

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
September 8<sup>th</sup> 2015

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

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

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

FM Kimball arrived and gave the following report:

- 1) We are milking seventy one head of cattle and shipping 11,000 pounds of milk.
- 2) We are averaging seventy seven pounds of milk per cow.
- 3) Price of milk is \$17.30 per hundredweight.
- 4) We finished third cut of hay and it has been a good hay year. We will be looking to sell some hay this winter,
- 5) We are working on fall crops now and diffing potatoes.
- 6) The farm stand is still doing well.
- 7) We will need a date for the children's pumpkin date.

ED Libby stated that we will get a hold of Woodsville Elementary School and set a date.

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds  
Kelley J. Monahan Register  
Report to Commissioners  
September 8, 2015**

**August Revenue**

County Revenue 8/2009	\$ 79,119.71	State Revenue 8/2009	\$ 451,161.32
County Revenue 8/2010	\$ 82,306.17	State Revenue 8/2010	\$ 561,433.92
County Revenue 8/2011	\$ 92,307.85	State Revenue 8/2011	\$ 665,294.40
County Revenue 8/2012	\$ 91,223.74	State Revenue 8/2012	\$ 599,279.08
County Revenue 8/2013	\$100,189.73	State Revenue 8/2013	\$ 732,258.24
County Revenue 8/2014	\$107,943.41	State Revenue 8/2014	\$1,103,613.12
County Revenue 8/2015	\$115,814.72	State Revenue 8/2015	\$1,105,181.76

**Foreclosures**

2009 121 year to date  
2010 151 year to date

2011 146 year to date  
2012 131 year to date  
2013 108 year to date  
2014 96 year to date  
2015 68 year to date

1. We closed FY15 with a revenue total of \$965,656.16. This figure represents \$40,656.16 over our revenue goal of \$925,000.00. Our revenue is derived from 7 sources. 4% of RETT Real Estate Transfer Tax, 4% of LCHIP, Recording fees, Copy Fees, Subscriber Fees, Tapestry income and interest on surcharge CD and checking account.
2. Tapestry usage has doubled since July 1<sup>st</sup>. This represents people using this convenience service rather than appearing in person, phoning or mailing in requests, all of which requires attention by a member of the staff. I would also suggest that this represents people having to log in and pay for copies rather than screen scraping from the website, now that the images are unavailable.
3. We have completed the conversion to the dedicated internet line. The staff and I have completed training and programing and are prepared to go live with e-recording on October 1, 2015.

**Respectfully submitted,**

**Kelley J. Monahan  
September 8, 2015,**

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney**

**Lara Saffo, County Attorney**

**September 8th, 2015**

**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**

I have attached a report of referrals to the Office of the Grafton County Attorney (“OGCA”) by town, and by type of crime. I can also run any town by types of charges as well.

Cases referred to the Office of the Grafton County Attorney:

January 1, 2010 – September 8, 2010 304 cases  
January 1, 2011 – September 8, 2011 529 cases  
January 1, 2012 – September 8, 2012 521 cases  
January 1, 2013 – September 8, 2013 539 cases  
January 1, 2014 – September 8, 2014 525 cases  
January 1, 2015 – September, 2015 493 cases

To give you a snapshot of some of the crimes being referred to our office, in 2015 we have received thirteen new cases of aggravated felonious sexual assault, ten new cases of felonious sexual assault, and eleven cases of misdemeanor level sexual assault, twenty three new burglary cases (covering thirty-five burglaries), ten felony level domestic violence assault cases, fourteen new cases of criminal threatening, four of which were domestic violence related, two robberies, and fifty-six cases of theft.

**(2) Support for our members of law enforcements**



This business card was dropped off at the Woodstock Police Department this past week. We are fortunate that law enforcement has so much support.

I constantly see selfless, caring acts by law enforcement, and am glad that they are recognized. Please keep our members of law enforcement in mind during these difficult times. “The policeman must be a minister, a social worker, a diplomat, a tough guy and a gentleman,” Paul Harvey has been cited as saying. “And, of course, he’d have to be genius. ... For he will have to feed a family on a policeman’s salary.”

**(3) Congratulations**

Shelly Golden received much deserved recognition at the statewide conference – Bravo!

(4) The Child Advocacy Center



CAC Business Updates as of August 17, 2015

County	Month	#FI
Grafton	July	<b>21 interviews</b>
	August	3 with 6 pending as of last week
Sullivan	June	9
	July to date	1 with 2 pending as of last week

Twenty one (21) interviews for Grafton County in one month is a new high. It is important to note many occurred in the Plymouth area, which requires traveling to the CAC in Belknap County.

The CAC created Advisory Board subcommittees (Outreach/Education, Sustainability, Policies and Board Commitment. The board is working on a Title IX policy to coordinate the investigation of sexual assaults that occur on school grounds/at school events as educational institutions have Title IX obligations to investigate such matters.

The National Children’s Alliance just released their new accreditation standards, which the CAC is in the process of reviewing to ensure compliance.

(5) SARTS

a. Plymouth Area Sexual Assault Resource Team

The Plymouth Area Sexual Assault Resource Team’s training on Sex Offenders: Their Profiles and Tips on Interviewing Them has been extremely well received. Numerous people have signed up from around the state. It is at PSU on September 28, 2015 from 5:00 – 7:00. We greatly appreciate the support from PSU, and have invited criminal justice majors to attend as well.

b. Upper Valley Sexual Assault Resource Team

The Upper Valley Sexual Assault Resource Team had its first case review. Case review is where the SART stakeholders review a file that has been resolved to identify areas for improvement in the future. In reviewing how it went, all parties agreed it went well and look forward to future case reviews.

c. Littleton Area Initiatives

We are looking forward to developing a multidisciplinary initiative for the Littleton area, with the first organizational meeting in early October. Haverhill and Cottage Hospital has asked to be part of a SART. For now, they will be included in the Upper Valley SART, and we look forward to developing a Littleton/Haverhill area SART.

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>.

(6) Training

Wayne Fortier, Christine Ash and Ruth Maffei attended the Alternative Sentencing Court conference on September 3<sup>rd</sup>.

Myself and Sabra Carroll attended the “You’ve Got Options” training at the Hanover Police Department. [www.reportingoptions.org](http://www.reportingoptions.org). Hanover Police Department is not only training its officers in this program, it is hoping to be a regional training area for the East Coast. An excellent overview of the challenges in adult sexual assault cases is well described by Russell Strand. This video, which I link below, is available on You Tube.



Last week I spoke to the 9<sup>th</sup> grade class at Woodsville High School about internet safety/sexting. We met in four smaller groups.

On October 14th the OGCA will be training the new state troopers on how to present misdemeanor cases in court. Again we are using the Second Circuit Court, Plymouth Division as the training area.

The Office of the Grafton County Attorney continues to conduct live trainings for law enforcement. We have released a training calendar that includes classes we can offer live, as well as publications and webinars.

(7) Adult Sexual Assault Prosecution rates

I would also like to share a visual of the challenges in holding offenders accountable.



We continue to work hard to combat sexual assaults. The tiers that need awareness on the dynamics of sexual assaults include the victims (to encourage seeking safety, treatment and reporting), law enforcement, prosecution and the public (who victims reach out to and who serve as our jurors). An excellent video on the hurdles is available for free on you tube. The individual speaking is Russell Strand. Russell Strand is a retired U.S. Army Criminal Investigation Division, or CID, special agent and the current chief of the Family Advocacy Law Enforcement Training Division at the U.S. Army Military Police School.



**Understanding Offender Behavior**

<https://www.youtube.com/watch?v=FVGcIhIA7sI>



**(8) Medical Marijuana**

It appears that the application was granted to the dispensary who wishes to locate in Plymouth without the town or the police department receiving any notice. I have also been informed by the AG’s office that, once the application is granted, the next step is to inform law enforcement and the public and hold a hearing, but neither law enforcement or the public has any legal power. We simply have the opportunity to state our concerns. The dispensary cannot be zoned in a school zone. It also has to be located in an area with commercial zoning.

Since that appears to be the case, I am asking that the law be modified. I would ask that the town’s position, as well as law enforcement’s, be stated in the application and taken into account. An applicant cannot simply avoid both and receive approval from DHHS.

**(9) New Court Initiative –Felonies First**

We have started our new intake system, so files are readily available for full review by prosecutors within 24 hours of receipt in our office. When this system is fully operational and all “kinks” worked out, we will continue to add features to expedite case processing throughout our office.

As noted last month, I continue to consider manners to ease us into this initiative, so hopefully we will not need as many additional employees as has been anticipated. I am asking all law enforcement to send us a copy of all felony arrest complaints within 24 hours by e-mail, facsimile or hand deliver, whatever the agency finds easiest. This will assist my office in developing a system to open and assign files on an expedited basis, within 24 hours of receipt.

(10)The Skye System

The Administrative Office of the Courts approved the “Skye System” and the implementation process has begun. We can’t thank the hard work of the IT department enough! Most of the items have arrived, and IT has already worked on the wiring. An added benefit is the improved wi fi will enable us to use our office case management software in the courtroom.

(11)Participation in Alternative Sentencing:

a. Drug Court

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 met with Lucille Amero to discuss expansion of our alternative sentencing programs. We have drafted a program for first time drug possession offenders that will enable them to access the vacating provision, as well as monitored treatment and the improved case management services to supplement probation.

For drug related offenses, I continue to support what I call a three tier model. First, I recommend what I refer to as an adult diversion program with referrals and follow up regarding treatment. The Second Tier would be our current program. The Third Tier would be for more serious cases, where annulment would not be an option.

Regarding parolees, if, like the other counties, we receive a probation/ parole officer for drug court I support expansion to include parolees. 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.

**b. 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 and we look forward to clarifying exactly how this will work out.

Mary Bleier is our office's representative for the Mental Health Court initiative. I continue to support the development of a felony level program as well.

**c. Justice Involved Veterans**

The statewide conference was a success and I am happy to report that Halls of Hope's Veterans Behavioral Health Track has opened. An excellent source of information about Veterans Courts is at <http://www.justiceforvets.org/>. We look forward to the expansion of this initiative.

**(12)Circuit Court**

The Office of the Grafton County Attorney does not hire Circuit Court Prosecutors, with limited exceptions. However, 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 noted above, Paul Fitzgerald and Melissa Fales trained circuit court prosecutors on how to prosecute sexual assaults in Juvenile (Family) Court. We have another more entry level training scheduled in October.

**(13)Victim-Witness Program for Misdemeanor Level (Circuit Court) Domestic Violence and Sexual Assault cases**

We are happy to report that we have received this grant for September 1, 2015 – August 2016. I am interviewing an applicant for this position tomorrow.

**(14)Miscellaneous initiatives.**

**a. NH Prosecutors Network**

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



b. Google Site

Plymouth State University is assisting in developing a google site for law enforcement. The Office of the Grafton County Attorney can administer the site, and law enforcement can be invited to join with a gmail account. We will have reviewed webinars, announcements and other training materials available 24/7.

c. 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.

d. Facebook

Finally this is about to be published.

e. 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.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report

September 08, 2015

Census:

Medicare: 3  
Medicaid: 82  
Private: 32  
Total: 117

Year To Date Numbers:

Admissions (YTD) 46  
Discharges (YTD) 8  
Deaths (YTD) 44

## Other Topics:

### 1) County/State Finance Discussions

- NHA Labore stated that they had a meeting two (2) weeks ago with a representative from the Dartmouth Community Health Department to discuss the potential that Dartmouth and Grafton County can partner together and spread out responsibilities and if there are and resources they have that we can use. He stated that the idea was well received. At this point the next step will be a meeting on September 22<sup>nd</sup> with a couple of people knowledgeable in long term care services in Grafton County to zero in on the needs. NHA Labore stated that even though it is in the early stages both he and HSA Bishop feel it has traction and has been well received. They wanted to update the board on what they have been working on. He stated that as our population ages we need to find ways to accommodate that and what changes will need to be made. He went on to state that their goal is to have a plan in place by November 1<sup>st</sup> to present at the state conference.

### 2) Construction Update

- NHA Labore stated that during the inspection of Profile last week they discovered an issue with the residential rated spray foam and what they used was not properly rated for the nursing home. At this point, as of last Thursday, the construction company brought up two (2) guys to remove all the spray foam. He stated that they are having a conference call tomorrow morning to figure out what exactly they mean by removal and if all of it needs to be removed. The architect has found a product that is appropriately rated; now it is just a matter of finding out exactly how much of the orange spray foam needs to be removed.

### 3) Profile Furniture Bid Waiver Request

- NHA Labore stated that he would like to waive the bid process on the purchase of new furniture for the Profile Unit. He stated that he would like to request that he purchase same amount, style and by the same manufacturer that they used for the Maple Unit. The furniture for Maple was purchased from Kwalu. The total cost of the furniture is \$13,765.22.

Commissioner Lauer moved to waive the bid process and accept NHA Labore's request to purchase the furniture from Kwalu in the amount of \$13,765.22. Commissioner Richards seconded the motion and all were in favor.

### 4) Accounts Receivable Update

- NHA Labore stated that in July they billed out \$709,000 and collected \$705,000. From 2012 they collected \$958 and January 1<sup>st</sup> 2015 through May 31<sup>st</sup> 2015 they have collected \$37,000 in co-insurance and Medicaid money.

### 5) Alzheimer's Walk

- NHA Labore stated that the 3<sup>rd</sup> annual Alzheimer's Walk is being held on September 12<sup>th</sup> from 9:00am – 11:30 am.

#### 6) Fire Works Program

- NHA Labore stated that last year they had done a fireworks demonstration that went over very well with the residents. They are planning to do it again this year on September 25<sup>th</sup> in the same location across the street by the farm stand. He stated that the Sheriff, Haverhill Police and North Haverhill Fire Department have all been notified and the fireworks will be launched by a fireworks technician. The total cost is \$996.00

#### 7) Smoking Petition

- NHA Labore stated that he received a petition from fifty two (52) nursing home staff asking the Commissioners and NHA Labore to reconsider the nonsmoking policy. He stated that the petition is signed by both smokers and nonsmokers. ED Libby stated that she thinks having a smoke free campus is a great thing but does not believe they have a smoke free campus. It is enforced on 1<sup>st</sup> shift but not 2<sup>nd</sup> or 3<sup>rd</sup> and the 1<sup>st</sup> shift knows this and it is creating more morale issues. NHA Labore stated that Grafton County is the only county nursing home that has gone smoke free. ED Libby stated that at the courthouse they still have judges who are smoking outside on their breaks and the courthouse county employees see that. The wellness committee has worked very hard; it's been a two (2) year initiative so far. Commissioner Richards stated that she will not be voting in favor of reconsidering the policy and asked that a letter be sent out to the employees stating that the complex is smoke free. Commissioner Cryans recommended that NHA Labore and ED Libby bring this up at a department head meeting to get feedback from the other departments as well as the wellness committee. They were all in agreement that nothing will be done with the petition as of now until further discussion is had.

NHA Labore stated that the new DON will be starting next Wednesday. Acting DON Yvonne Clark will help train the new Director of Nursing and help her get adjusted to the job.

Commissioner Cryans asked if everyone had a chance to read the minutes from September 1<sup>st</sup>.

Commissioner Lauer moved to approve the minutes from September 1<sup>st</sup>. Commissioner Richards seconded the letter and all were in favor.

The Commissioners signed check registers 685-688; 1031; 1033-1036; 1038.

The Commissioners signed a letter to Woodsville Guaranty Savings Bank thanking them for their support

ED Libby submitted the GCDoc Superior Court Report for the month of August for the Commissioners to review.

\*11:21 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.

\*11:31 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.

11:31 AM with no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk