

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

May 9<sup>th</sup>, 2016

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

OTHERS PRESENT: FM Kimball, RD Monahan, Atty. Saffo

Commissioner Cryans called the meeting to order at 9:05AM and began with the Pledge of Allegiance.

FM Kimball arrived and gave the following report:

1. Currently milking 78 cows. We are shipping 6,500 lbs. daily, averaging 84 lbs. per cow.
2. Price of milk continues to decrease, now at \$14.90 per hundred weight.
3. Working on spring work. Will be planting potatoes and cow corn this week, weather permitting.
4. Working on the road that goes out to the back 40 acres.
5. Have around 90 piglets so far. 11 sows have had their piglets and there are three (3) more that are due within next couple of weeks.

RD Monahan arrived and gave the following report:

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

**April Revenue**

County Revenue 4/2009	\$71,971.93	State Revenue 4/2009	\$327,344.64
County Revenue 4/2010	\$70,431.27	State Revenue 4/2010	\$530,099.52
County Revenue 4/2011	\$55,621.46	State Revenue 4/2011	\$384,722.88
County Revenue 4/2012	\$73,460.07	State Revenue 4/2012	\$385,585.92
County Revenue 4/2013	\$77,814.70	State Revenue 4/2013	\$499,542.72
County Revenue 4/2014	\$57,883.71	State Revenue 4/2014	\$498,059.84
County Revenue 4/2015	\$70,858.98	State Revenue 4/2015	\$498,089.84
County Revenue 4/2016	\$68,255.49	State Revenue 4/2016	\$516,737.28

**Foreclosures**

2009 55 year to date  
 2010 80 year to date  
 2011 75 year to date  
 2012 69 year to date  
 2013 61 year to date  
 2014 58 year to date  
 2015 36 year to date

2016 39 year to date

1. Belknap and Rockingham Counties have followed our lead and are in the process of converting their recording systems to AVID. We began work on the programing and conversion 4 years ago. I have been working with the Registrar in Sullivan Co., the Sullivan Commissioners have recently approved her plan to follow our lead with charging a modest monthly charge for access to the records for business accounts, removing the records from view for free and applying a watermark on the internet record.

**Respectfully Submitted,  
Kelley J. Monahan**

Commissioner Cryans asked if everyone had a chance to read the minutes from May 3<sup>rd</sup>.

Commissioner Lauer moved to approve the minutes from May 3<sup>rd</sup>. Commissioner Richards seconded the motion and all were in favor. Commissioner Richards abstained.

The Commissioners signed check registers 742-744; 1179; 1181-1185.

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney**

**Lara Saffo, County Attorney**

**May 9<sup>th</sup>, 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) Corporal Michael Wright of the Lebanon Police Department honored**



From <https://dailyuv.com/news/840118>: “At the 13th annual ‘Shield Our Children from Harm’ conference at Dartmouth-Hitchcock Medical Center, three special individuals were recognized for their work dealing with child abuse issues.

Lebanon Police Department Corporal Michael Wright, late Windsor, Vt. Police Chief Stephen Soares, and Stephanie Durkee of the Division for Children, Youth, and Family were all named 2016 Unsung Heroes for going above and beyond the call of duty to protect and care for children in their communities.

The Unsung Heroes were recognized at the annual conference, which was formed as a collaboration of the Children’s Hospital at Dartmouth-Hitchcock, the Child Advocacy Centers (CAC) of Grafton and Sullivan Counties at Dartmouth-Hitchcock Medical Center, and The Family Place in Norwich, Vt.

Collaboration is essential to not only the success of the conference but also the provision of the best care to children and families facing this difficult situation when child abuse is suspected. The goal is to address child abuse in ways to significantly reduce its frequency and impact in the communities and to create a team that supports children and families in our communities.

This year’s annual conference brought together over 150 professionals in a multi-disciplinary audience that included media, mental health, legal, law enforcement, and child protection disciplines. In addition, it provided attendees with an opportunity to hear from national speakers and experts on this challenging subject.

The Unsung Heroes were nominated by members of their respective CAC’s, which provide services to children and families who may have been impacted by abuse and violence.

Corporal **Michael Wright** began his career with the Lebanon Police Department in 2005, but it was his promotion to the detective division in 2011 that deepened his relationship with the CAC. During that time, Wright has used his compassion, humility, and strength, plus dogged investigative skills, to become the ultimate champion for families. As a result

of these efforts, Wright was recently promoted to corporal within the Lebanon Police Department.

Former Chief **Stephen Soares**, honored posthumously, served with the Windsor, Vt. Police Department for 17 of his nearly 50 years in law enforcement. He passed away on Christmas Eve 2015, but his impact is a lasting one in Windsor. Serving as chief of the department and on the boards of the Windsor County Special Investigation Unit and Child Advocacy Center, Soares was a leading voice for funding a dedicated detective position for cases involving children in Windsor County. Thanks to Soares' support, the position is in its fourth year of funding, and state provisions have been made to continue funding should Windsor County need the position.

**Stephanie Durkee** is a child protection social worker III with the Claremont District Office for the Division of Children, Youth, and Families assessment team. Durkee has been in her position since 2010, but it was over the last 2-3 years as caseloads increased that she took on enhanced leadership roles. She is routinely commended for her commitment to the families she works with while displaying the humor and courage her position simultaneously demands.”

**(2) Know and Tell Campaign**



This is a new initiative of the Granite State Children's Alliance. The Granite State Children's Alliance hosted a Legislative Luncheon on the Hill for the roll out of the Know and Tell Campaign. It was very well attended and the Governor read a proclamation. Please view new website – [www.cac-nh.org](http://www.cac-nh.org). You can see the coverage of legislative day on <http://www.wmur.com/news/know-and-tell-initiative-aimed-at-increasing-reporting-of-child-abuse/39143912>

**(3) 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.

(4) Training

a. By prosecutors

We are co presenting at the Haverhill area CIT training, and the Upper Valley Adult Sexual Assault for First Responders training. We are working with the Innocence Project to provide training on Eyewitness Identification. In response to the Carroll, Coos and Grafton Drug Summit, I am working to organize a joint training for prosecutors and defense attorneys on issue pertinent to drug courts. The Carroll County and Coos County Attorneys are on board to participate and I am waiting to hear from the Public Defender’s Office for a good date.

b. Attending

Last week, Alison Farina and Carin Sillars attended the Karpel annual conference in St Louis. It was funded by a grant. Paul Fitzgerald and Tara Heater attended the Cybercrime conference at the Massachusetts Attorney General’s office also mostly funded by a grant.

An experienced prosecutor at the Merrimack County Attorney’s Office met with Melissa Fales and Paul Fitzgerald to discuss his approach to sexual assault cases. We greatly appreciated his assistance!

Sabra Stevens, Carin Sillars and Katie Burgess attended the Statewide Sexual Assault Resource Team training conducted by the Attorney General’s Office. Carin Sillars attended the Tri State Victims Assistance Academy facilitated by the US Attorneys Office for the District of New Hampshire. I attended the Drug Summit for Carroll, Coos and Grafton County.

(5) The Child Advocacy Center



CASE #'s

County	Month	#FI
Grafton	March	14 interviews
	April	15 interviews
Sullivan	March	10 interviews
	April	9 interviews

The Shield Our Children from harm conference has over 150 attendees – extremely well attended.

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. Right now I am focusing on Community Development Block Grants.

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

Haverhill Area SART

The Haverhill Area SART continues to meet regularly, has approved its Mission Statement and is working on a memorandum of understanding for all the stakeholders.

Plymouth Area

The Plymouth Area SART also held a training on adult sexual assaults on March 16<sup>th</sup>, again with OGCA as a co presenter.



We are working on a review of adult sexual assault files. We are presenting a training on Adult Sexual Assaults for First Responders on May 24<sup>th</sup> at the Lebanon Police Department.

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

May 23 through May 27<sup>th</sup>, 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 Haverhill Police Department and the Office of the Grafton County Attorney are finalizing its interviews for the part time prosecutor. Again, the salary will be covered by a contract with Haverhill. If other towns served by the Haverhill Circuit Court wish to hire this individual as well, we will consider the request, provided they can cover the salary.

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.

(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. We are receiving many complaints.

A difficult transition for law enforcement will be preparing reports on an expedited basis when we have to file the charges. My concern is the only way to achieve this objective is overtime hours, which is not a fiscal option in many towns. We will be discussing this with the agencies.

I have been reviewing a number of these referrals for early plea offers, and we are hoping this will expedite the processing of cases.

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. Most counties have requested additional attorneys and some also additional support staff to achieve this objective.

(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

This has proven effective. We recently held a meeting with stakeholders from other states, and it worked very well. We are now integrating it in numerous initiatives so more members of law enforcement and more prosecutors can attend.

(12)Participation in Alternative Sentencing:

**a. Adult Diversion**

i. We have developed policies and are now fine tuning. I will be meeting with the case manager and the new alternative sentencing director.

**b. Drug Court**

i. 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.

We have developed a flow chart for our staff.

**d. Justice Involved Veterans**

The statewide conference will be held on June 3<sup>rd</sup>. It is exceptional. 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) Grants**

**a. VAWA Grant**

This Grant is for \$30,000 towards the cost of a prosecutor to handle in part domestic violence and sexual assault cases. The year for the grant is June 30<sup>th</sup>, 2016 – June 30, 2017.

**b. VOCA Grant**

This 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 received this grant, and I have paperwork for your review and consideration.

**c. 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

We are waiting to hear if we received this grant. We believe we will hear by August. The Coalition continues to meet and

**d. AVAP grant**

This grant has been submitted as well, to fund a criminal justice advocate for the circuit courts. We have receiving notification that we have been selected as a site. We are not working on finding an applicant interested in serving in Grafton County.

e. Sexual Assault Justice Initiative

This is a DOJ grant that we will benefit from. The hiring committee met to hire the full time adult sexual assault investigator

(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.

Atty. Saffo requested to go into nonpublic session:

\* 10:11 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.

\* 10:48 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.

\* 10:48 AM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . 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.

\* 11:03 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 Grafton County DoC Superior Court Report for the month of April for the Commissioners to review.

CA Libby stated that she received a request for the County to write a letter of support for Region 1 for their IDN application for the 1115 Waiver. She handed out a sample letter to the Commissioners. The Commissioners discussed if the County could be involved in all of the regions that the County falls into. Commissioner Cryans placed a call to HHS Commissioner Meyers and he told him that the County can participate in all the regions, it is up to the County. The Commissioners discussed the letter from Henry Lipmen from Region 5 and the request to have the County participate in that Region. Michelle McEwen, CEO of Speare Memorial Hospital has been in touch with Commissioner Richards regarding this and Commissioner Richards is trying to get CEO McEwen to come to a Commissioners’ meeting to explain what Region 5 envisions the County’s involvement being. The Commissioners stated that Grafton County is eligible for three (3) regions of coverage. The Commissioners agreed to write a letter of support for Region 1.

CA Libby stated that the Public Hearing on the Commissioner’s Proposed FY17 Budget is Monday May 16<sup>th</sup> at 6:00pm.

Commissioner Cryans opened bids for the Administration of the 2016 Micro-Enterprise CDBG. Three (3) bids were reviewed and they were as follows:

Hadfield Associates – \$26,000

AEC Architects - \$26,000

BluLynx Solutions – \$24,500

CA Libby stated that she recommends Hadfield Associates proposal for \$26,000. She stated that Shelley has the most experience working with Grafton County and has administered all the Micro-Enterprise grants.

Commissioner Lauer moved to accept Hadfield Associates proposal of \$26,000 to administer the 2016 Microenterprise Grant. Commissioner Richards seconded the motion and all were in favor.

Commissioner Lauer stated that she attended family day at the nursing home and it was very well attended.

Commissioners Cryans, Richards and Lauer attended the Conservation District Annual meeting at Polly's Pancake Parlor.

Commissioner Cryans stated that he, CA Libby, Atty. Saffo and staff at the jail facilitated Leadership Central New Hampshire at the Department of Corrections. Ty Gagne from Primex was also there.

Commissioner Cryans stated that there were two (2) graduates from Grafton County at the Corrections Academy Graduation.

11:43 PM With no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk