

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
June 11, 2019

PRESENT: Commissioners Lauer, Piper and Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: Rachel Clough, Craig Roy, Angela Ricker, Register of Deeds Monahan, Sheriff Stiegler, Captain Kelly, County Attorney Hornick and Farm Manager Knapton

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

United Electrical, Radio and Machine Workers, Local 278 representatives Rachel Clough, Craig Roy and Angela Ricker were present to sign the items that had been agreed upon in the annual reopener clause that is part of the CBA that they Commissioners voted on last week. Commissioners Lauer, Piper and Morris signed the document and Commissioner Lauer thanked the Union members for all of their hard work.

RD Monahan arrived and presented the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
June 11, 2019**

May Revenue

County Revenue 5/2009 \$ 81,485.33	State Revenue 5/2009 \$ 428,311.68
County Revenue 5/2010 \$ 73,723.38	State Revenue 5/2010 \$ 471,019.20
County Revenue 5/2011 \$ 67,760.52	State Revenue 5/2011 \$ 476,699.52
County Revenue 5/2012 \$ 86,262.78	State Revenue 5/2012 \$ 526,609.92
County Revenue 5/2013 \$ 89,547.78	State Revenue 5/2013 \$ 676,503.36
County Revenue 5/2014 \$ 69,213.64	State Revenue 5/2014 \$ 555,029.76
County Revenue 5/2015 \$ 85,183.90	State Revenue 5/2015 \$ 872,047.68
County Revenue 5/2016 \$ 79,686.90	State Revenue 5/2016 \$ 718,749.12
County Revenue 5/2017 \$ 85,288.55	State Revenue 5/2017 \$ 864,213.12
County Revenue 5/2018 \$117,993.46	State Revenue 5/2018 \$1,527,437.76
County Revenue 5/2019 \$ 74,601.14	State Revenue 5/2019 \$1,053,716.80

Foreclosures

2009 68 year to date
2010 100 year to date
2011 93 year to date
2012 85 year to date
2013 66 year to date
2014 77 year to date
2015 38 year to date
2016 36 year to date

2017 26 year to date
2018 16 year to date
2019 298 year to date

1. We had unusual activity with 280 foreclosures in one day on Pollard Brook time shares in Lincoln.
2. We had a very disruptive member of the public in the office. The Sheriff's Dept was notified. We have reviewed our security protocols internally and with the new Sheriff.
3. The NH Register of Deeds Association will be meeting here on 6/19/2019. I am having the group tour the storage of our historic records before our move.
4. In hearing from some users on the new Laredo search, it seems that people who refer to the old program as "more user friendly" are referring to the fact that the programming was changed to not display a document to fit a full screen. This was done purposely to thwart screen scraping and protect the copy revenue. We should be the only source of these documents.

Respectfully submitted,

Kelley J. Monahan

Sheriff Stiegler and Captain Kelly arrived and presented the following report: (* see attached).

Special deputy pay rate – Sheriff Stiegler stated that he is proposing a flat rate of \$25 an hour across the board for all special deputies. He explained that right now the special deputies' salaries all range across the wage scale and he is looking to make for more simplified math to help the administrative staff with the budget. He noted that also a special deputy may only work one (1) hour a week and be eligible for a merit increase due to being on the wage scale. He stated that this would make it so all special deputies will not be eligible for merit increase and be paid a flat rate of \$25 an hour. It will be a morale boost for them but also help the Sheriff's Department to be administratively able to forecast how much money they will be spending. Commissioner Piper stated that she does not feel comfortable given the increases that have been asked for throughout the budget. She would be comfortable agreeing to this if they come back and say they can't get anyone to commit at a lower rate. Sheriff Stiegler stated that he would like the Commissioners to be able to think about this more. Commissioner Morris stated that she would completely support the Sheriff's request. Captain Kelly noted that they are not asking for more money in their operating budget. It is his job to keep within their current budget with this increase flat rate for special deputies. CA Libby noted that all special deputies are set to get the 2.5% COLA in July if the budget passes and they will all be getting raises. Changing this would make it so they do not get that COLA or step increase. CA Libby stated that they should get the list of special deputies and what their salaries are and further discuss this issue. The Commissioners agreed that information would be helpful and noted that they will make this decision before the start of the new fiscal year.

County Attorney Hornick arrived and presented the following report:

Commissioner's Meeting

What we've been doing:

1. Case numbers- Victim/Witness program
 - a. Atty. Hornick reviewed the report from the Victim Witness Coordinator of the work that their program has done over the last six (6) months along with various statistics from the program. The Commissioners stated that this data is very helpful in understanding what they do.
 - b. Atty. Hornick state that there was a statewide study that was funded by the Sexual Assault Justice Initiative (SAJI). That funding was not sent back out. One of the initiatives through their office is the Sexual Assault Resource Team set up in four (4) quadrants of the county. SAJI is an initiative that goes to the SART meetings to discuss how to better provide treatment and services and address the crimes themselves. She stated that the funding has run out for SAJI and Dena who is in their office through a grant is going to pick up that piece for the county and will be going to the four (4) different quadrants to attend the SART meetings. She will be trying to pull together the data and go beyond what had been done before. This is in addition to the services she is already providing through the grant. Atty. Hornick stated that this is a great way to use grant funds and look into how they can better provide services.
2. Training updates – Atty. Hornick noted the following trainings that her staff has either attended or will be attending.

Internet Crimes Against Children (ICAC)
Drug Court Conference
DWI/AAA Conference in Maine
Vermont Law School
Cyber sleuthing

3. Meeting with AG and other County Attorneys – She stated that one of the differences that she found interesting between being a Public Defender and now the County Attorney is the lack of training for prosecutors across the state. The Attorney General's Office has their own in house training for the newly elected County Attorney's but nothing as intense as the training provided for the public defenders. The Attorney General's Office has been asked to bridge that gap. They are hiring someone in July and their focus to assist County Attorney's Offices to see what needs there may be and develop something using the information they received.
4. Circuit Court prosecution and updates- Atty. Hornick stated that Lise Solbek is still working hard in Bethlehem and Haverhill. There are some issues that have been brought up about juvenile matters that they will address with additional training.
5. Police Chief's meeting – Atty. Hornick will be attending this meeting tomorrow.

6. Office policies – Atty. Hornick stated that her and the staff had a great couple of hours last week of morale building and is grateful for the Commissioners for allowing her to close the office for a few hours.

Farm Manager Knapton arrived and presented the following report:

- FM Knapton stated that almost everything is planted, successive plantings ongoing
- FM Knapton stated that she feels that going with old system at the farm stand this year, and working with Jeri Martino on input/recording. She stated that she feels that she can revisit her ideas to change things for next summer.
- First dry hay crop put in last night
- FM Knapton stated that they do not have easy access to island due to the high waters. She stated that she does not know how they will get heavy equipment to the island and they are discussing ideas on how to gain better access to the island.
- Feed Inventories today – FM Knapton stated that they have a shortage of haylage due to not being able to access the island.
- FM Knapton stated that her new hire is working out really well.
- Inmates – FM Knapton stated that she has female inmates out on the farm today. She stated that with the lack of male inmates that she hopes the female inmates will work out.

The Commissioners opened bids for the sale of various pieces of farm equipment. A total of eight (8) bids were received from six (6) bidders and were as follows:

	Two (2) Row McCormick Deering Potato Planter	Bale Buncher	Gehl Scavenger Manure Spreader	John Deere three (3) Bottom Plow
Byron Aldrich			\$425.00	
Donald Moore		\$65.00		
Allen Thresher				\$156.00
Dean Clark		\$75.00		\$279.00
Allen Johnson		\$255.00		
Thomas Fenn	\$135.00			\$140.00

MOTION: Commissioner Morris moved to accept the high bids of \$425.00 from Byron Aldrich for the manure spreader, \$135 from Thomas Fenn for the Potato Planter, \$255.00 from Allen Johnson for the Bale Buncher and \$279.00 from Dean Clark for the three (3) bottom plow. Commissioner Piper seconded the motion and all were in favor.

FM Knapton then requested a nonpublic session.

MOTION: * 10:33 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting

be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

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

MOTION: Commissioner Morris moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes

Commissioner Lauer asked if everyone had a chance to read the minutes from the June 4th meeting. Commissioner Piper had an edit and discussed it with the rest of the board.

MOTION: Commissioner Morris moved to approve the minutes from June 4th Meeting as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 1179 & 1181.

Primex Goal Setting Report – CA Libby and the Commissioners reviewed the report that was developed by Primex after their Goal Setting Session. CA Libby stated that they need to put it on their radar to discuss what the next steps will be in this visioning session. She noted that the future of the farm is something they really need to discuss and decide what direction they want to go in. Commissioner Lauer stated that they need to form a committee to discuss the future of the farm. CA Libby stated that she feels this committee needs to be an internal committee to discuss internal operations. CA Libby will talk with FM Knapton and discuss who she would like on the Committee.

CA Libby submitted the CDBG Contract for the New Hampshire Alliance of Regional Development Corporation for Commissioner Lauer to initial and sign and Commissioner Morris to sign.

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

Budget Discussion:

CA Libby handed out a spreadsheet breaking down the tax impact per town based on the FY19 Budget and the new equalized valuation if there were no tax increase this year, noting that multiple towns will still see an increase in their county tax bill even if the county budget had no increase.

Surplus projections – CA Libby stated that in FY16 the Commissioners passed a policy that states that the county’s undesignated fund balance should be 7-14% of the total budgeted appropriations. They should be at a minimum of \$3,095,508.00 for FY19 and are at \$2,272,580.00. CA Libby stated that in FY20 they should be able to reach the lower end of their fund balance goal if the budget passes due to the additional proshare payment. She further discussed the surplus projection breakdown with the Commissioners. She stated that if they raised the amount of surplus that they use to offset taxes by \$500,000 in addition to the additional \$50,000 in DoC revenue they will bring the tax increase down to 4.38%.

Commissioner Piper stated that Rep. Sykes had stated that he wants to use all of the additional proshare money and asked how much that is. CA Libby explained that in their FY19 budget they had budgeted for a \$1.4 million proshare payment and will be receiving \$3.5 million. This is \$2 million in unanticipated revenue. CA Libby stated that these figures don’t include any amount to be sent back to the IDNs. Commissioner Lauer stated that Rep. Sykes had stated they will worry about that later. CA Libby noted that is fiscally irresponsible. Commissioner Lauer stated that she feels what CA Libby has proposed is fiscally responsible for the tax payers and the county. She stated that the undesignated fund balance is not a savings account that they use to offset taxes with and she also feels that using the 30% of the increase for IDN funding is conservative. It is \$435,000 of the \$10 million the state is looking to get back from the counties. CA Libby noted that last year 30% was for \$6.6 million. CA Libby stated that they should be taking this opportunity to get back to the minimum fund balance level and noted that it is very ill advised to use anymore that \$1.6 million to offset taxes. She feels that Friday’s Executive Committee Budget Meeting needs to start out with this information regarding the fund balance because she feels this drives the whole budget discussion. She stated that they also need to have the discussion regarding the IDN funding now. It is not a worry about it later conversation. They know that they are going to be asked to give money back and that is why CA Libby used the methodology that was used to come up with this current fiscal year’s figure as a starting point for FY20. CA Libby stated that she had forwarded an email regarding the Annual Meeting of Region 7 IDN meeting to Commissioner Lauer and in that email the three (3) IDN’s wanted to know how to communicate with the Commissioners and the Delegation. The Commissioners discussed what they felt is the best way for the IDN’s to communicate with the Commissioners and the Delegation. Commissioner Piper stated that they had asked for evidence based data that shows a savings with county money. Commissioner Morris stated that they are not accounting for themselves. Commissioner Lauer stated that she feels they should at least be sending reports to the Commissioners. CA Libby suggested requesting a monthly update from the three (3) IDNs. The Commissioners agreed that they would like monthly reports from the IDNs.

CA Libby requested to go into nonpublic session.

MOTION: * 12:00 PM Commissioner Piper 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 Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris

“yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 12:06 PM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes

Commissioner Issues:

Commissioner Piper stated that the NHAC is looking for ways to increase revenue other than dues. They are looking into the counties becoming producers of solar energy that could possibly be sold retail or wholesale. The NHAC will seek grant funding to better evaluate opportunities for a County Government Clean Energy Consortium.

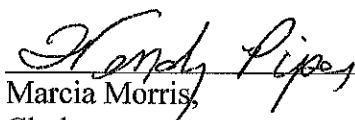
CA Libby asked the Commissioners to look into the County Conference registration information online and let her know when they would like to attend and what hotel they would like to stay at.

CA Libby stated that the Commissioners need to make a motion to allow the one (1) one time non precedence setting earned time buy back for a farm employee.

MOTION: Commissioner Morris moved to allow a one-time non-precedence setting earned time buy out of 200 hours for a farm employee for staffing purposes. Commissioner Piper seconded the motion and all were in favor.

12:13 With no further business the meeting adjourned.

Respectfully Submitted,


Marcia Morris,
Clerk

May 2019

- Prisoner Transports: 57, Not to include CSO movements from the jail to Court (49)
- Involuntary Emergency Admissions (IEA): 13
- Criminal / Offense: 10
Investigation, or an incident that requires more then just a quick police response
- Arrest: 26
Arrest an a warrant, superior or civil, instate wanted, and on sight arrest
(people who we send to court)
- Civil: 183....Total Services
79.....Abode
89.....In Hand
13.....Could not locate
2Canceled
- Motor Vehicle Stops.....22
- Total # of Warrants.....338 Criminal
80 Civil
Total = 418
- Total Miles Driven: 27350 miles

This month we start weekend contacted patrols of:

- US Forest Service Property...III Road
- Great River Hydo, Moore Dam, Comerford Dam and all the boat landing and picnic areas on the Connecticut Ricer between the two facilities.

**Grafton County Sheriff's Department
Investigative Services Division Activity**



May 2019

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Unit had the following activity for the month of May 2019.

4 Grand Jury Subpoenas

4 Search Warrants Issued

PD Assists with execution of Search Warrants for electronic devices

1 Drug Case out of HOC

2 Bail Jumping / Failure to Report to Serve Sentence

1 Breach of Bail Investigation

1 Undercover Investigation Possession / Distribution of CSAI referred to outside agency

3 Department Assists with templates, research, and review of documentation

1 Cybertip received for Possession, Manufacture, Distribution, or Solicitation for Child Pornography

1 Undercover ICAC case initiated

2 Deputies ICAC Undercover Chat Operation

1 Sentence in US District Court (13 years for possession and distribution of CSAI)

2 ICAC Search Warrant for Possession of CSAI (OPS)

Move Office Space and temporary set up of CFU lab.

Qualify with new firearms

CFU:

Tech Assists:	14
Forensic Exams:	
Hard Drives	6
Cell Phone:	13
Thumb Drives / Other:	5
Gigabytes Examined:	3458
Previews:	
Items:	13

**GRAFTON COUNTY SHERIFF'S DEPARTMENT
COMPUTER FORENSIC UNIT**



MONTHLY REPORT – MAY 2019

Technical Support to other Agencies		14
Forensic Exams	Number of Hard Drives	6
	Number of Cell Phones	13
	Number of CDs/DVDs	2
	Number of Other (Thumb drives, SD cards)	5
	Number of Gigabytes Examined	3458
Previews	Number of Items Previewed (previewed data not included in Examined GB)	13

Cases – Forensic Examinations

19GSO-123-AR, GCSO (NH ICAC)	19GSO-56-OF, Plymouth PD
19GSO-70-OF, GCSO (NH ICAC)	19GSO-63-OF, Lisbon PD
19GSO-54-OF, GCSO (NH ICAC)	19GSO-74-OF, Gorham PD (COOS)
19GSO-21-PR, Plymouth PD	
19GSO-55-OF, Franconia PD	