed with a second vendor. We will be keeping submissions to these two for the foreseeable future. Submission of documents with e-recording greatly reduces the lag time in the document rejection process. This is a major factor with the new TRID regulations, as time is a significant factor which can lead to fines for the lender.
4. The Maintenance Dept. has completed the air-condition replacement in our server room. The potential for overheating has long been a concern. The solution was inspired and disruption was minimal.
5. I have not heard from IT Director Ruggles on the archived/deleted sent email issue. I am hoping for a swift resolution to this issue.

Respectfully Submitted,

Kelley J. Monahan

Commissioner Cryans stated that he met with CA Libby, Atty. Saffo, Office Administrator Alison Farina, RD Monahan and Mary DeRosia and did a tour of the 2nd floor and basement of the Administration Building for available space. He stated that they finalized who from the Attorney’s Office will go where in the available space.

Commissioner Cryans asked if everyone had a chance to read the minutes from March 1st 2016. Commissioner Richards had a few edits.

Commissioner Lauer moved to approve the minutes from March 1st as amended. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 1147-1149.

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
March 8th, 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.

(2) Grants

- a. Haverhill Area Substance Abuse and Prevention Coalition
SAMSHA Haverhill Area Drug Free Community Grant

Our contact is: **Drew Brown**
Substance Misuse Prevention Coordinator
North Country Health Consortium
Phone: 603-259-3704 x240
Fax 603-444-0945

b. AVAP grant

This grant has been submitted as well, to fund a criminal justice advocate for the circuit courts. Hopefully we will be a site, and hopefully we will find an applicant interested in serving in Grafton County. We should know if our application has been accepted by the end of March. After that, we begin to accept applications.

(3) Space

Thank you for considering our request. We believe this will work well, and will start moving this week.

(4) Training

a. By prosecutors

We are co presenting at the Haverhill area CIT training, and the Plymouth Area Adult Sexual Assault for First Responders training.

(5) The Child Advocacy Center



I continue to work on providing space in the Plymouth Area - and am actively looking for a grant to give the seed money for a facility, as well as 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.

(6) 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. Our next meeting is on March 9th.

Plymouth Area

Is planning a training on adult sexual assaults for March 16th. Are part of the SART and will be participating in the training as a co presenter.



We have a new logo! The Upper Valley SART is working on a brochure. It is also considering how to educate the public.

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) CIT

March 23 through March 27th, the Haverhill Police Department is sponsoring a week long training for Crisis Intervention Training. This is an excellent example of yet another Grafton County agency receiving advanced training on assisting the mentally ill.

(8) Circuit Court

The Office of the Grafton County Attorney has received a request to provide approximately 30 hours of circuit court services in the Haverhill Division of the Second Circuit Court. I recommend us contracting to provide these services, provided it is a “zero” line item – meaning the town covers the cost of the assistant county attorney.

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.

This past year, 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).

(9) 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. Thank you for funding an intake coordinator. 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.

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.

(10)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.

(11)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.

(12)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.

(13)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.

Commissioner Richards moved to allow Atty. Saffo to hire a part time Assistant County Attorney. She will negotiate with the Town of Haverhill to contract out this employee for Circuit Court prosecution. It would be a zero line item for the County. Commissioner Lauer seconded the motion and all were in favor.

NHA Labore, Melissa Belanger and HRD Cramer arrived to discuss a policy issue.

CA Libby stated that they have a difference between something that the union contract says and the employee handbook says in regards to employees who work double shifts. The union contract says any employee who works sixteen (16) hours will be paid time and a half for the second eight (8) hours of that shift. The employee handbook states that employees who are requested to work a double shift will be paid overtime for the second eight (8) hours of that shift which means if someone volunteers to work a double shift they do not get paid the time and a half for the second half of the shift. CA Libby stated that somehow that changed into we do not pay anyone for the second eight (8) hours unless it is requested. They have a list of people since July 1st who have worked double shifts. Payroll is currently evaluating to see who is owed overtime. It affects the jail and dispatch as well. CA Libby stated that this would be retroactive to July 1st. CA Libby stated that they are asking the Commissioners to take the word "requested" out of the 4:6 Overtime policy and change it to say employees who are approved to work double shift would get paid time and a half for the second half of the shift. It would match the union contract. Commissioner Cryans asked who would be the one to approve the double shift. NHA Labore said a supervisor would be the one to approve the time.

Commissioner Lauer moved to change the policy as described retroactive to July 1st. Commissioner Richards seconded the motion.

Discussion:

Commissioner Richards asked how this was just picked up if goes back to last July. CA Libby explained that the discussion has been ongoing since Jean has come on board in payroll. A couple of payrolls ago they had an LNA who did not get paid and was very upset and that is where the discussion started that she volunteered to work. Commissioner Richards asked if the situation will now be taken care of and everyone who has been working the second eight (8) hour shift will now get back pay. CA Libby stated that it will be taken care of.

The Commissioners voted on the motion and all were in favor.

*10:30 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.

*11:17 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.

*11:18 AM - Commissioner Richards moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A:3, II (e). 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.

*11:32 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.

CA Libby submitted the Superior Court report from February for the Commissioners to review.

CA Libby read a letter regarding the update on Plymouth Senior Center to the Commissioners.

CA Libby submitted a drawdown request for Plymouth Senior Center CDBG in the amount of \$10,152.00 for Commissioner Cryans to sign.

Appropriation Transfers for Approval – CA Libby handed out a list of transfers for all line items over expended to date that have needed transfers for the Commissioners to review. She stated that there is nothing alarming at this point. She stated that one of the largest transfers is the

ambulance service at the jail and they never know what that line is going to end up being. She stated the total amount of appropriation transfers is \$29,908.00

Commissioner Lauer moved to approve the appropriation transfers in the amount of \$29,908.00. Commissioner Richards seconded the motion and all were in favor.

CA Libby submitted two (2) overnight travel requests from Director Andross. She stated the first was for the New Hampshire Emergency Dispatchers Association will be April 11 – 13 in North Conway. If the coverage schedule supports it, five personnel will attend the conference. The estimated cost of the conference registrations and hotel costs is \$1935. CA Libby stated that the second request is for the APCO International 82nd Annual Conference from August 12th – 18th in Orlando Fl. Director Andross will be attending and is currently actively working on scholarship opportunity with APCO for reimbursement of at least some of the cost. Notwithstanding the scholarship, the estimated costs are \$1,460, and although most will be incurred in FY17, early registration and reservations made in April will reduce the costs.

Commissioner Lauer moved to approve the overnight travel request for five (5) dispatch personnel to attend the New Hampshire Emergency Dispatchers Association in Conway, NH from April 11th – 13th. Commissioner Richards seconded the motion and all were in favor.

Commissioner Lauer moved to approve the out of state travel request for Director Andross to attend the APCO International 82nd Annual Conference in Orlando, FL from August 12th – 18th. Commissioner Richards seconded the motion and all were in favor.

Commissioner Lauer stated that she has three (3) more agencies she is meeting with this week and will finish next week.

Commissioner Richards stated that she will contact Atty. Saffo regarding intervenor status for the Northern Pass.

Commissioner Richards stated that she received a note from town manager in Bristol stated that the liquor commission is going to close the liquor store in Bristol. The town manager has asked Commissioner Richards to write a letter to the liquor commissioner to express her concern about the closing of the store.

Commissioner Cryans stated that three (3) groups came and spoke at NHAC meeting. He stated that the first group supported the military, the second was supporting homeless teens and the third was a drug court group. He made copies of their brochures for Commissioner Lauer and Commissioner Richards.

Commissioner Cryans stated that he has completed visiting all of his social service agencies.

*11:52 AM - Commissioner Lauer moved to enter into non-public session for the purposes of the hiring of any person as a public employee according to RSA 91-A:3, II (b) . Commissioner Richards 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.

*12:17 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

12:17 PM With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk