

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

June 10<sup>th</sup> 2014

PRESENT: Commissioners Michael Cryans, Martha Richards and Linda Lauer, Executive Director Julie Clough and Admin Assistant S. Norcross.

OTHERS PRESENT: NHA Craig Labore, FM Donnie Kimball, Atty. Lara Saffo. Twin Pines Housing Trust- Andrew Winters and Laura Beliveau. Shelley Hadfield-Hadfield Associates, Pat Garvin-NCC, Mark Scarano-GCEDC,

FM Kimball arrived and gave the following report:

- 1) We are currently milking seventy four head of cattle and shipping twelve thousand pounds of milk. This equates out to eighty-one pounds of milk per cow.
- 2) This price of milk right now is \$25.94 per hundredweight of milk.
- 3) All planted crops are in both for the Farm and the vegetable fields.
- 4) We planted seventy acres of cow corn.
- 5) We chopped grass on the island and finished it with sixty two loads of feed for the cows.
- 6) We started haying and out in the barn four hundred ten bales from the six acre piece and some from the Bancroft piece.
- 7) The Open Barn Day went very well and was received with a lot of enthusiasm.

Commissioner Richards thanked FM Kimball, his staff and their families for their hard work leading up to and during Open Barn Day.

Commissioner Cryans stated that in his time here Open Barn Day was one of the great days for County Government.

ED Clough stated that formal thank yous need to be done for everyone who was involved.

Commissioner Cryans asked if everyone had a chance to read the minutes from the June 2<sup>nd</sup> public hearing and the June 3<sup>rd</sup> Commissioners meeting.

Commissioner Richards moved to approve the minutes from June 2<sup>nd</sup>. Commissioner Lauer seconded the motion and all were in favor.

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

The Commissioners signed check registers.

ED Clough reviewed the list of appropriation transfers for the month of May. She explained that the largest transfer is for Human Services because not enough money was budgeted to cover the CAP.

NHA Labore arrived for another round of write off requests for their accounts receivable items.

He reviewed the list of write offs and the reasoning with the Commissioners.

Commissioner Richards asked if safe guards are in place in the future so this won't happen again. He stated that he can say with 100% certainty that they will not have these issues going forward. He stated that they still will have write offs from time to time but nothing to the magnitude that we have had this year.

Commissioner Lauer moved to approve the accounts receivable write offs. Commissioner Richards seconded the motion and all were in favor.

ED Clough stated that she received preliminary proshare money figures from the State of New Hampshire. She stated last year Grafton County received in total \$3,459,823 in proshare money, half of that was ours and half went back to the state. Grafton County's half totaled \$1,729,000. This year it looks like they will get \$3.1 million which means the county's half will roughly be \$1.5 million. ED Clough explained that they have budgeted \$800,000 for revenue which leaves an access of \$700,000 in proshare monies. She stated that she thinks that they need to look taking that extra \$700,000 and allocating it to the capital reserve account and using that chunk of money to offset what they want to do for the life safety and renovation costs instead of doing a whole bond. She stated that this is just something for the Commissioners to think about.

Director of Communications Tom Andross arrived to discuss the FY15 dispatch agency assessments for municipalities with the Commissioners. He stated that Hebron has left so they are not being accessed in FY15.

Commissioner Richards moved to approve the FY15 dispatch assessments. Commissioner Lauer seconded the motion.

Discussion:

Commissioner Richards asked about the new radio consoles. Director Andross stated that they are ordered and Motorola stated they will ship second week in July. Commissioner Richards asked if they will then receive training on the new radios. Director Andross stated that one of the benefits to the new radio consoles is they are identical to what they currently have so the initial training should be minimal. Once they move on they can turn on different features.

The Commissioners voted on the motion and all were favor.

10:07 AM - 1<sup>st</sup> Public Hearing: The CDBG Project: Commissioner Cryans asked Pat Garvin

from North Country Council to introduce the project and noted that there are handouts available to the public.

Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. 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. Feasibility Study funds are available for up to \$12,000 per year. Projects must primarily benefit persons of low to moderate income.

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 2014 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 the 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 filled by a low-to-moderate income person.

If you do approve of 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 CDFR.

Commissioner Cryans asked if any member of the public wished to comment. There were none.

10:12 AM – Commissioner Cryans closed the 1<sup>st</sup> public hearing.

10:12 AM - Open 2<sup>nd</sup> Public Hearing: Commissioner Cryans asked Pat Garvin to introduce the Residential Relocation and Assistance Plan for this project.

#### RARA Plan

This Residential Antidisplacement and Relocation Assistance 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 chance that displacement takes place.

Commissioner Cryans asked if any member of the public wished to comment. There were none.

10:13AM – Commissioner Cryans closed the 2<sup>nd</sup> public hearing

- Commissioner Richards to approve submittal of the CDBG application on behalf of the Alliance of Regional Development Corporations. Commissioner Lauer seconded the motion and all were in favor.
- Commissioner Richards moved to adopt the Residential Antidisplacement and Relocation Assistance Plan for the project. Commissioner Lauer seconded the motion and all were in favor.
- Commissioner Lauer moved to authorize the Chair of the County Commissioners to submit the application and execute any and all documents necessary to effectuate the potential CDBG contract. Commissioner Richards seconded the motion and all were in favor.
- Commissioner Lauer moved to have North Country Council write and administer the CDBG grant on behalf of the County. Commissioner Richards seconded the motion and all were in favor.

ED Clough discussed the new proposed policy to be added to employee handbook. She explained that currently department head time reports were not being reported to anyone and go straight to payroll. The new policy states that going forward before they take time off they need to report to the Executive Director. The second part states they need to turn in bi weekly time reports to the Executive Director on Tuesdays for approval.

Commissioner Richards moved to approve the new handbook policy. Commissioner Lauer seconded the motion and all were in favor.

ED Clough submitted the Superior Court Report from jail to the Commissioners for their review.

ED Clough stated that per RSA 29:15 the Commissioners need to appoint a Deputy Treasurer upon recommendation of the Treasurer. Treasurer Bonnie Parker recommends the Commissioners reappoint the current deputy, Frank Stiegler. Commissioner Lauer moved to reappoint Frank Stiegler as Deputy Treasurer. Commissioner Richards seconded the motion and all were in favor.

Shelley Hadfield, Andrew Winters and Laura Beliveau arrived for the public hearing regarding the CDBG for the Twin Pines Housing Trust affordable rental units.

Shelley Hadfield explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community

development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

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

A handout is available describing the proposed project.

### **10:33 AM Commissioner Cryans opened public hearing # 1 – Grant Submission**

Shelley Hadfield, explained that this proposal to be considered by the Commissioners is a CDBG Housing and Public Facilities grant for up to \$300,000 to be submitted by Grafton County on behalf of Twin Pines Housing Trust to support the site improvements for 15 new affordable rental units at the Gile Hill Apartments (Phase II)

Commissioner Cryans asked if any member of the public wished to comment. There were none.

### **10:35 AM Commissioner Cryans closed public hearing # 1**

### **10:35 AM Commissioner Cryans opened public hearing # 2 – Housing and Community Development Plan**

Shelley Hadfield explained that Housing and Community Development Plan must be reviewed and re-adopted every three years.

Commissioner Cryans asked if any member of the public wished to comment. There were none.

### **10:36 AM Commissioner Cryans closed public hearing # 2**

### **10:36 AM Commissioner Cryans opened public hearing # 3 – Anti-Displacement and Relocation Plan**

Shelley Hadfield explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project.

Under the certification section of the application, the County will certify that the Residential Antidisplacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

Commissioner Cryans asked if any member of the public wished to comment. There were none.

### **10:36 AM Commissioner Cryans closed public hearing # 3**

- Commissioner Lauer moved to support submission of a CDBG Housing and Public facilities grant to provide funds to Twin Pines Housing Trust for the purposes of site work in support of the Gile Hill Apartments Phase II and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. Commissioner Richards seconded the motion and all were in favor.
- Commissioner Lauer moved to re-adopt the Grafton County Housing and Community Development Plan as presented. Commissioner Richards seconded the motion and all were in favor.
- Commissioner Richards moved to adopt the Grafton County Antidisplacement and Relocation Assistance Plan for this project. Commissioner Lauer seconded the motion and all were in favor.

ED Clough stated that the sprinkler system has gone at the Plymouth Senior Center and the Town of Plymouth is supportive in doing a CDBG application for emergency funds but they don't have the capacity to do a total grant for what the Senior Center needs. It could be up to \$300,000. ED Clough stated that the county has not used any of its emergency funds and Roberta Bernier wanted to know if Grafton County would sponsor the emergency grant to support the Senior Citizen Council's sprinkler system in Plymouth.

The Commissioners were all in agreement to support the CDBG application for emergency funds. ED Clough stated that she will contact Roberta and set up a public hearing.

Commissioner Richards stated she received a letter from UNH Coop. Ext regarding the John Pike Volunteer Leadership fund. They are looking for donations and trying to raise \$50,000. Commissioner Cryans stated that he feels it's not the role of the County. Commissioner Lauer stated she feels the same way.

Commissioner Richards stated that Commissioners Cryans, Lauer and she have filed to run as Grafton County Commissioners again in the upcoming election.

Commissioner Richards then stated that she wanted to thank her Open Barn Day colleagues publically and said she was very proud to be a part of the day and it was a great cooperative effort by everyone.

Commissioner Lauer stated that she attended the Crossroads graduation. There were six (6) graduated and she stated that they have a very impressive group of volunteers who run that program.

Commissioner Richards stated she attended the Nursing Home Volunteer Recognition along with Commissioners Cryans and Lauer. Jewell Brown was recognized for thirty-three (33) years of volunteering at the nursing home.

Commissioner Cryans stated that he attended the UNH Extension advisory committee meeting attended last night along with Commissioner Lauer.

Commissioner Cryans attended the pancake breakfast at Sullivan to celebrate county government.

Atty. Saffo arrived and gave the following report:

Office of the Grafton County Attorney  
Lara Saffo, County Attorney  
June 10, 2014  
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

January 1, 2010 – June 9, 2010	220 cases
January 1, 2011 – June 9, 2011	334 cases
January 1, 2012 – June 9, 2012	340 cases
January 1, 2013 – June 9, 2013	378 cases
January 1, 2014 – June 9, 2014	335 cases

(2) Prosecutor Workload

In April, I provided a prosecutor’s workload analysis. After that time, I received a list of the number of cases the court opened, by County. The Court also provided (to Hillsborough County, where I received the data) the number of charges filed. A single case may have more than one charge, hence the difference in the numbers. Accordingly, I updated the workload analysis to reflect that information. These are simply the new filings in court. Each year, prosecutors carry over their workload from the prior year, meaning cases that were received by our office, but have not yet been resolved. In addition, there are many other functions served by the prosecutors. The figures also do not reflect probation violations.

As noted in the next paragraph, I remain optimistic that Early Case Resolution will not only relieve a portion of workload, but also result in more effective prosecution. However, it will be more work intensive at first, for at least two years.

(3) New Court Initiatives

The Court has a number of initiatives that are being considered in New Hampshire. Accordingly, I will keep providing updates on the status of each initiative.

a. Initial Appearance Pilot Project

Strafford and Cheshire are starting the pilot project on Early Case Resolution. Under the pilot project, after a defendant is arrested, the probable cause hearing still occurs in Circuit Court. A bindover from Circuit Court is still, as now, received in Superior Court. The new process occurs after the bindover is received. Within thirty days of a bindover being received in superior court, regardless of whether the defendant has yet been indicted, the case is scheduled for a new hearing, known as an “Initial Appearance.” The State will have had to have provided discovery and a plea offer ten days before the Initial Appearance, basically within twenty days of the bindover being received in Superior Court.



This involves a significant amount more work, and all agree that the county attorney offices will need more assistance. The hope is that that increased workload is only temporary. However, neither myself nor some of the other county attorney offices are so optimistic. I remain dedicated to Early Case Resolution principals, however, provided we can do so and comply with the Victim's Bill of Rights.

As noted earlier, we are moving along implementing ECR principles in the office. We continue to fine tune that project, and are working with circuit court prosecutors to streamline the process of forwarding felonies where there have been arrests and an attorney appointed.

To keep statistics, we have added a feature to Karpel. When a case potentially can be resolved as ECR, we so note in Karpel.

b. Felonies First

Please see the attached letter. I will be attending the day long session, as this proposal will dramatically impact Grafton County. I am hopeful the Court system can work with the probable cause hearings so officers are not traveling to North Haverhill for these hearings.

c. Bail Commissioners filling out financial affidavits with defendants

This initiative has been costly for smaller police departments as it requires the police to continue to monitor a bail commissioner and defendant at the police department instead of being back on patrol.

d. Victim attendance at dispositional conferences

We are in contact with Hillsborough County about potential future requirements for victims to attend dispositional conferences, and hope to have more information shortly on the real life impact of this initiative. We support dispositional conferences, but do not feel victims should be required to attend.

(4) New elder abuse statute

Laws have existed to combat elder abuse in New Hampshire for some time now. From the New Hampshire Coalition Against Domestic and Sexual Abuse's website:

"Elder abuse is a serious problem that impacts hundreds of thousands of people in this country. Elder abuse is an underreported problem because the signs often are not recognized or the problem is hidden by families.

In New Hampshire Elder Abuse is defined by law ([RSA 161-F](#)) as any action or omission that results (or could result) in harm to a vulnerable adult. The American Psychological Association defines elder abuse as the infliction of physical, emotional, or psychological harm on an older adult. Elder abuse also can take the form of financial exploitation or intentional or unintentional neglect of an older adult.

According to the New Hampshire Department of Health and Human Services in 1980, there were 239 reports of Elder Abuse in the State. In fiscal year 2005 (from July 1, 2004 to June 30, 2005), there were 1,460 reported cases of abuse and neglect involving victims 60 years of age and older.”

The New Hampshire Department of Justice contains similar language:

“Mandatory Reporting of Adult Abuse and Exploitation

If this matter is an emergency, call 9-1-1 or your local police department. If this matter is not an emergency, contact the [Bureau of Elderly & Adult Services](#). Their phone number is 1-800-949-0470. Calls are confidential.

[RSA 161-F:46](#) requires any person who has a reason to believe that an elderly incapacitated adult has been subjected to physical abuse, neglect, or exploitation or is living in hazardous conditions to notify the Department of Health and Human Services or their local law enforcement agency.

Any person (other than the alleged perpetrator) who makes a report of an alleged incident of abuse, neglect or exploitation in good faith shall have immunity from any criminal or civil liability.”

New legislation was presented and passed this year to improve our financial exploitation laws by making it illegal to financially exploit the elderly. HB 1555-FN will have a public signing on Tuesday June 16, 2014 at the Executive Council chambers. A copy of the legislation is attached. Our office wrote a letter in support of the legislation.

(5) Re-grading a position

I am asking to create a new grade on the county chart, and re-grade our legal assistant position.

(6) Shoplifting

We have purchased five shoplifting training courses to offer as part of sentencing. They cost the county \$75.00 each. If a defendant is ordered to complete this course, we will

require the defendant to reimburse the county for the course. As they are used, we will purchase more courses to offer as a sentencing option in both circuit and superior court. We will provide them at our cost. Colleen Strout will be the contact person. These are the same courses used by the Adult Diversion program in Merrimack County, except for an additional \$10.00 the company provides monitoring and reports on potential risk to reoffend.

(7) Grant

The grant submitted for the drug court is still pending.

(8) Training

Melissa Fales attended the three day training offered by the New Hampshire Attorney General's Office on domestic violence and sexual assaults.

(9) Victim-Witness Program

I have interviewed two applicants, and am in the process of arranging a third interview, for the AmeriCorp position to provide victim witness services in our Circuit Courts. It would be a Criminal Justice System Advocate, who would work with the Circuit Court prosecutors in domestic violence and misdemeanor level sexual abuse cases. The period of time the person would be hired is September 2014 – September 2015. I hope to receive resumes to review and consider.

(10) The Child Advocacy Center



In April, the CAC provided 16 forensic interviews of Children in Grafton County. The CAC has moved to its new location on Court Street in Lebanon, and open house is anticipated shortly. The CAC continues to have a space in Littleton. A goal for me for 2014 is to find space in the Plymouth area. The CAC's budget cannot accommodate this commitment. Last month another 12 children in Grafton County were served.

(11) Grafton County Mental Health Court



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

Please see the attached June 1, 2014 update.

(12)Restorative Justice

Attached please find packets provided to the executive committee.

(13)The White Building

If you have not been next door, please go. The resources are being well organized by everyone, and we look forward to seeing increased use of this space.

(14)Justice Involved Veterans

Our drug court and mental health court continue to networking directly with Mike Owens, the Justice Involved Veterans Outreach Worker for White River Junction’s VA. We feel strongly that this is improving how we serve veterans.

Grafton County is now being considered for the second “Veterans Behavioral Health Track” in New Hampshire. You can learn more about Veterans Courts at <http://www.justiceforvets.org/>.

(15)Circuit Court Prosecution

We have continued to work hard to coordinate and support the circuit court prosecutors in Grafton County. We have started a webpage entitled the NH Prosecutors Network, with a section for Circuit Court prosecutors. The Plymouth area had its first meeting among their prosecutors, and the Office of the Grafton County Attorney was a part of this process. Based on feedback, we are developing a new system for obtaining cases from circuit court prosecutors to expedite the process.

(16)Drop Box / Webpage

An enormous Thank You to Samantha Norcross and the IT Department for their efforts on developing and maintaining the new webpage. It is an excellent resource for the public.

We have begun a NH Prosecutor's Network so we can share legal research among prosecutors merely by logging onto the Network.

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

#### Kim's Story – Halls of Hope, Mental Health Court Participant

Kim is a 28 year old single mother with Borderline Personality Disorder, Major Depressive Disorder, PTSD, and a history of Opioid dependence. Kim has reported ongoing issues with symptoms of her depression including over-sleeping, feeling sad, and feelings of worthlessness. Symptoms of her Borderline Personality Disorder include angry outbursts, stress induced paranoia, and chronic fear of abandonment. Kim has a history of tumultuous relationships with her mother and significant others.

Kim has a history of multiple hospitalizations and has seen several psychiatrists in the past. She was also scheduled to enter services at WCBH multiple times but never followed through with her intake and/or initial appointments with supports. Kim has been part of the DHMC IOP/ Suboxone program for approximately three years and has worked with those supports to maintain her recovery.

Kim's has a long- spanning legal history and involvement with the police. Kim came to the attention of HOH through charges of violation of a restraining order, criminal trespassing, and simple assault. The victims of these actions were people that Kim has close relationships with (Ex-partner and her mother). Kim is also on probation for felony level charges that carry a potential sentence of five years.

During Kim's course of treatment she was assigned to WCBH Enhanced Care team. It was recommended that Kim attend weekly therapy and case management meetings along with weekly DBT group. Kim had monthly meetings with a psychiatrist to review medications. Kim also worked with supportive employment and a drug and alcohol counselor. Within the first two months, Kim's team noticed that she had difficulty following through with appointments and seemed to have difficulty maintaining a routine in her daily life. Kim and her case manager increased their meetings to twice a week so that Kim would gain additional support around developing a schedule and problem solving around how she would arrange child care, if needed in order to make her appointments. Kim did show improvement in her attendance at times, but

then old behaviors would reappear, and she would start to miss appointments. In order to reinforce Kim attending appointments the HOH team placed a sanction of three hours of community service for every missed appointment. Alternatively there was an incentive Kim could earn if she attended all her appointment in a week, she would be given passes to the local gym or sports events for her and her son.

As Kim became more consistent in attending appointments and working with supports, she started to address her need to find her own housing and provide a safe and stable place for both her and her son. Kim applied to the HAVEN's family shelter and was able to move in and work with housing supports. Unfortunately Kim was asked to leave due to not following the rules and returned to her previous arrangement. Around the same time, Kim had court hearings to address new charges that violated her probation and the HOH program. She was sentenced to a month in jail and her time in HOH was extended.

After Kim served her time she came back to treatment and appeared more motivated to utilize supports and work on finding a job and housing along with addressing her treatment goals. Despite her reported motivation Kim continued to have issues at home that created chaos within her schedule and interfered with her ability to follow through with appointments and other activities of daily living. Kim also was let go from her IOP/ Suboxone program and went through symptoms of detox. As a result Kim also started to have increased symptoms of depression. She was able to work with her psychiatrist to address medications that would help with her depression and possible medications that aid in detox and also block the effects of opioids. Kim did start medications that she was given but never followed through with taking them due to side effects and/or not wanting to take them.

Three months before Kim's HOH completion date, she again started to miss appointments and became reluctant to find work or new housing. She met with the HOH team and was given a ten week plan towards completion. Kim would need to attend all her appointments in a week to have it be considered passing, in order to complete the program she would need to have at least six passing weeks. During these ten weeks, Kim was able to meet this goal and also found a job. She is hoping that this job will help with the income needed to apply for subsidized housing.

Kim's future plans include continued work to manage her drug and alcohol addiction through counseling and utilizing case management when needed. She is also hoping to stay connected with supported employment that can help her with developing her employment and educational goals. Kim would like to find housing where both she and her son can feel safe and maintain a routine that helps them both succeed. During Kim's time in the HOH program she was able to

engage with supports and learn how to ask for help. She has learned that she can rely on people and that she can complete goals once she focuses and does not give up on herself.

\*11:20 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 Cryans 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.

\*11:42 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.

Supt. Oakes arrived to discuss a request regarding the nursing home life safety project with the Commissioners.

He explained that he is in the process of wrapping up things with Banwell. Jules Chatot suggested that they add time for code consultant should anything come up in the process of the project at least the county would have money budgeted that they could use to address any issues. He stated that it would be thirty (30) hours at \$77 per hour which comes out to \$2,310. He explained that they are not intending on using it but it would be there should something come up.

Commissioner Lauer moved to approve Supt. Oakes to add \$2,310 to the contract for the nursing home projects as discussed before. Commissioner Richards seconded the motion and all were in favor.

11:48 AM With no further business the meeting adjourned.

Respectfully submitted,

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Linda D. Lauer, Clerk