GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy. North Haverhill, NH 03774 Tuesday July 10, 2012

PRESENT: Commissioners Cryans, Burton and Ahern, Director Clough and Secretary Martino.

OTHERS: Harold Brown

9:07 AM

Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Maintenance Superintendent Jim Oakes arrived and the bid for the isolation valve was opened. Only one bid was received which was from Morrill Construction in the amount of \$128,182. Supt. Oakes said that amount is outside the budgeted amount and suggested that it may have to be re-bid. He would make some calls and review the bid.

Tom Mayo, Richard Roy and Bob Fagnant from Woodsville Water & Light arrived to discuss the water tank and isolation valve with the Board. B. Fagnant began by saying they didn't want to end up in the same situation as they had with the water tank. He said their engineer had looked at the plans for the isolation valve and suggested some changes which seemed to have been addressed.

Commissioner Cryans asked then if they were comfortable moving forward with the project and B. Fagnant said that they haven't met as a full Board of Commissioners yet to make that decision.

There was discussion about the storm that we had on the fourth of July which knocked out the tank circuit board and gave false readings on the water level. Supt. Oakes said the tank is actually almost full of water it's just not reading properly. B. Fagnant said they hadn't operated the valve since last Tuesday because of the faulty readings after the storm.

Commissioner Cryans said that the goal is to get the valve job done and Supt. Oakes said they would like to have it completed before October. Commissioner Burton said he feels they should move ahead and hoped that Grafton County could be one of WW&L's "happy customers".

Commissioner Ahern stated that it is important to have open dialog because they were all in this together. Commissioner Cryans agreed that communication is important. Commissioner Cryans asked if there were any concerns going forward and B. Fagnant said that hopefully the installation of the valve will take care of any future water issues. He said that if WW&L continues to manipulate the valve until the isolation valve is installed then things should be fine as far as the tank goes.

Commissioner Ahern asked Supt. Oakes where the RFP for the isolation valve was publicized and he replied that it went out through different construction publications and thought that perhaps this would be considered a "niche" job which may have eliminated a number of companies from bidding. He said it may also be a bonding issue.

Commissioner Cryans thanked the members from WW&L for attending.

The Commissioners signed the check registers.

Commissioner Cryans asked if everyone had read the minutes and if there were any edits or changes. Commissioner Ahern made some edits.

Commissioner Ahern moved to approve the minutes as amended which was seconded by Commissioner Burton. All were in favor.

Director Clough informed the Commissioners that the County will finish the year with \$33.7M in revenue and just about that same amount in expenses. She said that there is approximately \$319K in encumbrances from FY12 to FY13 and they will finish with an undesignated balance of \$1.612M which is 4.23% of the FY13 budget, which is below the recommended 5-8%. The County was still able to use \$3M to reduce the tax burden to the citizens.

Director Clough said that they are closing out the year this week and will get the information to the auditors who will be here the week of the 23rd.

Director Clough presented the request for the encumbrances/carry forwards and reviewed the list with the Commissioners. Total amount is \$318,898

Commissioner Burton moved to approve the encumbrances in the amount of \$318,898 which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Ahern asked Director Clough where all the policies regarding the County could be found and she said most of the policies are in the Employee Handbook. Commissioner Ahern said that he feels that holding money over for a number of years shows that things are "off budget" and he feels this is a lot of money to carry forward. He said he was concerned with the fiscal appropriateness of all this.

Director Clough explained that the money being carried forward at the Attorney's office is basically a contingency fund in the event that the Office finds itself in the middle of an expensive civil trial. This proposal was made by Attorney St. Hilaire when he was the County Attorney and has continued on since then. She said the majority of the monies can be tied to a small number of projects.

When the vote was taken, all were in favor.

Farm Manager Kimball arrived with his report saying they were milking 62 cows, shipping 8400#'s of milk for an average of 66 #'s per animal. Price of milk has dropped to \$16.20. There has not been a herdsman hired yet but there will be a part-time Farm helper starting next Monday who will work 6.5 hours a day. FM Kimball expressed his disappointment in not having a very large pool to draw from for herdsman.

The hens are laying well, there are no more bees and FM Kimball said he will be bringing 6-8 piglets to the North Haverhill Fair.

The Farmstand will be opening today and Commissioner Burton said he would like to see a formal opening of the stand with state dignitaries invited. Director Clough said they may have to forgo that this year as the Jail is still in their transition period and FM Kimball is the only

person now running the Farm. Commissioner Burton said he didn't feel it would take that much effort to do and said he would make the phone calls himself to invite people. Some dates were discussed which will be confirmed at a later time.

Register of Deeds Kelley Monahan arrived with a report for the Board. *(see attached). Revenues picked up for the end of the fiscal year bringing the total revenue to around \$912K. She said that there have been a number of large sales lately which is good news.

Deeds will be switching over to the new software on the first of August and RD Monahan thought this would be a good time to consider increasing the fee for online subscription membership. She said right now the fee is \$50 a year and she would like to see that increased to perhaps \$10 a month. She said that is still a great deal because it eliminates the need for people to have to come to the County to do research. She asked that the Board think about this for consideration in the near future.

The Land & Community Heritage Investment Program (LCHIP) has announced the availability of grants for land conservation and historic preservation projects. Commissioner Ahern questioned whether or not the County could apply for preservation of the Deeds documents and RD Monahan said she would investigate that.

County Attorney Lara Saffo arrived with her report to the Commissioners *(see attached). Atty. Saffo reviewed her report and spoke at length about the role that the Victim Witness program plays and how the program is structured *(attached)

Commissioner Ahern asked if the new staff which was approved this fiscal year have been hired and Atty. Saffo said that the Office Manger was contacting people for interviews. She said they are working on the space constraints and the job descriptions.

Atty. Saffo was able to talk about the contingency fund that Atty. St. Hilaire had set up and said that the fund will allow the office to handle the civil commitment of a sexual predator should that need arise. Atty. Saffo said there would likely be a need to hire doctors who speak about the lack of rehabilitation of the offender and that the trial can cost between \$30K and \$40K. Commissioner Ahern asked how many potential offenders there are and Atty. Saffo said to answer that would require some research because it is contingent on a lot of things, including whether they chose to seek treatment and when their release date was. She said they convict about 15 sexual offenders a year.

Commissioner Cryans asked how long the office renovations would take and Atty. Saffo said around 6-8 weeks, beginning next week with the asbestos abatement.

Commissioner Burton asked if the Attorney's were getting enough court time and Atty. Saffo replied just barely. There was further discussion about this problem and about the need to fill the positions for judges.

Commissioner Cryans signed the Drug Court Case Manager grant report. Director Clough said the grant funding will end in June of 2013 and there will be no further grant funds for this position. She said that if they wanted to continue this position it would have to be taxpayer funded.

The Commissioners reviewed the DoC Superior Court report.

Commissioner Cryans signed the standard sub-recipient agreement for the GCEDC Microenterprise grant.

Director Clough received a request from the Editing Director of <u>Construction Leaders Today</u> magazine who would like to do a story on the new Jail. She said there would be no charges and they would be conducting interviews with people involved such as HP Cummings and SMRT. She said it is a construction and trade magazine out of Washington D.C. Commissioner Cryans asked if the construction team was on board with this and Director Clough replied that she had emailed both Supt. Oakes and Supt. Libby but hadn't heard back from them yet.

Commissioner Ahern said he didn't want to create any security issues with this and thought the Sheriff should be involved.

Yvonne Nananci, field representative from the historical trust preservation visited Director Clough the other day. She said that she was following up on a request from Maggie Stier to take pictures of the old Jail in order to pursue qualifying it for historical preservation. Director Clough said that she told her that the Commissioners had decided not to pursue that option and just wanted to verify that with the Board. Commissioner Burton said he recalled a conversation wherein the Board had said they did not want to put the building on the historical register nor apply for any grant funding. He said the next meeting to discuss the old Jail is scheduled for the 10th of August at 2:00 PM in the UNH Conference room and he expects that people will want a tour of the facility. Commissioner Cryans suggested setting up a time prior to that when people could tour the building. The decision was that if people wanted to view the building they could do so between 11:00 AM and 1:00 PM and Maintenance would provide the tours.

In regard to qualifying the building for historical preservation, Commissioner Cryans said he didn't want to get locked into anything that would prevent the County from doing what they wanted with the building. He said he was not comfortable right now with anyone determining its eligibility. Commissioner Ahern seconded that saying that the less to do with government the better off they would be.

Director Clough said that she was given an out of state travel request from Communication Director Tom Andross for travel to Minneapolis for the 78th annual conference for APCO from August 18-22. He had received \$500 in scholarship money to attend but the County would have to pay for the air fare, room and meals. No information was given as to how much that was expected to cost. Also included was a seconded request to attend another conference in Connecticut in October to which he would like to take two additional staff members. Commissioner Burton said he would like to hear from Director Andross further on this request, particularly regarding the costs. Director Clough tried to get a hold of him but he was not in his office. This request would be tabled for another meeting.

Superintendent Oakes returned and said he had spoken to both Jason Morrill and the engineer from Pathways who designed the isolation valve. Supt. Oakes said the engineer thought that with the changes that had been made, the bid was a responsible one.

There was a discussion as to whether or not the project should be re-bid or not. It was

determined that the amount that they would be short was approximately \$27K. They discussed encumbering money from the Maintenance budget of which there was enough to cover this additional cost.

Commissioner Ahern asked if there was anything in the proposal that was done at the request of WW&L and Supt. Oakes replied no. He said that there is a point of chlorination which will benefit WW&L but was done at his request and did add some cost to the project.

Commissioner Ahern asked if the Maintenance Dept could construct the building and Supt. Oakes said no because of the concrete and piping, plus it would be detrimental to all their regular on the complex.

Commissioner Ahern said he would like to see this re-bid. Commissioner Cryans said he would like to see this proceed. Supt. Oakes said the Board should at least consider encumbering the money in the event it does get bid out again and this is still the best bid.

Commissioner Burton moved to accept the bid from Morrill Construction in the amount of \$128,182 which was seconded by Commissioner Ahern. Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

Commissioner Burton moved to encumber an additional \$30K to cover the excess cost of the bid for the isolation valve which was seconded by Commissioner Ahern. All were in favor.

Director Clough and the Commissioners discussed how the Dept. Head evaluations would be handled.

COMMISSIONER ISSUES:

Raymond S. Burton, Clerk

Commissioner Burton said that he attended the Franconia Old Home Day parade and was pleased to see the Dispatch Mobile Communication vehicle and Director Andross there. Commissioner Cryans showed Commissioner Burton a picture of him at the parade which was in the Union Leader. Commissioner Burton said he will also be in the Campton Old Home Day parade.

Commissioner Cryans discussed an article in the <u>Business New Hampshire</u> magazine which stated that Grafton County has the lowest unemployment rate of all the counties, at 4.3% and that Coos was highest at 8.5%. There was an increase in Grafton County's population of 9% from 2000 to 2012 to 89,118. Median household income is \$50,834. DHMC, Dartmouth College and Hypertherm are some of the largest employers in the State.

Grafton County Registry of Deeds Kelley J. Monahan Register Report to Commissioners July 10, 2012

June Revenue

County Revenue 6/2009	\$101,356.82	State Revenue 6/2009	\$592,480.32
County Revenue 6/2010	\$ 91,723.72	State Revenue 6/2010	\$676,525.44
County Revenue 6/2011	\$ 75,762.57	State Revenue 6/2011	\$520,156.80
County Revenue 6/2012	\$ 89,548.22	State Revenue 6/2012	\$677,853.12

Foreclosures

2009 86 year to date	FY 11 revenue ytd \$958,900.55
2010 116 year to date	FY 12 revenue ytd \$909,842.60
2011 115 year to date	
2012 101 year to date	

- 1. We have been experiencing a spike in real estate sales that began at the end of May. The market has been very active on properties in the towns of Hanover and Lyme on properties over \$500,000 \$1,500,000. Higher end sales are not limited to these towns and are being submitted from other towns in Grafton County, as well.
- 2. I received a call from Sheriff Chris Conley of Carroll County who is establishing a task force on the banking/foreclosure fraud situation.
- 3. As the Registry of Deeds office is about to transition to a new software system for recording documents on August 1, 2012, I feel that it is proper time to have a philosophical discussion with the Grafton County Commissioners on the subject of revenue. The new system will provide more efficient search capabilities for the professional user, and will offer features that will benefit the public, as well. I will cover all aspects of the upgrades in a letter to the accounts holders, on the NHdeeds.com website, in a letter to the local papers and in my annual report. I am seeking input from the Commissioners in reaching a balance between the Registry providing services to the public at a reasonable cost to the tax payer and the overall revenue generating capability of the Registry.

Register of Deeds sources of revenue

Transfer Tax 4% Commission (96% to State of NH)
LHIP 4% Commission (96% to State of NH)
Recording Fees
Copies and Faxes
Surcharge
Postage
Accounts on line subscription membership

- 4. My annual report will also discuss the misconceptions that are being discussed regarding the progress of the Grafton County Registry to digitize all records. The staff makes progress on a daily basis in digitizing the remaining 270 books which contain the records of the years 1879 -1932. These records are the only years not yet available on a remote internet search. The indexes from 1773 to 1960 are the big hurdle. The indexes for this time period need to be completely re-indexed. In 1964, Register Charles "Bunny" Wood Grafton County's longest serving Registrar (28 years) recognized a problem with the way the records were being indexed, and took the bold step of changing the system. To provide accurate indexes for a digitized world means that a staff member must review and probably re- index every single transaction for every day of 187 years, in addition to the daily work load.
- 5. The Board of Directors of LCHIP Land and Community Heritage Investment Program has announced Grant Round 11. Announcement attached.
- 6. The climate control in the basement storage room for our historic documents has been experiencing problems for over 3 weeks. A constant temperature and humidity level is the best practice for the storage of historic paper. I have requested updates from Sup. Oakes regarding the progress of the repairs.

Respectfully Submitted, Kelley J. Monahan July 10, 2012



Land and Community Heritage Investment Program
13 West Street, Suite 3
Concord, NH 03301

(603) 224-4113 fax (603) 224-5112 www.lchip.org

July 3, 2012 FOR IMMEDIATE RELEASE for more information, contact
Dijit Taylor, LCHIP Executive Director

Land and Community Heritage Investment Program Announces Grant Round 11 and Schedule for Required Application Writing Workshops

Concord, NH – The Board of Directors of the New Hampshire Land and Community Heritage Investment Program announces the availability of grants for land conservation and historic preservation projects. Requests for funding are due on September 7, 2012.

"LCHIP is very pleased to provide this grant round," says LCHIP Board Chair Rusty McLear. "We are able to hold this small grant round because several earlier projects did not use all the money we set aside for them or returned previous grant money." The state budget adopted for fiscal years 2012 and 2013 (July 2011 – June 2013) does not include any funds for LCHIP grants.

The Grant Round 11 application will be available on the LCHIP website (www.lchip.org) the week of July 9, 2012. Applicants must meet LCHIP eligibility requirements and enroll the proposed project on the LCHIP Land and Community Heritage Register (LCH) on the LCHIP website. At least 50% of the total project cost must come from sources other than the LCHIP grant. With total available funds of \$500,000 for this grant round, applicants are encouraged to seek no more than \$150,000 from LCHIP for land conservation projects and \$50,000 for historic preservation projects.

Two application writing workshops will be held on July 18, 2012, both at the historic Ashland School (an LCHIP project) in Ashland, NH. The workshop for the Historic Resource Application will be held from 10 a.m. to noon and that for the Natural Resource Application will be from 1 p.m. to 3 p.m.

At least one person from each organization seeking to apply for funding must attend the applicable workshop, unless they have done so in a previous grant round. Register for the workshop by emailing the participant's name, organization, contact information, project name and which workshop the participant will attend to officemgr@lchip.org. LCHIP will confirm registration and further details for workshop participants.

The New Hampshire Land and Community Heritage Investment Program is an independent state authority that provides matching grants to New Hampshire communities and non-profits in an effort to protect and preserve the state's most important natural, cultural and historic resources. Its legislatively mandated mission is to ensure the perpetual contribution of these resources to the economy, environment and the quality of life in New Hampshire. LCHIP funds have helped 141 New Hampshire communities conserve 263,000 acres and 126 historic structures and sites to date, investing \$27 million and leveraging more than \$236 million in total project value. For more information about LCHIP visit www.lchip.org or call (603) 224-4113.

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Office of the Grafton County Attorney Lara Saffo, County Attorney July 10, 2012 Report to the Commissioners



2012 "Shield Our Children From Harm"
Unsung Hero Award Recipients

Chief Aimee Moeller, Thornton Police Department and Kristan Desmairais of Claremont DCYF were recognized for their efforts to protect children and families whose lives are impacted by child abuse.

(1) Case management

I am working on the figures outlining the resolution or disposition of all charges in 2011. It is more complicated that the numbers received because it involves a number of searches over different years, but I will have these figures shortly.

(2) Victim Witness Program

I do want to share some information on our victim witness department. Please note the attachment to this document.

(3) Space

The Maintenance Department has scheduled the removal of the asbestos for the week of the 16th. We greatly appreciate their assistance in this project, and look forward to the additional space.

(4) Interns/Externs/Special Assistant County Attorneys

We have added two more interns to our existing three law student interns. As noted earlier, we are fortunate to have a 3rd year law student for drug court from VLS, a 3rd year law student from VLS for our criminal division, and a 3rd year law student from Wake Forest. Two more interns have joined us, a rising 2L and a 3L. We are also fortunate to have a high school senior through the JAG program assisting in some office administration tasks as well.

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

Office of the Grafton County Attorney Victim/Witness Program

In 2011 there have been approximately eighty cases on the trial schedule in any given month. Each case has, depending on the crime, between three to thirty witnesses requiring notification and documentation of scheduling conflicts.

There were 402 cases with one or more identified victims requested to provide input prior to the finalizing of plea offers. 155 cases further documented victims responding in writing regarding plea offers and restitution.

34 cases with documented scheduled trial prep meetings with one or more witnesses

47 cases with documented scheduled trial prep meetings with one or more victims

709 cases with identified victims had scheduled events

220 cases with identified victims had scheduled Plea and Sentencing Hearings.

Victims are encouraged to maintain any order of no contact which they might have through the Circuit Court. Copies of Superior Court bail conditions are provided to the police department referring the case as well as the victim. Victims and their support system are offered as much separation from the defendant as is feasible in the court building. Court Security is alerted in advance to possible concerns for safety. Conversations continue regarding how to address the increased safety concerns and proper notification in a limited time to victims arising from the substantial court docket.

Witnesses residing outside New Hampshire require notification and service of subpoenas through the Interstate Compact process. Plane tickets for witnesses are booked after careful consideration of the required days the witnesses is necessary and the best price for the ticket. Reimbursement for flights is then submitted to the Office of the Attorney General. Witnesses are booked into the Nootka, where management has always worked to assist with various scheduling issues which have arisen.

Through the Victim/Witness Program, victims are providing the Department of Corrections Officer writing Pre-sentence Investigations with information regarding the full impact of crimes committed against them. Oral presentations are provided to the court at the time of sentencing and written statements are submitted to the court for consideration prior to the hearing.

Restitution

Victims are provided with information relating to the Office of the Attorney General, Victim Assistance Commission. The fund aids victims and their families with crime related costs such as counseling, medical, and funeral expenses.

Dartmouth Medical Center, Cottage Hospital, Littleton Regional Hospital and Speare Memorial Hospital are continually helpful in addressing medical billing questions and concerns.

Examples of court ordered restitution

- \$61,580.48 ordered for a string of burglaries in Plymouth, Ashland, Campton, Holderness, Rumney, Wentworth, Warren.
- Up to \$10,000 for counseling costs of a victim of a Sexual Assault in Rumney.
- Up to \$20,000 for counseling costs of a victim of a Sexual Assault in Littleton and Woodstock
- \$41,718.61 for medical and loss of wages of victims of Driving While under Influence in Canaan.
- \$12,220.28 for fraudulent use of a credit card in the city of Lebanon.

Agencies

New Hampshire State Prison:

In order to provide seamless support to victims, the New Hampshire State Prison Parole Board and Victim Services are each provided with victim contact information. Victims are also informed of the availability of the Victim Offender Dialogue as a resource. Attendance with victims and speaking before the parole board has resulted in increased monitoring and travel restrictions of defendants.

Grafton County House of Corrections:

In the event a defendant held at the House of Corrections presents a concern to victim safety, Sgt. James Marshall at the House of Corrections is provided with contact information for the victim. Victims are made aware that in the event the defendant is released from custody, attempts will be made to notify them. They are also advised that until a more formal system such as VINE is implemented, notification cannot be guaranteed.

Victims Inc:

This non-profit organization located at the seacoast provides support to families who have experienced a death by homicide or suicide. Victims Inc. is a referral on each of the homicide cases being handled in this office. The agency is a tremendous resource particularly during the trial process. We are currently discussing a training opportunity for officers pertaining to death notification and work with families.

Voices Against Violence, Burch House, WISE:

Each of these agencies are referrals in cases of domestic violence and sexual assault. At the request of a victim, their advocate is added to the email list for notification of hearings. Advocates upon request and when able will attend meetings and trial as a support system to victims.

Correspondence

We continue in our efforts to keep the postage expenses to a minimum.

Email examples:

536 documented in one case of fraud 801 documented in one homicide case

Postage:

From July 2004 -May 2005 the line item was at \$2,835.50 From July 2011- April 2012 the line item expense was \$1,088.41

NH Victim Bill of Rights

Victims of felonious crimes committed by an adult offender are entitled to the following rights under RSA 21-M:8-k.

- 1. The right to be treated with fairness and respect for their dignity and privacy throughout the criminal justice process.
- 2. The right to be informed about the criminal justice process and how it progresses.
- 3. The right to be free from intimidation and to be reasonably protected from the accused throughout the criminal justice process.
- 4. The right to be notified of all court proceedings.
- 5. The right to attend trial and all other court proceedings the accused has the right to attend.
- 6. The right to confer with the prosecution and to be consulted about the disposition of the case, including plea bargaining.
- 7. The right to have inconveniences associated with participation in the criminal justice process minimized.
- 8. The right to be notified if presence in court is not required.
- 9. The right to be informed about available resources, financial assistance, and social services.
- 10. The right to restitution, as granted under RSA 651:62-67 or any other applicable state law, or victim's compensation, under RSA 21-M:8-h or any other applicable state law, for their losses.
- 11. The right to be provided a secure, but not necessarily separate, waiting area during court proceedings.
- 12. The right to be advised of case progress and final disposition.
- 13. The right of confidentiality of the victim's address, place of employment, and other personal information.
- 14. The right to the prompt return of property when no longer needed as evidence.
- 15. The right to have input in the probation pre-sentence report impact statement.
- 16. The right to appear and make a written or oral victim impact statement at the sentencing of the defendant. No victim shall be subject to questioning by counsel when giving an impact statement. **
- 17. The right to be notified of an appeal, an explanation of the appeal process, the time, place and result of the appeal, and the right to attend the appeal hearing.

- 18. The right to be notified and to attend sentence review hearings and sentence reduction hearings.
- 19. The right to be notified of any change of status such as prison release, permanent interstate transfer, or escape, and the date of the parole board hearing, when requested by the victim through the victim advocate.
- 20. The right to address or submit a written statement for consideration by the parole board on the defendant's release and to be notified of the decision of the board, when requested by the victim through the victim advocate.
- 21. The right to all federal and state constitutional rights guaranteed to all victims of crime on an equal basis, and notwithstanding the provisions of any laws on capital punishment, the right not to be discriminated against or have their rights as a victim denied, diminished, expanded, or enhanced on the basis of the victim's support for, opposition to, or neutrality on the death penalty.
- .22. The right to access to restorative justice programs, including victim-initiated victim-offender dialogue programs offered through the department of corrections.

**In any case where the victim informs the court that he or she requires assistance in making an oral or written impact statement permitted under this section, the court shall allow the victim to designate a representative to write or speak on the victim's behalf.

The victim's impact statement shall not be limited to the injuries, harm, or damages noted in the information or indictment, but may include all injuries, harm, and damages suffered as a result of the commission or attempted commission of the crime whether or not the injuries, harm, or damages were fully determined or discovered at the time the information or indictment was filed.