

**GRAFTON COUNTY COMMISSIONERS' MEETING**

3855 Dartmouth College Hwy

North Haverhill, NH 03774

June 14<sup>th</sup>, 2016

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

OTHERS PRESENT: RD Monahan, Supt. Oakes, Atty. Saffo, Randy Subject

Commissioner Cryans called the meeting to order at 9:06AM and began with the Pledge of Allegiance.

Commissioner Cryans asked for a moment of silence for the events that have taken place in Orlando, Florida.

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds  
Kelley J. Monahan Register  
Report to Commissioners  
June 14, 2016**

**May Revenue**

County Revenue 5/2009	\$81,485.33	State Revenue 5/2009	\$525,293.76
County Revenue 5/2010	\$73,723.38	State Revenue 5/2010	\$471,019.20
County Revenue 5/2011	\$67,760.52	State Revenue 5/2011	\$476,659.52
County Revenue 5/2012	\$86,262.78	State Revenue 5/2012	\$526,609.82
County Revenue 5/2013	\$89,545.78	State Revenue 5/2013	\$676,505.36
County Revenue 5/2014	\$69,213.64	State Revenue 5/2014	\$555,029.76
County Revenue 5/2015	\$85,183.90	State Revenue 5/2015	\$872,047.68
County Revenue 5/2016	\$79,686.90	State Revenue 5/2016	\$718,749.12

**Foreclosures**

2009 68 year to date  
2010 100 year to date  
2011 93 year to date  
2012 85 year to date  
2013 78 year to date  
2014 77 year to date  
2015 47 year to date  
2016 43 year to date

1. The New Hampshire Register of Deeds Association has asked me to be the speaker at the New Hampshire Tax Collectors Association's Annual Conference on Sept 21, 2016. I will be speaking on the function and foundation of the office and how that relates to the documents

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that are filed by the municipalities.

2. On 5/13/2016 The New Hampshire Register of Deeds Association voted to approve uniform postal charges for 9 Counties, effective date July 15, 2016. Charts are available on our websites at NHdeeds.com. A common goal of all state Registry Associations is to work toward predictable and uniform policy to assist the public and industry partners in reducing the number of rejected documents based on incorrect fee calculation.

**Respectfully Submitted,**

**Kelley J. Monahan**

Supt. Oakes arrived to open bids for the Nursing Home Repointing Project. The Commissioners rejected the original bid from Knowles Industrial in the amount of \$140,328.00. There was one bid from Mascon Corporation and it was as follows:

Mascon Corporation - \$76,000

Commissioner Richards moved to accept the bid from Mascon Corporation in the amount of \$76,000. Commissioner Lauer seconded the motion and all were in favor.

Supt. Oakes stated that in the Courthouse Repointing project there was \$8,000 left over. Supt Oakes stated that he would like to use it to replace the carpet in the circuit court courtroom. He stated that it is the original carpet and is in need of replacing. He stated that he does not have a quote as of yet but he is sure that he can do it for less than \$8,000. He will get a budgetary number and then once he knows he has enough money he will put it out to bid. He went on to state that there is another account that he has \$4,600 left in and he would like to replace the flooring in the Alternative Sentencing bathroom. It is original from 1991 and is in need of replacing. He stated that he anticipates that will be less than \$2,000. The Commissioners gave Supt. Oakes permission to look into pricing for those two (2) items.

Commissioner Cryans asked if everyone had a chance to read the minutes from June 7<sup>th</sup>.

Commissioner Richards moved to approve the minutes from June 7<sup>th</sup>. Commissioner Lauer seconded the motion and all were in favor.  
The Commissioners signed check registers 1199-1201.

Commissioner Cryans opened bids for the Alice Peck Day Specialty Clinic CDBG Administration. There was one (1) bid and it was as follows:

Hadfield Associates – \$18,000

Commissioner Richards moved to accept Hadfield Associates' bid of \$18,000. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Lauer stated that there was a great turnout for the Tree Harp Statue dedication at the Littleton Senior Center. Commissioner Cryans also attended the dedication.

Commissioner Cryans, HSA Bishop and Colleen Strout attended the North Country Health Consortium event on healthy eating.

Commissioner Cryans attended the bridge dedication in Littleton.

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney**

**Lara Saffo, County Attorney**

**June 13<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) Congratulations to Detective Eric James of the Grafton County Sheriff's Department, recipient of the Dr. Roger M. Fossum Award for Outstanding Service to Children.**

Detective Eric James of the Grafton County Sheriff's Department received this award at the Attorney General's Partners Against Violence conference. This is a true, well deserved, honor. To give you some information about the award, from the brochure for the conference:

In 1986, Dr. Roger M. Fossum single-handedly created the Office of the Chief Medical Examiner in New Hampshire. He was an Assistant Professor of Pathology at Dartmouth Medical School, and was the President and founder of The New Hampshire Public Health Association. As a Member of the Attorney General's Task Force on Child Abuse and Neglect, Dr. Fossum was a strong advocate for children, raising the level and professional awareness about child abuse through his work. According to a co-worker, "although his profession brought him face to face with the worst life has to offer, he

approached both life and his work with humor and compassion, and an abiding belief in faith, justice and the philosophy that the world is basically a good place.”

On the evening of November 18, 1994, just weeks after he presented a workshop at the Third Annual Task Force Conference, Dr. Fossum died of a brain hemorrhage at the age of 46 while on route to the hospital. For all of us who knew and loved him we are proud to dedicate this year’s award in his memory.

I have attached the award nomination letter. This was read to the over 500 attendees at the conference, from all over New Hampshire.

**(2) Reminder - Know and Tell Campaign**



I mentioned this last month, but I wanted to keep it in the minutes another month due to the importance of this 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 moderating at the June 21<sup>st</sup> training spotlighting the new AG eyewitness identification protocol that all members of law enforcement must follow.

Paul Fitzgerald co presented with the Attorney General’s Office SART Coordinator and a WISE representative at the Upper Valley SARTs Adult Sexual Assault training on My 24<sup>th</sup> in Enfield.

Lara Saffo presented an hour training at the Haverhill Police Departments week long CIT training, to train first responders on assisting the mentally ill.

b. Attending

Each year the NH Attorney General’s Office sponsors a Partners Against Violence Conference. It was held on June 7<sup>th</sup> and 6<sup>th</sup>. This year Carin, Sabra, Lara, Stacy and Melissa attended.

Wayne and Ruth attended the Justice Involved Veterans conference on June 3<sup>rd</sup>.

(5) The Child Advocacy Center



CASE #’s for APRIL.

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 will be working on confidentiality issues surrounding sexual assault victim’s medical and counseling records.



We are working on a review of adult sexual assault files. We presented a training on Adult Sexual Assaults for First Responders on May 24<sup>th</sup> in Enfield.

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) Circuit Court

The Haverhill Police Department and the Office of the Grafton County Attorney finalized it hiring of a Haverhill Circuit Court Prosecutor. We will be reviewing and signing the contracts shortly. 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.

(8) New Court Initiative –Felonies First

I have been informed by the Court that we are on to start July 1<sup>st</sup>.

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.

(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

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.

(11) Participation in Alternative Sentencing:

**a. Adult Diversion**

- i. This program is almost full.

**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 was 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.

**(12)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 30<sup>th</sup>, 2016 – June 30, 20

**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.



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. Roving Advocate Project

This grant is through the Office of Violence Against Women and provides funding for our crisis program advocates. It has been submitted and we are waiting to hear about whether it is granted.

e. 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 now working on finding an applicant interested in serving in Grafton County. We had one interview.

f. 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

(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.

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

Supt. Elliott, Director Gilding and Atty. Saffo arrived and requested to go into nonpublic session.

\* 10:03 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.

\* 11:17 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.

NHA Labore stopped by with Ralph Akins. He stated that he gave R.Akins a tour of the Nursing Home as he is running for Commissioner in District 1.

Nursing Home Capital Reserve Funding – CA Libby stated that the proshare transaction happened this morning and the county’s share is \$1,459,007.00. She stated that with taking that number into account she is estimating that the nursing home will be \$300,000 over in revenue estimate at year end. CA Libby stated that she would not recommend doing a large contribution to the Nursing Home Capital Reserve Funding and is thinking that they should contribute \$25,000. The Commissioners, CA Libby and NHA Labore discussed it and the Commissioners stated that they are comfortable contributing \$25,000 into the Nursing Home Capital Reserve Account.

CA Libby reviewed her surplus projections for the end of fiscal year 2016. She stated that if they use \$1,030,000 she projects that they’ll have an undesignated fund balance of \$970,000.

CA Libby submitted a Statement of Safety Policy for the Safety Manuel for the Commissioners to sign. She stated that summaries of the Safety Manuel will be given to all employees.

CA Libby stated that she wanted to follow up on letter from the Department of Health and Human Services Commissioner Jeff Meyers. She said that they are at the end of fiscal year and the end of cap. She said that the latest bill has been submitted and think it makes sense that they should finish out the year how they have been doing it and will start the 1/12<sup>th</sup> payment starting the new fiscal year. She stated that it is likely that our CAP will be reached and that the county will pay what we are required.

\*11:43 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.

\*11:55 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.

11:55 AM With no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk