

## GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

November 12th 2013

PRESENT: Commissioners Mike Cryans and Martha Richards, Director Clough and Admin Assistant S. Norcross

Commissioner Cryans asked for 1 minute and 23 seconds of silence in memory of Commissioner Burton. One (1) minute representing his Executive Council District and twenty-three (23) seconds for his total years of service as a County Commissioner.

Commissioner Cryans called the meeting to order at 9:15 AM and began with the Pledge of Allegiance.

Commissioner Raymond S. Burton passed away at 1:53 AM this morning. Commissioner Cryans stated that today was a big loss for Grafton County. Ray Burton has done so much for the people in his Executive Council District as well as all of Grafton County and the bottom line is there will be no replacing Ray Burton, he was an icon.

Commissioner Richards stated that she remembered the first time she had contacted Ray and she had asked if he was a Democrat or a Republican and he said it doesn't matter.

FM Kimball stated that Commissioner Burton was a large supporter of the farm and he will be greatly missed.

Register of Deeds Monahan stated that what she always noticed about Commissioner Burton was his ability to introduce everybody within range and that is a common courtesy that is long dismissed.

Director Clough stated that Commissioner Burton has taught her a lot over the past 23 years and he will be greatly missed.

FM Kimball gave the following report:

- 1) We are milking 73 head and shipping 9600 pounds of milk. The price of milk is currently \$20.93 per hundredweight.
- 2) We are getting equipment ready for winter and getting covered, greased and doing preventative maintenance.
- 3) We are also getting the Manure Pit cleaned and spreading manure on our fields.
- 4) The Cow Hoof trimmer should be coming the week of November 25<sup>th</sup>.
- 5) I am going to a meeting in Bath at 10AM on Forage and Crops for the cows.
- 6) The Department of Corrections has purchased two hogs and are using them for pork at the DOC. They also purchased beef and they are awaiting their meat grinder to come and process it.
- 7) The new pulsators have been installed and are working well for milking the cows.

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

**Grafton County Registry of Deeds  
Kelley J. Monahan Register  
Report to Commissioners  
November 12, 2013**

**October Revenue**

County Revenue 10/2009	\$88,009.46	State Revenue 10/2009	\$748,325.76
County Revenue 10/2010	\$91,984.83	State Revenue 10/2010	\$704,528.64
County Revenue 10/2011	\$78,351.22	State Revenue 10/2011	\$539,096.64
County Revenue 10/2012	\$84,256.55	State Revenue 10/2012	\$599,279.09
County Revenue 10/2013	\$84,709.25	State Revenue 10/2013	\$832,447.97

**Foreclosures**

2009 184 year to date  
2010 184 year to date  
2011 178 year to date  
2012 163 year to date  
2013 142 year to date

**Equipment Surcharge Balance \$114,377.12**

CD	\$60,629.80
Bank of NH	\$59,923.00

Foreclosures October 2013 -17    October 2012- 17

1. The New Hampshire Register of Deeds Association had very productive sessions during the NH Association of Counties Conference on October 28/29. We wrote a bill that has been submitted to the NH Senate regarding filing of liens. We discussed Federal legislation that is being considered. H.R. 2767 and S.1217 are bills that propose a national mortgage data base that would most likely replace the MERS system that was designed by the financial sector. The proposed funding for this system is \$50,000,000.00. This is all to facilitate mortgage backed securities trading. The County Registers of Deeds across the country oppose these bills.
2. The NH Register of Deeds Association is meeting November 19, 2013 to discuss other legislation and uniform policy regarding watermarks on all computerized documents including those that the account holders view. We are always striving for uniform standards among the NH Registries. Five of the ten counties are now accepting E-filing of documents.
3. I was delighted to present Grafton County Deputy Register Beth Wyman with the Register of Deeds Employee of the Year award at the County Conference.
4. I was the guest speaker at the Good Ole Boys and Girls Club of Haverhill on 11/4/13. I discussed the current situation regarding land records management in Grafton County, NH and at the Federal level. I encourage everyone to participate in the free service offered by our software vendor Fidlar Technologies: ***Property Fraud Alert***.
5. We received a very nice letter of appreciation from Mr. Fred E. Davis that spent time here during the summer researching our records for a book that he has written: U.S. Mica Industry Pioneers: The Ruggles and Bowers Families.
6. I was very grateful that I attended the dedication for Commissioner Burton at the Mount Washington Hotel Scenic Overlook on Nov.1st. It was a wonderful tribute.

**Respectfully Submitted,**

Grafton County Commissioners' Meeting  
Tuesday November 12<sup>th</sup>, 2013  
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Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Richards moved to accept the minutes from the November 5<sup>th</sup> meeting. Commissioner Cryans seconded the motion and all were in favor.

Commissioners signed check registers.

Commissioner Richards stated she would like to look at early June next year during National Dairy month to host an open Barn Day. She stated that she will speak with FM Kimball to confirm a date.

Director Clough stated that tax invoices were mailed out November 6<sup>th</sup>. She went on to state that they have borrowed \$2.5 million so far in Tax Anticipation Notes and have \$2.5 million remaining available if needed.

Director Clough stated she received a call from Ty Gagne from Primex expressing his condolences and offered for his staff to come answer phones at the County to allow any staff members who wish to attend any services for Commissioner Burton.

Commissioner Richards stated that she is still attending town meetings and will be in Plymouth tonight.

Patricia Garvin and Michelle Moren-Grey from North Country Council arrived for the public hearings.

10:07 Open the Mid Grant Public Hearing

Patricia Garvin stated that the goal of this grant was to provide capacity to support to the 10 statewide regional development corporations. They were each required to create at least one job filled by a low-moderate income person. She stated she can report to date that eight (8) jobs out of the ten (10) have been created and there are more coming. She stated she believes they are going to exceed the goal. They have till the end of December then they will successfully close the grant out.

Commissioner Richards asked what line of work this grant is creating. Patricia stated that the Regional Development Corporation will either provide a loan or other kinds of technical assistance to a business. Then that business, as a result of that involvement, will hire someone.

10:13 Public Hearing is closed.

10:13 1<sup>st</sup> Public hearing is opened CDBG Project overview

Commissioner Cryans asked Michelle Moren-Grey from North Country Council to introduce the project. He stated that handouts about the 2 public hearings available to the public.

### **General Overview of CDBG**

Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and planning grants that primarily benefit low and moderate income persons. Grafton County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects

(including capacity building projects), as well as up to \$500,000 a year in emergency funds. Planning Grant funds are available for up to \$12,000 per year. Municipalities are eligible to apply for a Microenterprise Assistance grant without having it count against the town's cap for any other CDBG projects.

### **General Overview Project**

This proposed Economic Development for Regional Development Corporation Capacity Building application to the Community Development Finance Authority is for up to \$200,000 in Community Development Block Grant funds for the 2013 program year. The Capacity Builds funds will be provided to the NH Alliance of Regional Development Corporations on behalf of its member entities; the ten individual regional development corporations will be the recipient of not more than \$20,000 each. The funds will be used to assist with operation of NH Regional Development Corporations and to promote economic development in New Hampshire. The County will retain up to \$10,000 for the expenses related to the administration of this grant. The individual RDC's will each document the creation of at least 1 job fill be a low-to moderate income person.

If you do approve of the NCC writing the grant, the County would only have to pay for the grant writing if the application was approved. You may also assign NCC to administer the grant.

This project conforms with the County's current 2013 Housing and Community Development Plan's goal of supporting economic and community development projects of regional, and statewide, impact through application of CDBG funds through CDFA.

No Members of the public were present to comment.

10:16 1<sup>st</sup> Public hearing is closed

10:16 2<sup>nd</sup> Public hearing is opened Residential Anti-displacement and Relocation Assistance Plan. Commissioner Cryans asked Michelle Moren-Grey from North Country Council to introduce the Residential Anti-displacement and Relocation Assistance Plan Draft.

Residential Anti-displacement and Relocation Assistance Plan, this residential anti-displacement and relocation plan is standard language which provides a procedure in cases where there is residential or business displacement due to a project using CDBG funds. It must be adopted for each CDBG project. For this project, no displacement or relocation is anticipated but the plan must be adopted in the unlikely event that displacement takes place.

No members of the public were present to comment.

10:17 2<sup>nd</sup> Public hearing is closed

Commissioner Richards moved to approve the submittal of the CDBG application on behalf of the Alliance for Regional Development Corporations; Commissioner Cryans seconded the motion and all were in favor.

Commissioner Richards moved to adopt the Residential Anti-Displacement and Relocation Assistance Plan for the project, Commissioner Cryans seconded the motion and all were in favor.

Commissioner Richards moved to authorize the Chair of County Commissioners, Michael Cryans to submit the application and execute any and all document necessary to effectuate the potential CDBG contract, Commissioner Cryans seconded the motion and all were in favor.

Commissioner Richards moved to have North Country Council write and administer the CDBG grant on behalf of the town, Commissioner Cryans seconded the motion.

#### Discussion

Director Clough asked P. Garvin to clarify that the grant administration did not need to go out to bid. She stated that the RDC's are considered an arm of local government and that administration of these grants can be assigned at this stage instead of going out for bid after the grant award is made. She stated that if the Commissioners did not assign it now it would have to go to bid. This is the only type of CDBG this can happen with.

When the vote came down they were all were in favor.

Commissioner Cryans stated that Commissioner Burton had received a phone call from Vice-President of the United States, Joe Biden on Friday.

County Attorney Saffo arrived and gave the following report:

**Office of the Grafton County Attorney  
Lara Saffo, County Attorney  
November 12, 2013  
Report to the Commissioners**



- (1) It is hard to imagine Grafton County without Ray Burton. In a very real way we will never be without him, as his hard work and dedication to Grafton County, and many other communities in New Hampshire, is evident wherever you look. At the same time, we will miss seeing him and seeking out his guidance. In his book Virtuous Leadership, Alexander Havard identifies six virtues for leaders. They are **Prudence**: to make right decisions; **Courage**: to stay the course and resist pressures of all kinds; **Self Control**: to subordinate passions to the spirit and fulfillment of the mission at hand; **Justice**: to give every individual his due; **Magnanimity**: to strive for great things, to challenge oneself and others; and **Humility**: to overcome selfishness and serve others habitually. Ray Burton possessed all of those virtues, and exercised them constantly. He will be missed.
- (2) Congratulations are in order. Ray would have been the first in line to compliment the following members of law enforcement:

Sheriff Douglas Dutile. Sheriff Dutile was named “Law Enforcement Officer of the Year” by the North Country Public Safety Foundation. Quoting Lt. Landry, Sheriff Dutile “has the proven track record of experience, knowledge, leadership, reliability, honesty and compassion which the public he serves has come to expect. . . “. I can’t count the number of times the Office of the Grafton County Attorney has sought out guidance from Sheriff Dutile, and known that the citizens of Grafton County were well served by Sheriff Dutile and his incredible department. I am honored and privileged to work with Sheriff Dutile.

Officer Samuel Provenza. Officer Provenza, a part time officer from the Canaan Police Department, was recently named the Part time Officer of the Year by the New Hampshire Grange. Everyone who knows Officer Provenza knows that this award was well deserved. He is an exceptional officer and individual.

Chief Donald Sullivan of Alexandria, New Hampshire. Chief Sullivan recently received the Upper Valley Humane Society’s Community Partner of the Year award for working tirelessly in a recent complicated Wolf Hybrid Rescue operation.

(3) Statistics

We continue to see an increase of referrals. The increase is not as much as we had thought in the past, due to the transition from one software, JD, to our new software, Karpel. We have been working hard to develop an accurate way to reflect data year to year, using different software. Because the reports are run on different parameters on the two softwares, we had to extrapolate data. Recently, as we sought to confirm year end numbers, we found an error in our approach in running reports that resulted in some files being “double counted”. We have corrected this error. The accurate numbers to date are:

In 2013, from January 1, 2013 through November 10, 2013, we opened 684 cases.  
In 2012, from January 1, 2012 through November 10, 2012, we opened 652 cases  
In 2011, from January 1, 2011 through November 10, 2011, we opened 692 cases  
In 2010, from January 1, 2010 through November, 2010, we opened 500 cases

We are trying to confirm our workload, as compared to other counties. There is no doubt that the prosecutors and victim witness coordinators in Grafton County have an exceptionally high caseload.

Another new trend is the County Attorney offices handling complicated cases. For example, we have one fraud case with over 12,000 pages of discovery. This type of case used to be forwarded to the Attorney General’s Office. More specifically, in the past, if a theft/fraud case alleged over \$100,000 in loss, it was transferred to the Attorney General’s Office. Our office is now handling cases with over \$500,000 as a potential or alleged loss. I remain a stalwart supporter of a White Collar Crime unit being funded at the Attorney General’s Office. However, if we are going to continue to handle complicated financial crimes, we need a dedicated prosecutor trained specifically in this area to handle these types of cases.

(4) Grant

I have provided you with a Justice Foundation Grant to cover the seed costs associated with establishing Early Case Resolution in Grafton County. This has the potential to resolve cases

earlier, and more efficiently. Thus, I would ask your permission to apply for the grant. I have noted that the County will cover the cost of the office space, etc. We can use the space that is also used for Restorative Justice.

(5) Training

We are offering training on Constitutional issues for Law Enforcement at the request of the New Hampshire State Police on November 26, 2013 in Twin Mountain.

(6) Victim Witness Department

As noted earlier, Carin Kniskern, our Victim Witness Coordinator, Alison Farina and myself have been reviewing best practices and standards to determine whether we need an additional victim witness coordinator to serve the citizens of Grafton County. We are finalizing the statistics at this time, but a preliminary review of the data shows that an additional position is merited. We are reviewing the National Victim’s Assistance Standards Consortium publication “Standards for Victim Assistance Programs and Providers” and “Vision 21 Transforming Victim Services – final report”, as well as trying to obtain as much information from other counties that is available for you, the commissioners, and the delegation’s review and consideration. We also have developed a proposed job description that we will forward to Donna Cramer for her review and consideration, and then forward to your attention. I am going to further propose that Carin Kniskern’s job description be modified to confirm that she is the Director of the Victim Witness Program at the Office of the Grafton County Attorney. Currently, this is implied in the job description, but with the recommendation of a second victim witness coordinator, I feel a modification is appropriate.

(7) The Child Advocacy Center



First, the congratulations continue. Detective Sgt Ken May of the Enfield Police Department received the Everyday Hero Award at the Hands of Hope Celebration. This was well deserved!



The CHaD ½ marathon and 5K was a huge success. Over 75 individuals joined the CAC team, and they raised a little over \$8,000.00. Jessica Foye from Colby Sawyer will begin her internship with the CAC in January of 2014. She will be interning approximately 20 hours a week.

Current service delivery (Grafton County only)

County	Month	Number of Forensic Interviews
Grafton	September	21 (19 with mental health

		follow up)
	October	17 (14 with mental health follow up)
	November	2 to date and 3 pending as of last week

(8) Grafton County Mental Health Court



Team from Grafton County at the NAMI Walks event on October 6, 2013. Members of our Mental Health Court program attended the Walk, which this year had the theme “CHANGING MINDS...ONE STEP AT A TIME”.



Halls of Hope  
Second Circuit Court, Lebanon Division



“A.S.S.E.R.T.” Alternative Sentencing Solutions for Education, Recovery and Treatment  
Second Circuit Court, Littleton Division

The Plymouth Mental Health Court  
Second Circuit Court, Plymouth Division

The Plymouth Area Mental Health Court opened the program doors last month and already has six referrals. A.S.S.E.R.T.s numbers are strong. Halls of Hope has in the past had a number of individuals who qualified, but lived across the border in Vermont and thus did not qualify for services with West Central Services. In order to serve this population, which will continue to come into Grafton County, New Hampshire, the Lebanon team has opened discussions with the mental health treatment providers in Vermont.

Our program continues to collaborate with the House of Corrections (Angela Jones). The HOC has been supportive and helpful and we greatly appreciate their hard work. Grafton County continues to have a strong working relationship with the White River Junction VA. Mike Owens is the Veterans Justice Outreach Worker.

Members of the Halls of Hope and ASSERT Advisory Councils have successfully created a non –profit agency “Advocates for Grafton County Mental Health Court.” Grafton County has amazing people in our county, who are invested in making a difference for our residents. We are fortunate.

I have attached a report and statistics to this report.

(9) Restorative Justice



Kathleen Shelton continues to coordinate our juvenile programs in Grafton County, and assist with our mental health court. She has developed a method of collecting data to evaluate the Restorative Justice Programs, and a PowerPoint that we presented to the Children and Family Sub-Committee on CHINS on October 15th.

We will continue to work with and coordinate the efforts in Grafton County with the State of New Hampshire DCYF Senior Planner. I believe our current process will interact nicely with the DCYF plans.

I have attached additional information about this program to this report.

(10)Justice Involved Veterans

The Justice Involved Veterans Group has developed a “Veterans Behavioral Health Track” for justice involved veterans.

(11)Interns

Mental Health Court and Drug Court is welcoming two MSW interns from Plymouth State University.

(12)Circuit Court Prosecution

We have continued to work hard to coordinate and support the circuit court prosecutors in Grafton County. This is becoming more and more a time consuming part of our services, as current prosecutors seek guidance, or police departments seek assistance due to potential conflicts of interest.

I will forward a contract for your review and consideration with the Town of Woodstock once I confirm it is acceptable to the Town of Woodstock.

(13)Sexual Assault Resource Teams

a. Upper Valley SART and Plymouth Area Sexual Assault Resource Team

We are working with the AG’s office to develop an Upper Valley SART. The Upper Valley SART has met and drafted a mission statement: “To provide an effective, consistent and comprehensive response to adult sexual assault through improved services, enhanced collaboration, and a victim-centered response to promote justice.” In addition, they have formally chosen a name and identified participants and are holding regular meetings.

A goal is to obtain experts who can educate juries about the dynamics of sexual assaults.

Commissioner Richards moved to submit the Justice Foundation Grant. Commissioner Cryans seconded the motion and all were in favor.

Atty. Saffo stated that Commissioner Burton was very supportive of the juvenile diversion & restorative justice programs. He knew how important it was to keep the ball rolling with the programs. You will need three (3) people to fill his shoes; no one will be able to replace him.

Steve Whitney from Bath a longtime friend of Commissioner Burton and a former County employee arrived to show support for Atty. Saffo’s programs. He stated in the long run some of the projects could go up for a minimal amount. He was a friend of Commissioner for over 50 years and before he

got into politics. He stated there may not be another like Ray Burton, but he will be an inspiration to show what can be done.

Commissioner Richards stated that she is resurrecting her mental health consortium group. She stated there's a large need for transitional housing.

10:59 with no further business the meeting adjourned.

Respectfully Submitted,

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Martha B. Richards, Vice Chair