

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

October 11, 2016

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

OTHERS PRESENT: NHA Labore, FM Kimball, RD Monahan, CA Saffo, Supt. Elliott

Commissioner Cryans called the meeting to order at 8:00am and began with the Pledge of Allegiance followed by a moment of silence for Representative Chris Brown who passed away over the weekend.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
October 11, 2016

Census:

Medicare: 11

Medicaid: 83

Private: 29

Total: 123

Year-To-Date Numbers:

Admissions (YTD) 67

Discharges (YTD) 19

Deaths (YTD) 43

Other Topics:

Bid Waiver – FY 17 Bed Purchase – NHA Labore stated that this is year three (3) of their four (4) year bed replacement plan. They are purchasing the beds through NOA Medical at a price of \$50,439.00. He noted that they have bought the past two (2) orders from this company. They have budgeted \$52,000 so it is under budget.

Commissioner Lauer moved to waive bid and purchase the beds through NOA Medical in the amount of \$50,439.00. Commissioner Richards seconded the motion and all were in favor.

Mattresses Bid Waiver – NHA Labore stated that these are the same mattresses they have been using. They are from Natural Form out of Manchester, Vermont. The total cost is \$14,305.00 for twenty –seven (27) mattresses.

Commissioner Richards moved to waive bid and purchase the mattresses from Natural Form in the amount of \$14,305.00. Commissioner Lauer seconded the motion and all were in favor.

Director of Nursing Resignation – NHA Labore stated that their Director of Nursing has submitted her resignation and is working until November 4th. He stated that the employee feels as though it is time for something less stressful at this point in her professional career.

*8:21 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*8:34 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.

Commissioner Lauer moved to approve NHA Labore’s request to appoint Yvonne Clark Interim Director of Nursing. Commissioner Richards seconded the motion and all were in favor.

2016 Resident/Family Thanksgiving Meal – NHA Labore stated that they will be doing this meal differently this year. He explained that they normally do it on Thanksgiving but because staffing is a challenge and they have a large number of people coming in, it creates a chaotic environment so they will be holding it before Thanksgiving on November 21st.

NHA Labore presented his thoughts on the future needs for Grafton County Nursing Home as requested by Commissioner Richards. He answered various questions from the Commissioners.

FM Kimball arrived and gave the following report:

1. Currently milking 72 cows. We are shipping 6,300lbs daily, averaging 87 lbs. per cow.
2. Price of milk is still at \$17.02 per hundred weight.
3. Digging potatoes and varieties of squash.
4. Forth cut of grass is harvested. Have some square bales and 65 wrapped round bales.
5. Corn is harvested. Planting winter rye on the corn fields now.
6. Fall piglets are all born, except one sow. Averaging about 8 healthy piglets per litter.
7. Found a truck at Wells River Chevy for \$10,000. Need to waiver bid process.

The Commissioners asked various questions regarding the truck. FM Kimball stated that the truck is in very good condition and is a good buy.

Commissioner Richards moved to waive bid on truck and purchase the 2004 Chevy from Wells River Chevy in the amount of \$10,000. Commissioner Lauer seconded the motion and all were in favor.

FM Kimball presented his thoughts on the future needs for the Grafton County Farm as requested by Commissioner Richards. He answered various questions from the Commissioners.

RD Monahan arrived and gave the following report:

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

September Revenue

County Revenue 9/2009	\$ 88,009.46	State Revenue 9/2009	\$ 748,325.76
County Revenue 9/2010	\$ 91,984.83	State Revenue 9/2010	\$ 704,528.64
County Revenue 9/2011	\$ 78,351.22	State Revenue 9/2011	\$ 539,096.64
County Revenue 9/2012	\$ 84,256.55	State Revenue 9/2012	\$ 520,142.40
County Revenue 9/2013	\$ 84,709.25	State Revenue 9/2013	\$ 674,817.60
County Revenue 9/2014	\$ 81,232.72	State Revenue 9/2014	\$ 669,905.28
County Revenue 9/2015	\$ 84,700.73	State Revenue 9/2015	\$ 699,700.64
County Revenue 9/2016	\$ 91,677.13	State Revenue 9/2016	\$ 743,402.28

Foreclosures

2009 149 year to date
2010 189 year to date
2011 178 year to date
2012 146 year to date
2013 130 year to date
2014 118 year to date
2015 77 year to date
2016 80 year to date

1. On October 4, I attended an Executive Session of the County and Municipal Government Committee at the Legislative Office Building in Concord. They were re-visiting HB1513 which was held over for study from the spring. This bill re-instates the powers and position of the Registers of Probate. The committee voted 11-0 to recommend legislation to re-instate this position, as the elimination of this office was found to be an un-constitutional act. The Registers of Deeds offices were discussed, accountability to the County Boards of Commissioners was discussed, combination of staff was discussed, funding mechanisms were mentioned. I will be following this bill, as will the NH Register of Deeds Association. It is my opinion that the people deserve an advocate in that office who is accountable to the people, as set forth by the New Hampshire Constitution.
2. The office has been very busy with an increase in service to the public. I will be including a

request for a training level employee in my FY18 budget presentation. By the time that the funding will be available, we will have gone a full two years without replacing the employee who took a position with another dept.

Respectfully Submitted,

Kelley J. Monahan

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
October 10, 2016
Report to the Commissioners**

The Mission of the Office of the Grafton County Attorney is to pursue justice and promote the safety and security of the County's citizens, thereby enhancing the quality of life in Grafton County. We will seek to achieve these goals by:

- **Striving for just disposition of criminal cases through timely, efficient and effective prosecution.**
- **Ensuring that victims and witnesses of crimes are treated with respect, courtesy, and sensitivity as they cooperate with criminal prosecutions.**
- **Improving the criminal justice system by identifying areas of need and working collaboratively with other criminal justice agencies and the community to improve the criminal justice system.**
- **Encouraging and promoting crime prevention and early intervention initiatives.**
- **Identifying, promoting and implementing new and innovative approaches to solving crime problems.**

(1) Statistics

The reviews by town and by type of crime are attached. We have had 635 referrals, with 1109 charges to date this year.

(2) Contract with Bath to provide Circuit Court prosecution services

The Bath Chief and Selectman and I have signed a proposed contract for your review and consideration.

(3) Felony First

It is starting April 1, 2017 now. I am reaching out to law enforcement to develop a referral system that works for them. I have discussed it with the Circuit Court prosecutors, and will be discussing it at the next Chief's meeting. We are setting up a subcommittee to discuss the best manner to ease agencies into this transition. We will use Belknap County as a starting point of reference.

The IT department has set up a dedicated email account to forward intake material. For larger files, we are pricing drop box and sharefile.

A difficult transition for law enforcement will be preparing reports on an expedited basis when we have to file the charges. My concern is the only way to achieve this objective is overtime hours, which is not a fiscal option in many towns. We have been and will continue to be discussing this

with the agencies, and offering assistance in the next budget cycle explaining felony first if they would like.

I have been reviewing a number of these referrals for early plea offers, and we are hoping this will expedite the processing of cases.

Once this initiative begins, we will be responsible for filing the complaints on Monday morning for all matters arrested over the weekend. This is a significant change in our responsibilities. Most counties have requested additional attorneys and some also additional support staff to achieve this objective, and we may have to add a Sunday shift in order to process the new arrests properly.

(4) Elder Abuse

We will be presenting on November 9th, 2016 to the Aging Resource Center at Dartmouth-Hitchcock Medical Center on “Senior Fraud Prevention: How to Keep Your Money and Identity Safe from Theft.” We asked the attorney and victim witness coordinator from the the NH Attorney General’s Office’s Elder Abuse Unit to join us, and they have agreed. Ryan Porter from the Canaan Police Department will be co-presenting as well.

(5) The Child Advocacy Center



The CAC continues to be busy. We are working on accreditation at this time.

I found a potential planning grant for space in the Plymouth Area, a Community Development Block Grant. The next round is October, a tight time framework so we may have to look at April. I am meeting with stakeholders next week.

The CAC created Advisory Board subcommittees (Outreach/Education, Sustainability, Policies and Board Commitment.

(6) SARTS

Haverhill Area SART

The Haverhill Area SART has approved its Mission Statement and a MOU, which we are now using to collect signatures. Cottage Hospital now has three trained SANEs, which is excellent news.

Plymouth Area SART

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

Upper Valley SART

The Upper Valley SART has conducted case reviews in the past and has found them to be very helpful, so we are focusing on identifying a case for case review. The Upper Valley SART is working on a brochure.

We continue to participate in these invaluable initiatives. To learn more about SARTs please see <http://www.nsvrc.org/projects/sexual-assault-response-teams-sart-0>.

(7) Circuit Court

We now are able to provide victim/witness services to circuit court prosecutors in misdemeanor domestic violence and sexual assault cases. This is pursuant to a VOCA grant. We have let all the circuit court prosecutors know, and Carin and Sabra are training Stacey who was hired to fill this position.

The New Hampshire Department of Justice expects us to oversee any issues with prosecution in Grafton County, including circuit court prosecution. We are receiving increased requests for assistance from Circuit Court prosecutors. This work is not reflected in our statistics, but is vital. Each month, our webpage, entitled the NH Prosecutors Network, provides more and more resources for Circuit Court prosecutors.

As explained earlier, this past year, a victim expressed reasonable concerns that my office was not aware of a new charge in circuit court. We have reviewed the costs associated with Karpel, and will be presenting this to the towns for the upcoming year budget cycle.

(8) Participation in Alternative Sentencing:

I am impressed with the county's support of alternative sentencing, and wanted to thank you for that support. I have drafted a history of that support, which is attached.

a. Adult Diversion

- i. We have plea offers outstanding beyond the 15 slots we anticipated, and will be asking the Adult Diversion Program how they wish to handle a waiting list.

b. Drug Court

It appears that a draft policy and procedure is ready for your review and consideration. These protocols are invaluable, and a guide for all team members. The team has committed to continue to review these policies over the next year as well.

Alex Casale has also established draft recommendations on orientation for new team members.

The Office of the Grafton County Attorney continues to participate in the weekly court sessions every Monday, and assist with protocol and form development. We continue to be willing to expand drug court to additional individuals provided we do not have to annul the offenses. We also are willing to expand when the State of New Hampshire provides a probation/parole officer, as the state does in other counties.

Regarding parolees, if, like the other counties, we receive a probation/ parole officer for drug court I support expansion to include parolees. The State is currently looking into what commitment they can make out of probation and parole to supervise higher risk individuals. However, without this support I cannot recommend this level of expansion. I look forward to future meetings where the County stakeholders meet again, with commissioner involvement, to determine whether it is appropriate to expand our program.

c. Mental Health Court

Shelly Golden has authorized the OGCA to reach out to her early in the process, well before sentencing, to determine whether she can be of assistance with individuals who are mentally ill. This is welcome.

d. Justice Involved Veterans

I am happy to report that the Grafton County Mental Health Court works closely with the VA and has Veterans Behavioral Health Tracks. An excellent source of information about Veterans Courts is at <http://www.justiceforvets.org/>. We look forward to the expansion of this initiative to the superior court.

(9) New Intern

A new intern, Dr. Lazarow, has started with us, two days a week for at least three months, and up to 6 months.

We also believe we will have a high school intern, which is incredibly important.

(10) Grants

a. VAWA Grant

We received this grant, for \$30,000 towards the cost of a prosecutor to handle in part domestic violence and sexual assault cases. The year for the grant is June 30th, 2016 – June 30, 2017

b. VOCA Grant

We received the grant is for \$50,000 towards our Victim Witness Program. It pays for some of the costs of a Victim Witness Coordinator and for a new program, in our case Circuit Court Prosecution services. We have the official paperwork and are accepting referrals. It has already proven beneficial.

c. Haverhill Area Substance Abuse and Prevention Coalition

We received the SAMSHA Haverhill Area Drug Free Community Grant, 125,000 a year for five years.

Our contact is: Drew Brown
Substance Misuse Prevention Coordinator
North Country Health Consortium
Phone: 603-259-3704 x240
Fax 603-444-0945

The Coalition continues to meet and identify goals and objectives.

d. Partnership with UNH – Prevention Innovations Research Center Collaboration

We received this grant and are getting ready to move forward on prevention initiatives for college sexual assaults.

e. Roving Advocate Project

We did not receive this grant, but are reviewing the comments and how we can improve it next grant cycle.

f. AVAP grant

I will be submitting this grant next year (with your permission).

g. Sexual Assault Justice Initiative

This is a DOJ grant that we will benefit from. The hiring committee met to hire the full time adult sexual assault investigator, and we are waiting for a modification of the timeframe works of the grant.

(11) Areas of needed expertise

- a. Drugs
- b. Domestic violence
- c. Child sexual assault
- d. Adult sexual assault
- e. Abuse of Elders
- f. Assaults – simple to first degree
- g. Cybercrime
- h. Failure to register as a sex offender
- i. Gang activity
- j. Internet Crimes Against Children
- k. Negligent homicides – assault related
- l. Negligent homicides – DWI related / Driving Under the Influence, Serious bodily injury
- m. White collar crime – bank fraud, business fraud
- n. White collar crime – financial exploitation of family members/the elderly
- o. Computer fraud
- p. Property related offenses (bank checks/fraudulent use of a credit card/willful concealment)
- q. Property related offenses – burglaries and robberies
- r. And more . . .
- s.
- t. The training that prosecutors need to address these issues is significant for each category, hence our desire to start specializing.

(12) Miscellaneous initiatives.

a. NH Prosecutors Network

This is up and running. I look forward to showing it to you.

b. Sexual Assault Prosecutors Workgroup

c. Statewide Karpel Workgroup

d. Google Site for Chiefs

I hope to work on this initiative more in the near future. I have developed a number of recorded trainings to include on this website.

e. PSU library

PSU has offered to provide library cards to members of law enforcement who wish to have a library card. The Office of the Grafton County Attorney will maintain a list to provide to PSU's library. Again, we greatly appreciate Plymouth State University's assistance in this initiative.

f. Intern Brochure

We have received numerous requests for students to intern. While we cannot accommodate all these requests, working with a PSU intern, we have developed a brochure of resources for students that we will post on line. Thank you to Lucas, our PSU intern, who wrote this brochure.

Commissioner Richards moved to enter into contract with Bath to provide Circuit Court prosecution services. Commissioner Lauer seconded the motion and all were in favor.

Supt. Elliott arrived requested to go into nonpublic session.

* 10:10 AM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 10:35 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. Elliott noted that the line staff at the jail has voted 13-5 in favor of the Union. He will have details at a further date.

Commissioner Cryans asked if everyone had a chance to read the minutes from October 4th.

Commissioner Richards moved to approve the minutes from October 4th. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 25-26; 1060; 1062-1064; 1066.

There will be no Commissioner meeting on Election Day, November 8th.

CA Libby presented the Commissioners with a number of documents that need signatures for the closing on the bond refunding sale that occurred on Tuesday, October 4th. The Commissioners reviewed and signed the documents including the original bonds. The paperwork will now be returned to bond counsel and the closing will take place on 10/14/16.

Commissioner Richards noted that they will be holding their meeting at the jail later this month and she would like to meet at the Courthouse and Nursing Home before she finishes her term.

Commissioner Lauer attended the Littleton Peer Support Center Open House. She stated that it is an open forum for people with mental illness.

Commissioner Cryans attended the Wellness Fair last Thursday at the Nursing Home and it was very well attended.

10:53 With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk