

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

November 15th 2016

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

OTHERS PRESENT: Omer Ahern, Randy Subjeck, Wendy Piper, FM Kimball, RD Monahan, Supt. Oakes, CA Saffo, Pat Garvin, Justin Slattery

Commissioner Cryans called the meeting to order at 9:00am and began with the Pledge of Allegiance.

Commissioner Cryans noted that two (2) newly elected Commissioners, Wendy Piper and Omer Ahern were in attendance and congratulated them on winning their races. He also noted that current Commissioner Linda Lauer won her race and congratulated her as well.

FM Kimball arrived and gave the following report:

1. Currently milking 73 cows. We are shipping 5,900 lbs. daily, averaging 81 lbs. per cow.
2. Price of milk has come up another dollar to \$18.02 per hundred weights.
3. Farm stand is closed, had a good year. Still have some potatoes to sell.
4. Fall work is almost done, a couple more days of spreading manure.
5. Winter sand all hauled for the heifer barn.
6. Working on road that goes to the back fields. Putting fill on road.
7. Bought a truck at Wells River Chevy. Old extended cab truck is now a registered farm truck.

FM Kimball noted that after January 31st they can no longer dock the cow's tails. He then answered various questions from the Commissioners.

RD Monahan arrived and gave the following reports she submitted a corrected report for the of October and her regular report for November:

Grafton County Registry of Deeds

Kelley J. Monahan Register

Report to Commissioners

October, 2016

September Revenue

County Revenue 9/2009	\$ 79,523.88	State Revenue 9/2009	\$ 443,381.76
County Revenue 9/2010	\$ 91,360.22	State Revenue 9/2010	\$ 509,292.69
County Revenue 9/2011	\$ 68,850.10	State Revenue 9/2011	\$ 566,395.12
County Revenue 9/2012	\$ 80,461.98	State Revenue 9/2012	\$ 530,544.96
County Revenue 9/2013	\$ 87,360.35	State Revenue 9/2013	\$ 719,801.28
County Revenue 9/2014	\$ 79,919.87	State Revenue 9/2014	\$ 669,111.36

County Revenue 9/2015 \$ 84,231.51
County Revenue 9/2016 \$ 91,677.13

State Revenue 9/2015 \$ 671,610.29
State Revenue 9/2016 \$ 743,402.28

Foreclosures

2009 133 year to date
2010 167 year to date
2011 170 year to date
2012 133 year to date
2013 111 year to date
2014 107 year to date
2015 74 year to date
2016 71 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

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
November 15, 2016**

October Revenue

County Revenue 10/2009 \$ 88,009.46
County Revenue 10/2010 \$ 91,984.83
County Revenue 10/2011 \$ 78,351.22
County Revenue 10/2012 \$ 84,256.55
County Revenue 10/2013 \$ 84,709.25
County Revenue 10/2014 \$ 81,232.72
County Revenue 10/2015 \$ 84,700.73
County Revenue 10/2016 \$ 87,719.57

State Revenue 10/2009 \$ 748,325.76
State Revenue 10/2010 \$ 704,528.64
State Revenue 10/2011 \$ 539,096.64
State Revenue 10/2012 \$ 520,142.40
State Revenue 10/2013 \$ 674,817.60
State Revenue 10/2014 \$ 669,905.28
State Revenue 10/2015 \$ 699,700.64
State Revenue 10/2016 \$ 763,901.76

Foreclosures

2009 149 year to date
2010 184 year to date
2011 178 year to date
2012 148 year to date
2013 128 year to date
2014 119 year to date
2015 82 year to date
2016 75 year to date

1. After much discussion, I have decided not to move ahead with the CUBE server that was proposed, budgeted and approved for the FY17 budget. We may re-visit this decision in a year or two. The cost of this item would have been approximately \$35,000 which would have been funded by our Surcharge/Equipment dedicated fund.
2. I have enclosed three recent letters of thanks which reflect of the excellence of the Grafton County Registry of Deeds.

Respectfully Submitted,

Kelley J. Monahan

Commissioner Cryans asked if everyone had a chance to read the minutes from November 1st.

Commissioner Richards moved to approve the minutes from the November 1st meeting. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 33&34; 1077 -1082.

CA Libby submitted the DoC Superior Court Report for the month of October for the Commissioners to review.

CA Libby read a letter from Honorable Jean Burling thanking the Commissioners for the honor they gave her by naming courtroom 2 after her.

Primex CAP Agreements. CA Libby explained that when they used to do their CAP programs it was with all their groups combined into one (1). They now separate out their larger groups because some of the smaller groups were causing higher CAPs and by separating them they were able to reduce what the CAP amounts were for those larger groups. We currently are a part of the CAP program with our Property Liability insurance and the CAP is at 9% for FY18-FY20. This is a new CAP agreement for Fiscal Year's 2018-2020 and it reduces that CAP to a maximum of 5% each one of those years.

Commissioner Richards moved to adopt the follow resolution to enter into the Property Liability CAP program through Primex:

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be

contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex. Commissioner Lauer seconded the motion and all were in favor.

CA Libby stated that for the Workers' Comp they do not currently have a CAP agreement because Primex would not give the county an agreement due to some very significant claims within the last few years. This CAP agreement has a maximum of a 6% increase for FY19 and FY20 over what our rates will be in FY18.

Commissioner Richards moved to adopt the follow resolution to enter into the Property Liability CAP program through Primex:

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex. Commissioner Lauer seconded the motion and all were in favor.

CA Libby gave the Commissioners the following reminders:

Evaluations – Superintendent Elliott – Annual

HR Director – Clough – 6 Month

- Employee Recognition Dinner – 11/17/16
- Executive Committee Meeting – 11/21/16 @10:00 AM

Supt. Oakes arrived and gave the following report:

October 18 – November 14, 2016

COMPLEX

Fire Damper Inspections – Completed 4-year fire damper inspection at the nursing home. Still in progress of completing this inspection in the Administration Building.

Fire Alarm Testing – We and Alarmco completed our annual testing of fire alarms throughout the complex. All systems passed their test. Some systems required replacement of back up batteries.

Kitchen Hood Fire Suppression Systems – VT Fire Extinguisher completed the inspection and test of both the nursing home and Dept. of Correction's kitchen hood Ansul fire suppression systems...both tested well

Kitchen Hood Ductwork Inspection/Cleaning – Tri-State Hood & Duct completed the semi-annual inspection and cleaning of the nursing home and Dept. of Corrections hoods and ductwork. Both passed inspection

Generators – Powers Generator completed all of the annual inspections/tests on our generators ... *no major defects were found.* However, they determine we should be having the Dept. of Corrections generator load-banked annually because the generator grossly over-sized. Its normal connected load is only 10% of its total capacity. Per NFPA 110 - Standards for Emergency and Standby Power Systems, section 8.4.2, emergency generators shall be run at 30% minimum load for 30-minutes on a monthly basis or otherwise be load-banked annually (see attached reference). Powers Generator has provided a quote of \$4,695 to perform this service; however, this was not budgeted for and will be a large increase to my annual contract services budget at the DOC. *On 11/3 Powers completed the load-bank test and all went well.*

Underground Storage Tank (UST) Inspections – NH DES and Lakes Region Environmental Services (LRES) completed the annual inspection of our four in-ground fuel tanks and electronic monitoring systems. All passed except for the one at the DOC. Although there were no signs of active leaks at the time of the inspection, the inspector found an absorbent pad in one of the sumps that was tinged red from dyed diesel fuel and stated she could not pass this UST until it could be confirmed the system definitely wasn't leaking. To determine this will require doing a tank and sump tightness test. NH DES has given us 30-days to address this issue. I've been trying to coordinate the test with LRES since 9/27 and just a few days ago they finally committed to a 10/31 test date. Since LRES's availability is beyond NH DES's 30-day window, I requested an extension from NH DES. *LRES had a cancellation, enabling them to do our sump tightness test on 10/21. The test showed there were no leaks so NH DES dropped their citation.*

Forced Sewer Main – On 11/1 the forced sewer main under the Administration parking lot failed causing sewage water to boil to the surface when the pumps ran. Although we were unable to determine who has ownership of the forced main in this location (us vs. Haverhill), we chose to immediately address the leak and deal with the cost later. Through a blend of in-house staff and contractors, we dug up the parking lot to expose the main and found a section of the main had rotted away. We borrowed a specialized pipe seal from Woodsville Water & Light and secured it to the outside of the pipe to stop the leak. The area has been backfilled and compacted with stay-mat at the finished surface. However, I've put off paving because I don't think it is prudent at this juncture due to the poor condition of the sewage main. The Town of Haverhill has experienced 2-3 leaks on this same forced main along route 10 and according to Stewart McDonald, their Road Agent, they are seeking grant money to replace their section. If we still own a section of this main, I suggest we contact a civil engineer to determine the best course to follow in replacing our section.

Exterior Lighting – As part of the nursing home parking lot extension project, one of the planned components was to improve the lighting around the nursing home. Last month Richard and I met with an Acuity Lighting Representative and had him conduct a lighting survey of the complex's poles and fixtures to evaluate existing lighting conditions and to solicit suggestions on alternative LED fixtures that will add lighting but also keep operating cost down. After

reviewing the lighting survey and submitted specifications on the proposed fixtures, I solicited quotes from several sources for the subject fixtures. The quotes are as follows:

Grainger - \$7,664.10
Global Industrial - \$7,830.50
CED - \$8,044.45
Rockingham Electric - \$8,725.45
Needham Electric - \$10,300.00

I have \$7,263.00 remaining in project funds for the parking lot extension project, approximately \$400 short of the lowest quoted price. However, I have \$2,820 left over from the biomass lightening protection that could be used to cover the cost and also fund some additional LED wall-pack lights for the nursing home as well.

Commissioner Lauer moved to accept Grainger's low quote of \$7,664.10 and transfer leftover funds from the Biomass Lightening Protection project to cover the rest of this project. Commissioner Richards seconded the motion and all were in favor.

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Building Automation System (BAS) – Since meeting with CTI, they submitted specifications on the proposed new equipment and suggested programming sequences. CTI will be on site 11/15 – 11/17 to change the old BAS over to the new BAS called Niagara

Courthouse Carpeting – I've solicited bids to replace the circuit courtroom carpet. I've met with a few different vendors who came on site to view the area of work and go over the job specifications. Bids are due next Monday (11/21) and shall be opened and reviewed Tuesday (11/22)

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Resident Wander-prevention System – ESL Distributing, LLC. And Door Controls, Inc. installed a resident wandering prevention system called Secure Care at the main entrance, employee entrance and main entrance to Meadow. Although the system is operational, the nursing home is not using it yet due to operational inconsistencies at the exterior entrances. Both contractors came back and made several adjustments that corrected most of the issues. While reviewing the effects of the adjustments I identified two new issues with the system that the original scope of work did not anticipate. Once I relayed to Craig the two new issues, he found funding to cover the cost of implementing the changes and ESL will be back on 11/22 to implement the changes.

Fire Alarm - All four LCD-80 annunciator panels at nurses' stations say COMMUNICATIONS FAIL and main panel says LCD-80 SUPERVISORY TROUBLE. *Norris replaced two LCD-80 annunciators and fixed a wiring problem to correct the issue*

HVAC – Temperature & pressure gauge leaking...*isolated boiler and ordered new gauge*

HVAC – Heat exchanger coil in air handler HRU 4 was leaking...*removed coil to repair leak...awaiting installation*

HVAC – Supply fan bearing failed in air handler HRU 5...*replaced bearing*

HVAC – Employee entrance cabinet heater fan motor died...*replaced fan motor*

HVAC – Hydronic flow actuator failed in Unit Ventilator 2 that heats Profile dining room...*replaced actuator*

Hospital Beds – A few of the older style hospital beds failed for various electro-mechanical problems...*repaired them using cannibalized parts from beds that were demoed that were replaced by newer replacements*

Patient Lifts – Found four lifts that had cracked and or broken spreader studs and springs...*welded new ones in place and replaced springs*

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout.

DEPT. OF CORRECTIONS

HVAC – Heat pump WHP-F1 circuit B shutting down on low pressure...*Trane replaced the bad fitting and reserviced the system Freon. While testing the effectiveness of the repair they determined the compressor was bad. I received a new warranty compressor ut am waiting on Trane to schedule its installation.*

HVAC – Air handler ERU-A1's exhaust fan overheated and failed...*Installed a new motor*

HVAC – Fan blade failed on Unit heater B2...*Installed a new fan blade*

Sprinkler – Inmate in cell C04 tampered with sprinkler, causing it to activate and flood cell...*replaced sprinkler head*

Window – Large window in DOC Maintenance Office cracked...*ordered new window...still awaiting window*

Skylight – 2nd skylight nearest officers work station in Area F leaking...*caulked open seam*

Kitchen – Serving station rollers frozen in place due to heavy corrosion (poor design)...ordered new stainless steel rollers...*work in progress*

Kitchen – Small kettle stopped working...*replaced thermostat and liquid level relay*

Geothermal System – Detected system is taking on too much glycol mix at system make-up tank. Inspected equipment throughout building for evidence of leak but found none. We've pressure tested all but one last geothermal loop and have yet to find any conclusive evidence of a field leak. If the last loop passes the test, the only other possibility would be a bad pressure tank. *The system has been holding steady now for several weeks, so we are left to conclude there had to conclude the large addition of glycol a few months ago was attributed to large air pockets in the system*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

CORN CRIB – Foundation collapsed on East side of structure following heavy rains. *Since our last meeting the insurer sent an engineer out to view the structure and to render a conclusion why the event occurred. The engineer reported that the retaining/foundation wall that collapsed was never constructed properly to hold back the soil load against it, thus over time collapsed from being over-stressed. The engineer further concluded it would easily cost \$10,000 or more to properly construct a new foundation, capable of retaining the subject soils. Based on the engineer's report, the insurer denied our insurance claim. In closing, Paige Excavating provided a quote of \$2,170 to raze the structure, backfill the foundation to stabilize the slope and seed and mulch. I've accepted their quote and the work is scheduled for late November.*

DAIRY BARN – Structural support, sill and siding rotted around window and door on West elevation of barn. *Removed rotted window frame, door frame, portion of wall and sill to prep wall for new materials. Since our last meeting much of the surrounding structure has been replaced and the job is close to being finished.*

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout.

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

1-Ton Dump Truck – One of the catalytic converters failed on the truck. I'm in the process of seeing if Ford Motor Corporation will cover part of the cost of the repair. The 5-year/50,000

mile warranty expired last year, however, because the truck has less than 15,000 miles I thought it was prudent to try and get them to cover a portion of the expected \$2,000 repair.

Preventative Maintenance (PM) – Performed various PM tasks

Vertical Mast & Boom Lifts – United Rentals completed the annual ANSI inspections on our two lifts. One passed inspection and the other didn't. The one that didn't has a few hydraulic leaks, requiring the lift be taken off-site for repair. *United Rentals took the lift to their shop for repair and replaced several hydraulic hoses to correct the problem. The lift is now back on site and recertified.*

OTHER

Radiological Equipment (Geiger) Training – Craig has agreed to be a potential evacuation site for residents of Rockingham County Nursing Home, in the event of a radiological incident at the Seabrook Nuclear Power Plant. To support the potentiality of such an incident, Craig solicited training from NH Homeland Security Department and asked if Richard and I would attend. The purpose of the training was to provide a macro-level understanding of the state's emergency response plan and to provide us basic training on the use and maintenance of the radiological testing equipment and the various forms used to document incidents when it used.

Pat Garvin and Justin Slattery arrived for the CDBG public hearing.

10:00 AM Commissioner Cryans opened the 1st Public Hearing: the CDBG Project:

Commissioner Cryans asked Pat Garvin to introduce the project and noted that there are handouts about public hearings 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 business technical assistance 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 Business Technical Assistance application to the Community Development Finance Authority is for up to \$200,000 in Community Development Block Grant funds for the 2016 program year. The Business TA 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 \$19,000 each. The funds will be used to provide business technical assistance to businesses creating jobs for low and moderate income persons or businesses in LMI areas (as defined by HUD) which provide goods and services in those LMI areas. These activities will 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 or 1 business in an LMI area served.

This project conforms with the County's current 2015 Housing and Community Development Plan's goal of supporting economic and community development projects of regional, and statewide, impact through application of CDBG funds through CDFA.

Commissioner Cryans asked if there were any questions from the public. There were none.

10:02AM Commissioner Cryans closed the 1st public hearing.

10:03AM Commissioner Cryans opened the 2nd 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 there were any questions from the public. There were none.

10:03AM Commissioner Cryans closed the public hearing.

Commissioner Lauer moved to approve submittal of the CDBG application on behalf of the Alliance of Regional Development Corporations. Commissioner Richards 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 Richards moved to have Patricia Garvin write the application on behalf of the County. Commissioner Lauer seconded the motion and all were in favor.

CA Saffo arrived and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
November 15, 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.**



On November 4th, 2016 the Granite State Children's Alliance honored its everyday heroes at a dinner in Meredith. The Grafton County recipient was Bristol Detective Sergeant Peter Todd. Congratulations Peter and well deserved!

(1) Statistics

The reviews by town and by type of crime are attached.

We have had 731 referrals, with 1256 charges to date this year.

(2) Elder Abuse

On November 9th, 2016, Lara Saffo, along with the NH Department of Justice, presented on "Senior Fraud Prevention: How to Keep Your Money and Identity Safe from Theft" at the Aging Resource Center at Dartmouth-Hitchcock Medical Center.

(3) The Child Advocacy Center



The Valley News showcased the Grafton and Sullivan County CAC program for the CHaD Hero - here is the link: <http://www.vnews.com/champions-against-child-abuse-5043507>. The CHaD Hero event was a huge success, Team Champions Against Child Abuse was the highest fundraising team for CHaD restricted teams – raising right around \$10,000 (awaiting final numbers). We had a total of 65 participants on our team.

The CAC greatly appreciates the support of law enforcement. Beard for Bucks began on October 1st, with the following agencies participating:

- Bristol Police Department
- Campton Police Department
- Enfield Police Department
- Groton Police Department
- Haverhill Police Department
- Hebron Police Department
- Lincoln Police Department
- Plymouth Police Department

The Lebanon Police Department had a fundraiser to support the CAC. On November 13th at CCBA they hosted 3 on 3 Basketball Tournament. Thank you!

The CAC is working hard on the National Children’s Alliance reaccreditation. The CAC had a Strategic Planning Meeting on 11/2 from 10-2 that the Office of the Grafton County Attorney participated in.

CASES

COUNTY	MONTH	#Forensic Interview
Grafton	Sept	15 interviews
	October	14 interviews

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).

- (4) 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>.

(5) Circuit Court

Stacey is up and running providing much needed services. 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.

(6) 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 officially have a waiting list. We have plea offers outstanding beyond the now 25 slots we anticipated, and will be asking the Adult Diversion Program how they wish to handle a waiting list.

b. Drug Court

We had an all-day planning meeting yesterday with experts from around the country. We were very fortunate to have them come to New Hampshire to share insight, and assist us in our planning processes. It is clear that the State of New Hampshire wants us to accept only those that qualify as “high risk high need.”

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.

We can start placing people in drug court on probation or parole, but we need to understand that they will be receiving traditional probation and parole services, supplemented by what our program offers (case management, treatment, drug testing, additional supervision). 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

We continue to benefit enormously from this program, and are trying to attend the monthly staffing meetings. We cannot always accommodate that goal due to our court schedules. 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.

(7) New Interns and Externs

A new intern, Dr. Lazarow, has started with us, two days a week for at least three months, and up to 6 months. We have a Woodsville High School intern assisting us in tackling issues facing high school students.

In addition, we believe we will have a full time intern from Vermont Law School next semester. He will be assigned to drug initiatives.

(8) Training

Our prosecutor responsible for drug cases is attending the New England Regional Drug Court Conference. Grafton County received a scholarship to cover the costs of attendance.

(9) Non Public Session- two separate issues

* 10:42 AM - Commissioner Richards moved to enter into non-public session for the purposes of the hiring of any person as a public employee according to RSA 91-A:3, II (b) . 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.

* 10:54 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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.

(10)Felony First

As noted last month, felony first is starting April 1, 2017. In drafting my budget, I had hoped we would not start until July 1, 2017 (which was the initial indicators). As noted in last spring’s budget presentation, other counties requested additional positions to accommodate felony first:

Belknap County:	received funding for one attorney
Coos County:	receiving funding for one attorney
Hillsborough County:	this year asking for five attorneys, two support staff, two victim witness personnel
Merrimack County:	receiving funding for two attorneys and one support person
Cheshire County:	Year 1(they were the first to implement) one attorney, Year 2 a part time support person
Sullivan County:	receiving funding for one attorney

I need assistance for the increased workload associated with felony first. This is further complicated by a change in prosecutor and administrative support staff where we had vacancies while filling positions. Due to turn over in staff, I have funding in my salary line items totaling over \$14,000 towards hiring someone to assist us.

Commissioner Lauer moved to allow the County Attorney to hire a temporary administrative assistant for her office through June 30th 2017. Commissioner Richards seconded the motion and all were in favor.

CA Saffo continued with her report stating that she is reaching out to law enforcement to develop a referral system that works for them, and have met with the Circuit Court prosecutors, and the Chiefs. Over the next two months I am meeting with Chiefs or their designees to ensure that each agencies' input into this program is obtained. A final program will be developed by December 30th, and training will begin with the new year.

The IT department has set up a dedicated email account to forward intake material. For larger files, we are pricing drop box and sharefile. 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 felony complaints and providing victim services upon arrest. 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. All county attorney offices have reported a significant increase in workload.

* 11:16 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.

* 11:42 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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.

(11) 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 are partners in the SAMSHA Haverhill Area Drug Free Community Grant, \$125,000 a year for five years. We met with the team to discuss the logistics of the grant.

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 hired the full time adult sexual assault investigator, and the grant has begun. The grant manager/prosecution consultant position is being advertised.

(12) 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 . . .

(13) 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.

Commissioner Cryans and Commissioner Lauer attended the Grafton Regional Development Corporation Annual Meeting in Plymouth on Thursday, 11/10.

11:55 AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk