

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

February 12, 2013

PRESENT: Commissioners Mike Cryans, and Martha Richards, Director Julie Clough and Secretary Martino.

EXCUSED: Ray Burton

Farm Manager Kimball arrived.

9:05 AM Commissioner Cryans opened the meeting which began with the Pledge of Allegiance.

Commissioner Cryans asked to take a moment to think about Commissioner Burton and to put him in our prayers as he has a long road ahead of him in his recovery.

FM Kimball presented his report saying they were milking 80 cows, shipping 12,500#'s of milk for an average of 78#'s per cow.

FM Kimball and his staff attended the Champlain Farm Show in Essex and he said that he will be looking at a new mixing wagon for the FY14 budget. Commissioner Richards asked what FM Kimball expected to pay for a mixer wagon and he said he thought it would be around \$30K but he hoped to be able to trade in the one he has.

Commissioner Richards asked how much the price of milk was and FM Kimball was replied that it was \$20.52 and was expected to stay up there.

Commissioner Richards moved to approve the minutes from February 5, 2013 which was seconded by Commissioner Cryans. All were in favor.

Director Clough presented an out of state travel request for the Victim Witness Assistant to travel to Baltimore MD from April 3-5 for the 2013 International Conference on Sexual Assault. All expenses will be reimbursed by the grant which covers that position.

Commissioner Richards moved to approve the out of state travel which was seconded by Commissioner Cryans. All were in favor.

Commissioner Cryans signed the Drug Court Case Manager grant report.

*9:15 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 Richards "yes"; Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

9:33 AM Commissioner Cryans declared the meeting back in public session.

Director Clough returned to the room as she had left during the non 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 Cryans seconded the motion. All were in favor.

Register of Deeds Kelley Monahan arrived with her report *(see attached). After reviewing the revenue and the uptick in foreclosures, RD Monahan discussed the record keeping room. She said that there had been some instability of the environment which was being addressed by Maintenance.

RD Monahan requested that the Deeds Office be allowed to close at 12:00PM on Tuesday December 24, 2013 noting that the staff will use their earned time for this.

Commissioner Richards moved to approve the request from the Register which was seconded by Commissioner Cryans. All were in favor.

RD Monahan requested approval for out of state travel to the annual Fidlarc Technologies Educational Forum, May 20-22 in Rock Island IL. Fidlarc will pay \$300 toward the forum and will provide most meals. Total cost to the County would be approximately \$600 which RD Monahan has in her budget.

Commissioner Richards moved to approve the out of state travel which was seconded by Commissioner Cryans. All were in favor.

Commissioner Cryans called for a brief recess
Commissioner Cryans called the meeting back to order.

County Attorney Lara Saffo arrived with her report*(see attached), which she reviewed for the Commissioners.

Commissioner Richards asked how many Mental Health Courts are there in the state and Atty. Saffo replied she believed there six altogether with three being in Grafton County.

Attorney Saffo went over a printed PowerPoint informational on the proposed benefits of having a juvenile diversion program at the County. Atty. Saffo said she was aware that the state is supposed to be handling the juvenile population as per the legislative decision, but presented a case that the County should take on some financial responsibility.

Glenn Coppelman from NHCDFR, Shelley Hadfield, grant Administrator, Mark Scarano GCEDC Executive Director, Pat Garvin from North Country Council, and Marion Cooper of WREN arrived for the CDBG public Hearing.

A handout was presented and 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, saying the grant would be used to provide training and technical assistance to primarily low and moderate income micro-entrepreneurs to support job creation and retention and develop programming for the new Enterprise Center.

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. The maximum grant size is \$500,000. However, 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. In addition, they may apply for micro-enterprise grants for the purpose of promoting small business. The CDFA will have a total of \$340,000 available in 2013 for microenterprise grants.

10:52 AM Commissioner Cryans Opened the public hearing.

Hadfield explained that the proposal to be considered by the Commissioners is a microenterprise grant application to be submitted by Grafton County on behalf of multiple entities. Grants would be used to provide training and technical assistance to primarily low-moderate income micro-entrepreneurs to support job creation and retention and some entities plan to use a portion of the funds for micro loans. Each entity will submit an application through the Grafton County Grants Management System portal but there will be one single administration contract. At the present time they are aware of three applicants.

Commissioner Cryans asked for public comments.

G. Coppleman stated that in the past, when grants were made each grant had to have an Administrator which takes money away from the grant. This new model will eliminate that by having only one Administrator even though there may be multiple sub-recipients.

M. Scarano said that in order to have a bigger view of economic development it is helpful to have the smaller microenterprise grants to work with.

Director Clough asked who decides how much money each sub-recipient will be awarded and G. Coppleman said it is decided by CDFA and is dependent upon the scores of those requesting grant money.

Commissioner Cryans closed the public hearing.

Commissioner Cryans opened the public hearing.

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

Commissioner Cryans asked for public comments. No comments were made.

Commissioner Cryans closed the public hearing.

Commissioner Cryans opened the public hearing.

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 CDFR prior to obligating or expending funds.

Commissioner Cryans asked for public comments. None were made

Commissioner Cryans closed the public hearing.

Commissioner Richards moved to support the submission of the Micro-Enterprise grant and to authorize the Chairman to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract, which was seconded by Commissioner Cryans. All were in favor.

Commissioner Richards moved to re-adopt the Grafton County Housing and Community Development Plan as presented which was seconded by Commissioner Cryans. All were in favor.

Commissioner Richards moved to adopt the Grafton County Antidisplacement and Relocation Assistance Plan for this project, which was seconded by Commissioner Cryans. All were in favor.

G. Copleman said he appreciated the sponsorship of the Board of Commissioners saying it will save a lot of money for those granted. He said that he hoped this would work as a model for future loans.

Commissioner Cryans then signed all the appropriate paperwork.

Commissioner Richards asked if a CDBG grant would cover bricks and mortar for a Mental Health Facility and G. Copleman said if a private entity chose to do that it could happen as economic development but without the particulars it would be hard to answer that question.

Commissioner Cryans thanked everyone for coming in.

Drug Court Coordinator Bob Gasser and Bob Muh arrived to request approval for the submission for a Drug Court Discretionary Grant whose intent is to enhance the current Drug Court program through training, education, travel, housing and other benefits. The grant was presented to the Commissioners and Director Clough had already been made aware of the proposal and its contents.

The content of the grant was discussed and it was noted that this is a very competitive grant with a number of applicants. The grant is only a two year grant with no further option to submit.

The grant amount is \$246,175 of which \$63,244 would need to be matched by the County.

There were a couple of concerns expressed about what was being reported in the grant, in particular that the number of DC participants would reach 31 in a six month period. It was discussed that the number should be more realistic and that 25 would be a more accurate number. Commissioner Cryans asked that that be changed before submission. Director Clough asked Coordinator Gasser if everyone that was noted as having additional responsibilities in this grant application is aware of the application and what is expected of them if the grant is awarded. Coordinator Gasser reviewed some of the items and said that everyone that was mentioned was familiar with the grant application and knew they had additional responsibilities. He also stated that some of the responsibilities are things that they are currently working on as well.

Director Clough also asked if there was a list of what made up the total for the matching funds. Coordinator Gasser stated that they have discussed it a lot but there was not a formal list as of yet. Director Clough then stated that currently the Drug Court Case Manager is a fully grant funded position whose grant ends on June 30th, she inquired how that was going to be addressed. Coordinator Gasser stated that he would be putting that position and all related expenses in his Drug Court budget for FY 2014 along with whatever cash match requirements that were determined for the grant.

The grant application is due next Thursday and the decision as to who would be awarded the grant would likely come in October.

Commissioner Richards moved to accept the preliminary grant proposal for the Drug Court grant which was seconded by Commissioner Cryans.

DISCUSSION:

Commissioner Cryans asked that B. Gasser and B. Muh work with Director Clough before this grant goes forward and that the number of participants be changed.

Director Clough said the Commissioners need to consider all the things that are coming up in the FY14 budget before making any decisions because there are going to be a number of proposals for County programs and needs.

Commissioner Richards asked what would happen if this grant was not awarded and whether or not it would adversely affect the current program. B. Gasser said the grant won't really have any bearing on the program but is meant as an enhancement to what the program is now. He said it would particularly change things for women in the program as they tend to have a higher failure rate. Commissioner Richards asked how this would benefit women and B. Gasser said that it allows for better training, offers money for housing, gives stability and mental health benefits which more women that are in the program, are in need of.

Commissioner Cryans asked what happens when the grant ends and the money that was being given for housing is no longer there. B. Gasser said he expected they would be using money from donations. Commissioner Cryans said it is hard to find additional resources for people when the money stops coming in.

When the vote was taken, all were in favor.

11:45 AM With no further business the meeting adjourned.

Respectfully,

Raymond S. Burton, Clerk

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

December Revenue

County Revenue 1/2009	\$52,410.89	State Revenue 1/2009	\$271,090.56
County Revenue 1/2010	\$57,423.27	State Revenue 1/2010	\$339,951.36
County Revenue 1/2011	\$68,696.84	State Revenue 1/2011	\$324,824.64
County Revenue 1/2012	\$62,139.27	State Revenue 1/2012	\$256,680.00
County Revenue 1/2013	\$64,370.72	State Revenue 1/2013	\$365,486.24

Foreclosures 2009 21 year to date
2010 14 year to date
2011 14 year to date
2012 12 year to date
2013 19 year to date

Equipment Surcharge Balance \$93,232.98
CD \$50,000.00
Bank of NH \$43,232.98

7 month actual revenue \$608,056.72
12 month projected revenue \$950,000.00

January Action

1. During the extremely cold days in January the basement storage area for the historic paper documents experienced condensation on the walls, windows and ceilings. The large drops had started to fall on the tops of the storage racks. The humidity was at an unacceptable level. At my request, the maintenance department covered some of the racks with black plastic and wiped the walls, windows and ceilings. They have been at work adjusting the environmental control unit.
2. I have enclosed a request for out of state travel and a request to adjust the hours of operation for Christmas Eve for our holiday calendar.

**Respectfully Submitted,
Kelley J. Monahan
February 12, 2013**



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

(1) Case management / Statistics on resolutions

We are working on obtaining statistics with our new software, Karpel. This is still a feature we cannot use, but have requested a meeting. However, we can say that we assigned 740 case numbers in 2012, compared to 795 in 2011.

Turning to 2013, from January 1, 2013 through February 11, 2013, we opened 71 cases, compared to 41 in 2012, 62 in 2011, and 43 in 2010.

(2) The Child Advocacy Center



From July to December, 2012 ninety three (93) Grafton County children were served at the Child Advocacy Center. (There were additional children from Sullivan County). Twenty eight (28) were between the ages of 0 and 6, thirty eight (38) were between the ages of 7 and 12, and and twenty seven (27) were between the ages of 13 and 18.

(3) Halls of Hope/ASSERT

The Halls of Hope celebrated its second commencement. Once again, it was a true celebration. Statewide mental health court training will be on February 22, 2013 at the Plymouth State University's Welcome Center. We have over 65 people attending. I have an agenda for your review and consideration.

(4) Travel requests

- (a) Update: BJA confirmed that the training for Shelly Golden was fully covered by the grant. And then switched the date of the training from February 27 – 28 to February 28 – March 1st, one date after our current grant close out date. We are trying to confirm that the grant still covers this training event. If it does not, Shelly Golden understands she will not be able to attend the conference.
- (b) As you know, our victim witness department received a \$1,500.00 travel grant to cover out of state training, to attend advanced training and bring the information back to New Hampshire. We would like Sabra Carroll to attend the Ending Violence Against Women Conference on Sexual Assault, Domestic Violence and Stalking in Baltimore from April 3 - 5, 2013. This will be paid for 100% by the grant in our budget.

(5) FMLA coverage

I would like to discuss coverage for FMLA, first in non public session, as I do not want to discuss a specific employee in a public session.

(6) Circuit Court Prosecution

We have continued to work hard to coordinate and support the circuit court prosecutors in Grafton County.

(7) Sexual Assault Resource Teams

a. Upper Valley SART

We are working with the AG's office to develop an Upper Valley SART. They have 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."

b. Plymouth Area SART

This continues to be one of the best, well organized SARTS in New Hampshire. We are working on a promotional activity.

(8) Juvenile Diversion Programs

I have a powerpoint to share with you, as the information and data I wanted to relay to you is too detailed for this format. I am providing this information for informational purposes at this time.

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