

**STRAFFORD COUNTY
2018 ANNUAL REPORT**

*of the Commissioners, Treasurer,
Other County Officers
and the Strafford County Delegation*



***BARRINGTON
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON
NEW DURHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD***

**For the Year Ending
December 31, 2018**

STRAFFORD COUNTY 2018 ANNUAL REPORT

TABLE OF CONTENTS

Strafford County Officers & Legislative Delegation.....	1 - 2
County Commissioners' Report.....	3 - 6
County Treasurer's Reports	7 - 12
County Attorney's Report.....	13 - 16
County Sheriff's Report.....	17 - 18
County Register of Deeds' Report.....	19 - 22
Riverside Rest Home Administrator's Report	23 - 26
House of Corrections Report.....	26 - 29
HOC Programs Reports.....	30 - 34
Jail Industry Program & Family Reception Center Report.....	34 - 36
Community Work Program Report.....	37 - 39
Community Corrections Report.....	39 - 41
Alternative Sentencing/Specialty Court Programs	41 - 45
UNH/Cooperative Extension Reports.....	46 - 52
Minutes of County Delegation Meetings.....	53- 60
Directory for Strafford County & Cities & Towns.....	61 - 62

STRAFFORD COUNTY 2018 ANNUAL REPORT

STRAFFORD COUNTY OFFICERS 2017-2018

COMMISSIONERS

*George Maglaras, Chairman Dover, NH
*Robert J. Watson, Vice Chairman Rochester, NH
**Leo E. Lessard, Clerk Milton, NH
**Deanna S. Rollo, Clerk Rollinsford, NH

COUNTY ADMINISTRATOR

Raymond F. Bower Lee, NH

TREASURER

*Pamela J. Arnold Milton, NH

DEPUTY TREASURER

Jean L. Miccolo Rochester, NH

COUNTY ATTORNEY

*Thomas Velardi Madbury, NH

COUNTY SHERIFF

*David Dubois Rochester, NH

REGISTER OF DEEDS

*Catherine Berube Dover, NH

NURSING HOME ADMINISTRATOR

Raymond F. Bower Lee, NH

CORRECTIONS SUPERINTENDENT

Christopher Brackett Berwick, ME

COUNTY PHYSICIANS

Edwin Charle, M.D. Somersworth, NH
Patrick Clary, M.D. Somersworth, NH
Lawrence Sanders, M.D. Somersworth, NH

REGISTER OF PROBATE

*Nancy Sirois Rochester, NH

CLERK OF SUPERIOR COURT

Kymme Myers Lee, NH

**Elected Positions*

***Commissioner Lessard passed away in October of 2017. His term was filled in February of 2018 by Deanna S. Rollo.*

STRAFFORD COUNTY 2018 ANNUAL REPORT

2017-2018 STRAFFORD COUNTY LEGISLATIVE DELEGATION

Steven Beaudoin	Rochester, NH
*Roger Berube.....	Somersworth, NH
*Peter Bixby	Dover, NH
Wayne M. Burton.....	Durham, NH
Jackie Cilley	Barrington, NH
**Casey Conley.....	Dover, NH
Donna R. Ellis.....	Rochester, NH
*Timothy Fontneau.....	Rochester, NH
*Sherry Frost	Dover, NH
Amanda Gourgue	Lee, NH
Robert Graham	Milton, NH
*Chuck Grassie	Rochester, NH
Michael Harrington.....	Strafford, NH
James Horgan	Farmington, NH
*Timothy Horrigan.....	Durham, NH
Thomas L. Kaczynski, Jr.	Rochester, NH
*Sandra Keans, Clerk.....	Rochester, NH
Hamilton "Dick" Krans, Jr.....	Dover, NH
Jody L. McNally	Rochester, NH
*John A. Mullen, Jr.....	Middleton, NH
Linn Opderbecke.....	Dover, NH
Brandon Phinney	Rochester, NH
Joseph Pitre	Farmington, NH
*Jeffrey C. Salloway	Lee, NH
Catt Sandler	Somersworth, NH
*Peter Schmidt, Chairman	Dover, NH
*Matthew Scruton	Rochester, NH
Marjorie Smith	Durham, NH
*Thomas Southworth.....	Dover, NH
Judith Spang	Durham, NH
Matthew Spencer.....	Somersworth, NH
*Dale R. Sprague, Vice Chairman	Somersworth, NH
Susan Treleaven	Dover, NH
Len Turcotte.....	Barrington, NH
*Kenneth S. Vincent.....	Somersworth, NH
*Janet Wall	Madbury, NH
Kurt Wuelper.....	Strafford, NH

**Denotes Executive Committee Member*

***Rep. Isaac Epstein resigned from the House of Representatives on 6/30/17;
Rep. Conley was elected to replace him.*

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 ANNUAL REPORT OF THE STRAFFORD COUNTY COMMISSIONERS

The year 2018 was full of many high points. Our newest Commissioner, Deanna Rollo, has done an outstanding job performing the functions previously accomplished by our dear friend and colleague, Commissioner Leo Lessard, who passed away in October of 2017. We have every confidence that Commissioner Rollo will continue his legacy. To that end, she was officially elected by the popular vote in the general election in November of 2018.

In 2018, we continued to work towards the completion of several goals to enhance County services for our citizens, for those we care for at Riverside Rest Home and the House of Corrections, as well as associated criminal justice and family assistance programs. For the tenth year, we developed a budget that continued our commitment to stay within estimated tax caps for the cities of Strafford County. Since tax caps have been initiated by Strafford County voters in the three cities, we have worked to ensure that County tax increases do not exceed their respective caps. The 2018 budget had a 2.83% increase over 2017, which was actually *less* than the twelve (12) month (from December 1st to November 30th) Consumer Price Index (CPI) increase for our region at the time, which was 2.9%.

Strafford County's financial position continues to strengthen. We were again able to obtain market based financial tax anticipation note (TAN) bids, saving County taxpayers several thousand dollars in interest expense. We are proud to announce that for the fifth year in a row, we received the Government Finance Officers Association's Award for Financial Reporting. This award recognizes "fiscal transparency." We would like to congratulate our Finance Department for their continued outstanding work.

Since the County was granted the license to operate the Hyder Family Hospice House as a wing of Riverside Rest Home in the summer of 2015, we have welcomed and cared for over 942 residents. The hospice house is a beautifully constructed and designed building, built in 2006. It is a wonderful asset to the County and surrounding areas for those residents in need of palliative care. Families have been appreciative of the end of life services that are available at this facility. Finances continue to be at or near break-even rates, while providing a valuable service to the community and making the operations of this facility a viable endeavor.

Our commitment to provide gap funding for the Homemakers Health Services and Meals on Wheels programs as necessary to assist them in their mission to care for the medically frail and elderly so they can remain in their homes continues. Due to these agencies' successful operations and assistance, recipients of their services have been able to stay at home longer and thereby delay or negate the need for much more expensive nursing home placement and care. Thanks to the consideration and approval of our County

STRAFFORD COUNTY 2018 ANNUAL REPORT

Delegation, funding was included in the 2018 budget to subsidize these agencies. In mid-2018, Homemakers Health Services officially merged with Easterseals to enable them to continue to provide the valuable services that work to keep people in need of home healthcare services in their homes in a clean, safe, healthy environment.

In 2016 Strafford County was chosen to lead one of the seven (7) regions in New Hampshire in the Delivery System Reform Incentive Payment Program (DSRIP), which was designed to find a better way to treat and manage the care of our Medicaid population suffering from behavioral health and drug addiction illnesses. Our territory is the Region 6 Integrated Delivery Network (IDN) and includes all of Strafford County and the eastern half of Rockingham County, the Seacoast area. This all-encompassing five (5) year project started Year 3 in 2018. The focus of the program is to identify State-wide and regional obstacles and plan reforms for these issues. Executive Director Nick Toumpas, retired Commissioner for the State of New Hampshire's Department of Health and Human Services, has been our Team Leader on this project. Nick and his staff are doing an excellent job of organizing our diverse region for this project. The project is funded in its entirety by a State grant through the Center for Medicare and Medicaid Services (CMS) and no County funds are used in its operations. It is our hope that this program, together with other County efforts, will help with the "Opioid Crisis" which continues to drive changes in the Strafford County budget as it affects every aspect of the County's Criminal Justice system operations and puts peoples' lives at risk. In 2018, the program was re-branded "Connections for Health" to better reflect the services it offers.

Strafford County hosts New Hampshire's first full-time Family Justice Center, which continues to be a successful program. Co-located in the office are victims' and family support services that are available to those in need. The program is grant funded from the Grants to Encourage Policies and Enforcement of Protective Orders through the Office of Violence Against Women (VAWA).

We also oversee the updated and modernized Supervised Family Visitation Program, which opened in 2014. Since that time it has had excellent results in keeping families together. Through grant funding, we have been successful in replicating and expanding this visitation program that was so successful in the past.

We generated \$8,292,960.50 in room and board income at the House of Corrections for 2018. Since the new House of Corrections opened in September of 2004, the County has earned over \$81,353,302 in revenues; this is more than four times the cost to build the new jail. When the new facility was opened, there were approximately 200 inmates from the County; in 2018, we have fewer than 130. We have done this by managing our own inmate population and continuing to have space for boarders from other governmental sources, including the Federal Bureau of Prisons, Immigration and Customs Enforcement (ICE), U.S. Marshal's Office, New Hampshire State Prison, and Rockingham County. These

STRAFFORD COUNTY 2018 ANNUAL REPORT

contracts help provide the County with a steady source of revenue to offset expenses and help stabilize taxes. In addition to the income earned from boarding inmates from other entities, we also earn additional revenue from transportation of Federal inmates by the Sheriff's Office.

During a routine inspection in 2017, ICE requested that we divide one of the pods at the House of Corrections into two sections so that we would be able to house the immigrant population with different classifications. The renovation has allowed us to segregate illegal immigrants from illegal immigrants *incarcerated for a crime*. The project was successfully completed in 2018 and we have had a consistent number of Federal inmates boarded at the HOC since the wall was built. The expense of the remodeling work was repaid within three months from boarding income.

We took several bold moves in our battle to stop illegal drugs from coming into the House of Corrections (HOC) through the mail in 2018. Early in the year, we stopped all inmate personal mail from coming into the facility by substituting corrections style, limited, e-mail correspondence. This system has worked very well and is actually less costly to those sending letters via the USPS mail system. Next we worked to stop attempts to send contraband via the "legal mail system," e.g., attorney-client mail, by opening the mail in front of the inmate, photocopying it, shredding the originals, and then providing the copy to the inmate. This is done with the inmate present and on camera. This is an additional effort to thwart newly-focused inmate efforts to send contraband into the facility via "legal mail." HOC staff has intercepted drugs as they were attempted to be introduced to the facility in this way, as well as interception of an inmate-authored letter with a vivid description of how to accomplish this. We anticipate continued positive outcomes from these changes, as well as a reduction in potential contraband by utilizing this method of oversight.

We have been carefully monitoring the impact of the Bail Reform Statute, which took effect on September 1, 2018. In September, the pre-trial detainee numbers at the HOC have stayed the same. However, in October, we noticed a decline in pre-trial inmates from a daily average of 71 to 56. A corresponding impact is an increase in our community monitoring from the low 300's to 340. We will continue to monitor these numbers as time goes on.

The Strafford County Sheriff's Office's continues to assist with several law enforcement functions. Expansion of prisoner transports relating to the House of Correction's boarding efforts; the expansion of "judge time" in the Strafford County Superior Court and therefore, increased Court Security; as well as the Sheriff's Office's key role in establishing the Strafford County Drug Task Force. Although expenses have increased due to these additional functions, the increase in House of Corrections revenue has more than offset these increased expenses.

STRAFFORD COUNTY 2018 ANNUAL REPORT

We are grateful for the efforts of our Transitional Housing employees and Courthouse Security officers who have saved the lives of several occupants at the housing unit and visitors to the Courthouse from overdosing on heroin or other opioids. These life-saving efforts provided the impetus for the County to have Narcan available in several areas on the County Complex. This has proved invaluable, especially at such locations as the Courthouse.

Strafford County Drug Court, Transitional Housing, Community Corrections, and Community Work Programs continue to be the pacesetters in New Hampshire. We have attended several Legislative hearings at which Strafford County criminal justice programming continues to be mentioned as the one to emulate. Our Drug Court has more participants than every other New Hampshire Drug Court combined. The expenses of this program are off-set by grant funds, an added bonus to the success of these programs.

We again executed economical agreements with the County's three (3) Unions representing employees at RRH, HOC, and the Sheriff's Office, and provided an equivalent agreement with non-union employees for 2018. Costs for these agreements were funded in the 2018 budget. Each year, we work with our union representatives to develop agreements that are in the best interest of everyone involved: the County, our employees, and the taxpayers.

We continue to experience labor shortages at RRH, Hyder Family Hospice House, and the HOC. The challenge of attracting qualified staff has been an on-going issue for the past few years, so in 2017 we put a multi-year plan in place for staff attraction and retention. The outcome for attracting staff has been positive and we are working to focus on retention. During Union negotiations, particular attention and resources were devoted to providing market-based salary adjustments for Corrections staff and nursing staff, necessary not only to attract, but to retain qualified staff in both of those employment areas. Staff in these areas is key to maintaining our boarding agreements at the House of Corrections and in caring for the residents at Riverside Rest Home and Hyder Hospice House.

We are pleased to report that the initial projects funded through the 2018 to 2023 Capital Improvement Plan, are going well. The bathroom renovation at the House of Corrections was completed and the replacement Security magnetometer is in place at the entrance to the Courthouse. The courtyard covering project for Riverside Rest Home ran into some problems, however. As of the end of 2018, we stopped work on the project and included additional funding in the 2019 operating budget to continue. It is our desire to bring Commissioner Leo Lessard's project to fruition. There are three (3) major problems with the project that need to be addressed before we can continue.

At the request of the Delegation's Executive Committee, we will be seeking updated information in installing solar power at the County in the near future, if it proves to be a

STRAFFORD COUNTY 2018 ANNUAL REPORT

viable option for consideration. We are carefully monitoring legislation that would allow Strafford County to create a solar farm on the “back acreage” of the Complex. Sizing would be done to produce enough power to run Riverside Rest Home and the House of Corrections at this time. We are in a prime position to take advantage of a new law allowing this, presuming its passage, and considering our acreage and building positions.

We are proud of all the Strafford County employees and of the excellent work they do. We continue to be blessed to have a dedicated group of individuals in our employ. Their loyalty and dedication to help keep costs low and the level of service high, together with their work ethic are greatly appreciated. We wish to thank all our Elected Officials and department heads who continue to help us find operational efficiencies through cost-reducing measures, and our dedicated employees and volunteers for their continued loyalty to the County and its residents. Together we will continue to work towards attainable goals through the effective system of County government.

Respectfully submitted,
BOARD OF COUNTY COMMISSIONERS



George Maglaras
George Maglaras, Chairman



Robert J. Watson
Robert Watson, Vice Chairman



Deanna S. Rollo
Deanna S. Rollo, Clerk

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 ANNUAL REPORT OF THE STRAFFORD COUNTY TREASURER

~Your County - Your Future~

I would like to take this opportunity to extend my personal thanks to everyone that contributes to the operations of the County by serving on a board, a committee, and especially to all the citizens who take time to participate in County government affairs. I thank all the departments for their courtesy and cooperation. I wish to thank the Commissioners for their support and insight. We work very closely to ensure that we invest the County's funds safely.

The County's funds in all accounts are fully protected by a letter of credit held at the Federal Home Loan Bank of Pittsburgh, Pennsylvania, and the Federal Deposit Insurance Corporation (FDIC).

In closing, I wish to reiterate my appreciation to the County Delegation for their support. This cooperative atmosphere allows the best possible service to all the taxpayers of Strafford County.

Respectfully submitted,

Pamela J. Arnold

Pamela J. Arnold
Strafford County Treasurer

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 APPROPRIATIONS

<u>JUSTICE & ADMINISTRATION</u>	<u>2018 APPROPRIATION</u>
Administration.....	477,670.00
County Attorney	1,706,758.00
Domestic Violence Prosecution Unit.....	530,921.00
Child Advocacy Center (CAC).....	177,058.00
Register of Deeds	651,554.00
Sheriff	2,405,978.00
Dispatch.....	951,315.00
Medical Examiner	35,000.00
J&A Maintenance.....	380,307.00
Medicaid Costs	10,778,810.00
Integrated Delivery Network.....	5,652,357.00
Court Jester Café.....	108,836.00
Department of Corrections	11,897,446.00
Community Corrections	713,076.00
Supervised Visitation Program	211,550.00
HOC Laundry.....	40,000.00
Drug Court.....	521,843.00
Transitional Housing Program.....	294,718.00
Jail Industries Program Contracts.....	230,001.00
Jail Industries Program	280,115.00
Debt Accounts.....	2,829,599.00
Insurances-J&A	3,699,537.00
Nutrition Program-Meals on Wheels	30,000.00
Homemakers Health Services.....	80,000.00
Conservation District.....	58,000.00
Cooperative Extension	141,311.00
COAST Transportation	45,947.00
County Convention.....	7,000.00
Employee Appreciation	8,000.00
Tuition Assistance	9,000.00
Contingency	11,000.00
Sheriff's Contract Negotiations	8,000.00
Capital Expense-J&A & Deeds	<u>34,349.00</u>
 TOTALS - J&A:.....	 45,007,056.00

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 APPROPRIATIONS CONTINUED

<u>RIVERSIDE REST HOME</u>	<u>2018 APPROPRIATION</u>
Administration.....	1,346,630.00
Management Information Systems	886,667.00
Purchasing.....	115,640.00
Dietary.....	2,467,020.00
Nursing	9,942,550.00
Socio-Behavioral Unit.....	1,260,570.00
Resident Services.....	202,663.00
Maintenance	1,430,233.00
Laundry & Sewing	496,962.00
Housekeeping.....	1,089,309.00
Physician & Pharmacy.....	449,077.00
Staff Development.....	173,827.00
Rehabilitation Services	635,675.00
Activities	647,090.00
Occupational Therapy	56,097.00
Social Services	529,219.00
Insurances-RRH.....	4,494,995.00
Capital Expenses-RRH.....	<u>72,722.00</u>
TOTAL OPERATING EXPENDITURES – RRH.....	26,296,946.00
TOTAL OPERATING EXPENDITURES	71,304,002.00
REVENUES	39,571,028.00
PRIOR YEAR SURPLUS:.....	0.00
AMOUNT TO BE RAISED BY TAXATION:.....	31,732,974.00

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 ESTIMATED REVENUES

<u>REVENUES</u>	<u>2018 ESTIMATE</u>
RRH.....	20,915,808.00
Registry of Deeds	1,000,000.00
Sheriff-Deputy Fees	200,000.00
Leased Office Space.....	621,300.00
Leased Land.....	7,107.00
Accounting Service.....	189,758.00
Bailiff Reimbursement	380,000.00
Registry of Deeds Equipment Fund	31,000.00
Town Prosecution	60,900.00
Work Industry Contracts	230,000.00
Integrated Delivery Network (IDN).....	5,652,357.00
Jail Income.....	7,085,563.00
Room & Board-HOC.....	60,000.00
Laundry Reimburse from RRH.....	140,000.00
Jail Industries Commissary	230,001.00
Community Corrections Fees.....	85,000.00
Inmate Phone Commissions	0.00
U.S. Marshal Transports	800,000.00
Interest Earned	5,000.00
Child Advocacy Center (CAC) Grants.....	63,000.00
Domestic Violence Project Grant.....	170,000.00
Domestic Violence STOP VAWA Grant	30,000.00
Supervised Visitation Program Grant.....	208,727.00
Victim's Assistance Work Release	10,000.00
Correctional Industries	70,000.00
Employee Cont.-Health – J&A.....	626,000.00
Miscellaneous Income	125,000.00
State of NH Drug Court.....	461,059.00
Drug Court Fees.....	6,000.00
Meal Income-Court Jester Café.....	<u>107,448.00</u>
 TOTALS:.....	 39,571,028.00

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 FINANCIAL REPORT OF STRAFFORD COUNTY GOVERNMENTAL FUNDS BALANCE SHEET

ASSETS

Cash and cash equivalents.....	6,814,024.00
Accounts Receivable, net.....	2,610,320.00
Due from Other Governments, net	6,168,854.00
Due from Other Funds.....	8,097,112.00
Prepaid Items.....	<u>162,858.00</u>

Total Assets..... 23,853,168.00

DEFERRED OUTFLOWS OF RESOURCES

Total Deferred Outflows of Resources.....0.00

Total Assets and Deferred Outflows of Resources... 23,853,168.00

LIABILITIES

Accounts Payable	1,270,300.00
Accrued Expenses.....	730,266.00
Due to Other Governments	5,067,306.00
Unearned Revenue.....	180,561.00
Due to Other Funds.....	<u>8,064,611.00</u>

Total Liabilities

15,313,044.00

DEFERRED INFLOWS OF RESOURCES

Total Deferred Inflows of Resources.....0.00

FUND BALANCES

Non-spendable.....	162,858.00
Restricted	7,973,903.00
Assigned	17,041.00
Unassigned.....	<u>386,322.00</u>

Total Fund Balances

8,540,124.00

Total Liabilities, Deferred Inflows of
Resources and Fund Balances

23,853,168.00

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 COUNTY TAX APPORTIONMENT

<u>City/Town</u>	<u>Proportion of Tax</u>	<u>Amount of Tax</u>
Barrington.....	8.5396%.....	2,709,857.00
Dover	28.3534%.....	8,997,362.00
Durham	9.3275%.....	2,959,882.00
Farmington.....	4.1015%.....	1,301,517.00
Lee	4.3267%.....	1,372,983.00
Madbury	2.0723%.....	657,597.00
Middleton	1.4652%.....	464,963.00
Milton	3.5900%.....	1,139,222.00
New Durham	3.5825%.....	1,136,822.00
Rochester.....	20.1540%.....	6,395,447.00
Rollinsford.....	2.2770%.....	722,550.00
Somersworth	7.9085%.....	2,509,614.00
Strafford	<u>4.3020%.....</u>	<u>1,365,158.00</u>
Totals:100.0000%	31,732,974.00

AUDITORS' SCHEDULE OF FINDINGS AND RESPONSES
Year Ended December 31, 2018

Status of Current Year's Findings: There were no findings in the year 2018.

Vachon Clukay & Company, P.C., Certified Public Accountants
2018 Strafford County General Purpose Financial Statements as of December 31, 2018.

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 ANNUAL REPORT OF THE STRAFFORD COUNTY ATTORNEY

The Office of the Strafford County Attorney is responsible for overseeing the prosecution of all criminal cases in the County. See RSA 7:6 and 7:34 (the County Attorney serves as the Attorney General's representative in Strafford County, for the purpose of “enforc[ing] the criminal laws of the State”). Thus, the County Attorney represents the interests of the State of New Hampshire in all criminal cases in Strafford County (with the exception of homicide cases, over which the Attorney General's office has exclusive jurisdiction). This function involves directing and/or reviewing criminal investigations undertaken by local and State Police; presenting evidence before the Grand Jury; researching and responding to motions filed with the Court; attending depositions of witnesses and pretrial motion hearings; preparing witnesses for deposition, hearing, or trial; presenting the State’s case at trial; arguing the State’s position at the sentencing hearing; and representing the State in various post-conviction proceedings, such as sentence review, motions for new trial, habeas corpus petitions and petitions to annul.

The second responsibility of the County Attorney is to serve as legal counsel for Strafford County. This obligation also has its origin in RSA 7:34. To fulfill this duty, the County Attorney may, upon request of the County Commissioners, represent the County’s interest in civil litigation in State and/or Federal Court. Also upon request, the County Attorney will advise County officials on legal matters, and act as a legal resource for the County’s legislative delegation, advising its members of the legal implications of proposed legislation.

The County Attorney’s office has other duties that are prescribed by statute, including responding to untimely, suspicious, or unattended deaths and ordering that autopsies be performed where appropriate; and initiating proceedings to effectuate the return of fugitives or witnesses to this State or to another State upon its request. As an elected public official, the County Attorney has a duty to improve the quality of justice and assist in expanding public awareness and understanding of our legal system. The County Attorney meets this responsibility by speaking before civic and public organizations, and by serving on committees and boards devoted to improving the legal system and law enforcement policies and procedures. The County Attorney is also involved in promoting legislation designed to improve the criminal justice system, and/or testifying about legislation that affects law enforcement or victims.

The County Attorney's office has a Victim Assistance Program to help victims and witnesses with the criminal justice process. This program is designed to reduce the confusion and fear that people often experience when they become involved in a criminal case. The job of the victim/witness assistants is to inform victims about every phase of the criminal prosecution, and to ensure that they have input into the disposition of the cases

STRAFFORD COUNTY 2018 ANNUAL REPORT

involving them. The Victim Assistance Program in Strafford County is unique in the State in that the director and coordinator of the program are trained in conducting interviews with children and adult victims of physical or sexual abuse or assault. To protect such victims from multiple interviews, and to protect the integrity of the investigations, Strafford County has long followed a protocol requiring that such victims be interviewed only once, on videotape, in the County Attorney's office. This protocol has been successful in protecting victims from being "re-victimized" by the court process. It has also been an invaluable tool in screening cases that should not be prosecuted and laying the groundwork for a successful prosecution in cases that are pursued.

The Strafford County Attorney's Chief Investigator's primary responsibility is to conduct any follow-up investigation required on felony cases. The Chief Investigator assists the office's prosecutors in trial preparation where necessary, including locating witnesses for trial. The Chief Investigator conducts investigations in public integrity cases that have been referred to the County by the Attorney General's office, and for local police departments within the County where there is a conflict that prevents the local agency from undertaking the investigation. The Investigator has conducted internal investigations for the County at the request of the County Commissioners. The Chief Investigator coordinates and assists in conducting training programs offered by the County Attorney's office to all law enforcement agencies in the County.

The County Attorney's office prosecutes misdemeanor domestic violence (DV) cases in the Circuit Court for all of the County's 14 police departments, and for the State Police. Three attorneys are assigned to handle these cases and juvenile cases while they are in Circuit Court. There are two victim/witness assistants assigned to assist victims in the domestic violence cases in Circuit Court. In prosecuting the domestic violence cases, the County Attorney's office works as part of a broader Family Justice Center for Strafford County, the goal of which is to utilize a multi-disciplinary approach to the problem of domestic violence by all involved agencies, including police departments, the Department of Corrections, Strafford County Community Corrections, Haven, and the Division of Child and Youth Services. The County Attorney has a Domestic Violence Investigator on staff, who assists the prosecutors and local police departments in misdemeanor domestic violence cases in much the same way as the Office's Chief Investigator does in felony cases. The DV Investigator has also worked on developing proactive measures aimed at reducing domestic violence in the County by increasing community monitoring. Federal grant funds have allowed the County to fund projects within the participating communities for videotaping domestic violence crime scenes and victim/witness statements for later use in court, in an effort to improve the quality of prosecutions.

The County Attorney's office is active in advising local officials in many areas of the criminal law. As set forth above, the County Attorney continues a policy of having a prosecutor available 24 hours a day to advise and assist the County's 14 police

STRAFFORD COUNTY 2018 ANNUAL REPORT

departments, Troop A of the State Police, and the Drug Task Force on legal issues that arise in the course of their investigations. The Superior Court Victim Assistants are also available 24 hours a day to consult on sexual assault cases and schedule forensic interviews of victims. The County Attorney's office offers law enforcement trainings as often as possible for police departments within the County. Domestic Violence trainings are offered at least twice each year. The County Attorney is actively involved in the first adult Drug Court in New Hampshire. This program represents a cooperative effort between law enforcement, prosecution, defense, treatment professionals, the Court, and the County to take criminal cases that arise from drug addiction out of the regular court system and into a system where treatment and cure of the addiction is the focus. This is part of efforts by many partners in the criminal justice system to reduce incarceration rates without jeopardizing community safety. In the same light, the County Attorney, in conjunction with the Community Corrections Program, Community Partners and the Public Defender's Office participate in a Mental Health Court in the Rochester Circuit Court. The County Attorney sits on the Rochester Circuit Court Mental Health Court team, which represents an innovative approach to rehabilitating criminal offenders at the least expense to the taxpayer.

A separate initiative originating from the County Attorney's Office is the Habitual Offender Academy Program, which allows persons convicted of non-DWI Habitual Offender cases to serve their sentence on an electronic monitor while working with Academy staff to regain their legal driving status. Participants used to serve a mandatory minimum jail sentence costing taxpayer money and doing nothing to rehabilitate the defendant or reduce recidivism. The Habitual Offender Academy represents another partnership between the County Attorney, House of Corrections and Community Corrections staff.

The County Attorney's Office is partnered with a full-time Child Advocacy Center (CAC) for Strafford County. The CAC provides a separate, child-friendly space where children who are alleged victims of abuse or abusive crimes can be interviewed on videotape by a trained forensic interviewer. Through the efforts of the CAC Coordinator, the CAC is a meeting place where representatives from the Center's partner agencies (law enforcement, DCYF, medical and mental health treatment providers), can discuss and monitor cases brought to the CAC to ensure that proper referrals and follow-up are conducted to obtain necessary services for the victim and his/her family, and to make the victim's involvement with the courts less traumatic. The CAC has gained national recognition as a fully accredited center after rigorous review by outside experts. We are very proud of this program, and the many families that have been assisted by this service.

Respectfully submitted,

Thomas P. Velardi

Thomas P. Velardi
Strafford County Attorney

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 ANNUAL REPORT OF THE STRAFFORD COUNTY SHERIFF'S OFFICE

R.S.A. 104:5 Duties: He by himself or his deputies shall serve and execute all writs and other precepts to him directed, issuing from lawful authority; and shall perform the duties of Crier of the Superior Court. The Strafford County Sheriff's Office performs civil process service throughout the County, provides prisoner transports and security while in the Courtroom and has a responsibility for transporting Involuntary Emergency Admission (IEA) patients to their appropriate destination.

The Sheriff's Office continues to investigate and apprehend fugitives from justice; investigate felony capias, domestic warrants and small claims warrants with the New Hampshire Joint Fugitive Task Force. The Sheriff's Office assists the United States Federal Agencies in the execution of federal responsibilities through contracts with Strafford County. The office supports local law enforcement with the investigation of conflict matters for both criminal and internal investigations. The Drug Investigation and support capability to local law enforcement continues to be successful. Our office received an \$80,000.00 grant for the Granite Shield funding. All Operational Areas of Administration, Transportation, Dispatch Center, and Investigations, remain on high levels of activity during 2018.

The Sheriff's Office also continues to provide search and rescue services for Strafford County and beyond with the use of the Bloodhound Unit. The dedication of this Unit is instrumental in developing the potential of finding lost or runaway children and lost or missing elderly people. The Unit also regularly provides assistance to local Law Enforcement Agencies in criminal matters related to the apprehension of criminal offenders. In 2018, we added drone capability to support our search and rescue efforts made available throughout the County.

The following is a breakdown of services provided and revenue returned to Strafford County in 2018:

Number of Prisoner Transports (SCHOC & Federal):	3595
Number of ICE Transports (Immigration & Customs Enforcement):	2270
Number of Investigations:	479
Number of Civil Process Services:	4934
Civil Process Revenue Returned to County:	\$ 178,795.32
Courthouse Perimeter/Prisoner Custody & Control:	\$ 326,710.21
Prosecutor Revenue Received from five (5) Towns:	\$ 69,400.00
Federal Reimbursement:	\$ 859,801.18
Sheriff's Office Operating Budget:	\$ 2,371,336.00

STRAFFORD COUNTY 2018 ANNUAL REPORT

We are pleased to report that during 2018, the following were added to our capabilities/systems:

- New Security Magnetometer at building entry
- 2nd dispatch position installed at our back up communications center
- Added drone capability to services we provide
- Increased our Van Fleet to 7 vans to accommodate increased workload
- Added air operations transport services to ICE Support
- Added an Internet Crimes Against Children Lab and investigative support capability to our staff available to assist county law enforcement
- Added Juvenile Court Diversion Service Capability to our Prosecution capability
- Worked with local police chiefs in our dispatch network to change to “Plain Speak” communication over the radio
- Completed the ventilation system to our evidence holding area
- Selected 2nd full time K-9 deputy or unit
- Deputy selected and appointed by county police chiefs to lead the Traffic Accident Reconstruction Unit
- Modified Drug Task Force to a Drug Investigation support capability with support of and consultation with local police chiefs

The Sheriff's Office continues to provide personnel who dispatch for Barrington Police; Durham Police and Fire; Rollinsford Police; Milton Police; Farmington Police, Fire and Ambulance; New Durham Police and Fire; Middleton Police, Fire and Ambulance; Strafford Police and Lee Police. Furthermore, Strafford County provides secondary 911 Dispatch back up for the cities of Dover, Somersworth and Rochester. Calls for service in 2018 totaled 92,511. This number reflects an increase of 9,662 calls for service from 2017. The total operating budget for the Dispatch Center for 2018 was \$951,315.00.

We are fortunate to enjoy the support of our County Delegation, the County Commissioners and our County Administrator in completion of our mission to provide public safety services for the people of Strafford County. I applaud the entire staff of the Office for continued dedication and engagement in the important work we do.

Respectfully submitted,

David G. Dubois

Sheriff David G. Dubois

Strafford County Sheriff's Office

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 ANNUAL REPORT OF THE STRAFFORD COUNTY REGISTER OF DEEDS

Pursuant to NH RSA 478:1, the Register of Deeds is responsible for the management and protection of the public record and the documents it contains. NH RSA 477:3-a, more specifically sets forth that documents that affect title to any interest in real estate, with the exception of probate records and tax liens, should be recorded in the Registry of Deeds and if not recorded, may not be effective against any bona fide purchaser of value. The preservation of land records is the underpinning of property ownership and is vital to the chain of title under New Hampshire's traditional land recording system pursuant to state statute.

Income to Strafford County from the Registry of Deeds for 2018 was \$1,101,377.01 which is \$12,889.98 more than in 2017 and income to the State of New Hampshire from the Registry was \$11,747,541.64, an increase from 2017 of \$636,878. This represents \$11,426,709.64 collected in Real Estate Transfer Tax (RETT) and \$320,832 in Land and Community Heritage Investment Program (LCHIP) fees. \$489,474.36 of the income from the Registry of Deeds to Strafford County was from the collection of RETT and LCHIP fees.

There were 89 foreclosures in Strafford County in 2018, down by 37 as compared to 2017. In 2017 there were 126 foreclosures.

The Registry of Deeds' office continues to undertake an archival project to preserve documents to microfilm. Microfilm continues to remain the most reliable and recommended form of archival preservation, in addition to back-up on servers. The Registry remains committed to preserving historical documents and records. In light of this goal, it is anticipated that nine books will be restored and preserved in 2019. Currently 187 books have been restored and preserved. The first book that has both handwriting and type is Book 376 (1915). It is anticipated that books that have been typed will not require restoration; therefore, based upon this, after 2019 approximately 180 books remain to be restored and preserved.

Tapestry continues to be a service provided by the Strafford County Registry of Deeds for users/consumers to order and print documents from the convenience of their own home or office without having to open an account with the Registry. In 2018 Tapestry brought in \$8,019.50 in income to Strafford County from the Registry of Deeds. It is not necessary for users to use Tapestry to obtain documents. It is only for those who want the convenience of not having to open an account. There is no charge to open or to maintain an account with the Strafford County Registry of Deeds. The only cost is for the copies printed.

STRAFFORD COUNTY 2018 ANNUAL REPORT

It is anticipated that a fire suppression system will be installed in the Registry of Deeds in 2019 in an effort to be more proactive in preserving and protecting the many historical documents owned by Strafford County, which date back to 1772.

The Registry has been very busy preparing for an upgrade to its recording software. The conversion and updates are planned to be completed by June 1, 2019. Training sessions for the public have been ongoing and productive.

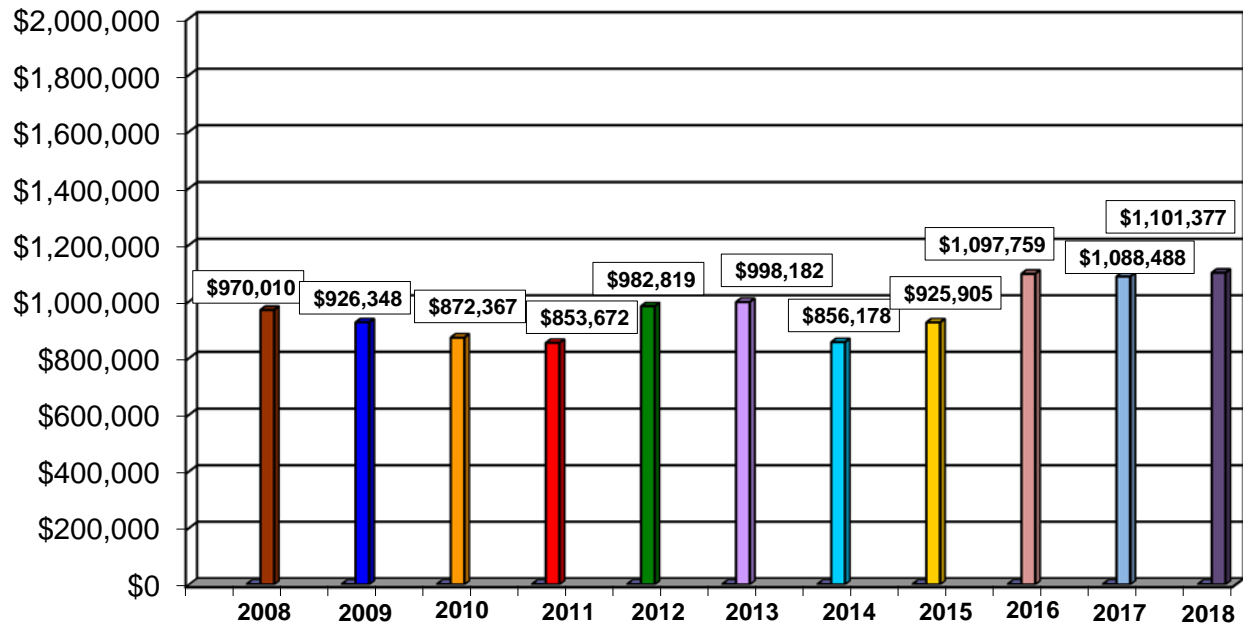
Currently, recorded documents in the Registry are on line for viewing dating back to 1850. In 2019, we will continue to work to place documents from the 1800's onto the Registry website for viewing remotely at <http://www.nhdeeds.com/strafford/StHome.html>. Miscellaneous historical plans that have been deposited in the Registry for informational purposes only will be copied and provided to the New Hampshire State Archives. The originals will be maintained in Strafford County. Approximately 48% of recordings are currently performed through e-recording/filing. This is a cost effective convenience for users of the Strafford County Registry of Deeds.

REVENUES

<u>Year</u>	<u>To State</u>	<u>To County</u>	<u>Total</u>
2007	\$ 9,457,638	\$1,264,920	\$10,722,558
2008	\$ 6,964,331	\$ 970,010	\$ 7,934,341
2009	\$ 5,225,183	\$ 926,093	\$ 6,151,276
2010	\$ 5,145,037	\$ 872,367	\$ 6,017,404
2011	\$ 5,890,543	\$ 853,672	\$ 6,744,215
2012	\$ 6,847,662	\$ 983,474	\$ 7,831,136
2013	\$ 7,298,786	\$ 998,744	\$ 8,297,530
2014	\$ 7,650,753	\$ 856,178	\$ 8,506,931
2015	\$ 8,339,970	\$ 925,905	\$ 9,265,875
2016	\$10,701,267	\$1,097,690	\$11,798,957
2017	\$11,110,664	\$1,088,488	\$12,199,152
2018	\$11,747,542	\$1,101,377	\$12,848,919

STRAFFORD COUNTY 2018 ANNUAL REPORT

STRAFFORD COUNTY REGISTRY OF DEEDS TOTAL INCOME TO THE COUNTY 2008 - 2018



DOCUMENT COUNT BY TYPE 01/01/2018 through 12/31/2018

Location	Deeds	Mortgages	Foreclosures	Liens	Discharges	UCC's	Plans	*Total
Barrington	370	401	6	28	128	8	24	965
Dover	1,095	1,100	10	52	363	29	95	2,744
Durham	252	222	1	6	77	3	25	586
Farmington	291	246	14	30	79	9	19	688
Lee	182	147	2	10	57	3	9	410
Madbury	74	70	0	6	22	3	12	187
Middleton	131	92	2	13	26	1	2	267
Milton	225	173	13	30	58	0	6	505
New Durham	215	123	6	17	42	1	7	411
Rollinsford	85	90	2	7	31	0	3	218
Rochester	1,320	1,117	21	147	365	42	56	3,068
Strafford Cty	15	20	0	263	3,188	98	0	3,584
Somersworth	415	394	11	31	133	12	15	1,011
Strafford	176	168	1	9	66	2	9	431
Totals	4,846	4,363	89	649	4,635	211	282	15,075*

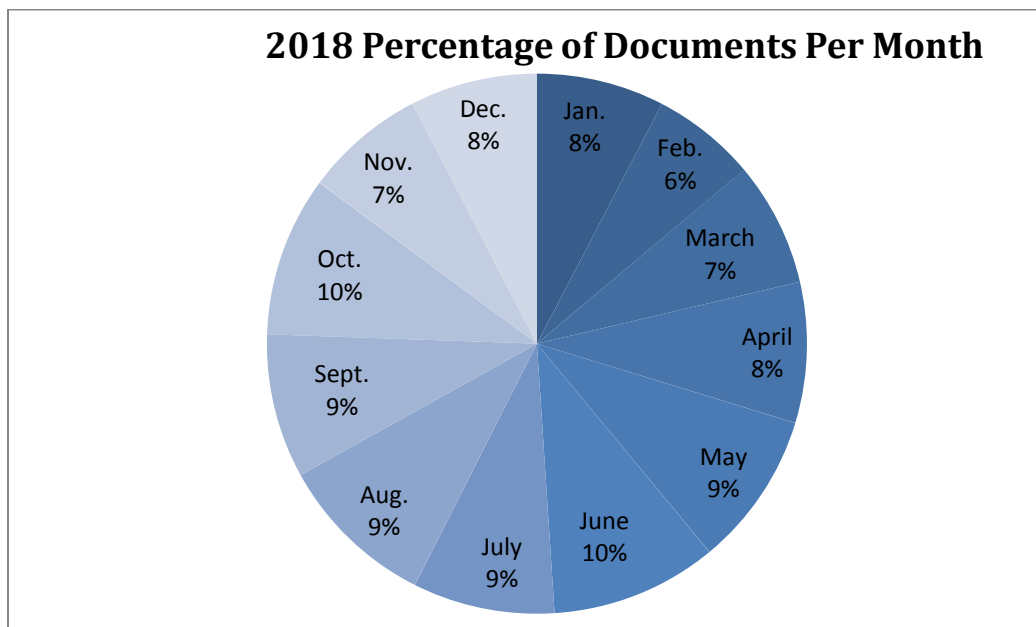
*This number may include documents that must be indexed more than once for recording purposes. Note that this number does not represent all categories of recorded documents.

STRAFFORD COUNTY 2018 ANNUAL REPORT

DOCUMENT COUNT BY LOCATION 01/01/2018 through 12/31/2018

CITY/TOWN	TOTAL
Barrington	1,240
Dover	3,636
Durham	733
Farmington	841
Lee	527
Madbury	237
Middleton	328
Milton	628
New Durham	526
Rollinsford	280
Rochester	3,711
Strafford County	5,457
Somersworth	1,275
Strafford	530
TOTALS**	19,949

**This number may include documents that must be indexed more than once for recording purposes.



STRAFFORD COUNTY 2018 ANNUAL REPORT

YEARLY FORECLOSURES 2007 THROUGH 2018

<u>Year</u>	<u>Foreclosures</u>	<u>Year</u>	<u>Foreclosures</u>
2007	229	2008	313
2009	354	2010	420
2011	374	2012	371
2013	277	2014	201
2015	182	2016	152
2017	126	2018	89

Lastly, I wish to recognize and thank the staff at the Registry of Deeds for their dedication and hard work. Further, I want to extend my thanks to the Strafford County Commissioners, The County Administrator, the Legislative Delegation, and all the departments in Strafford County who have supported the Registry of Deeds.

Respectfully submitted,

Catherine A. Berube

Catherine Berube
Register of Deeds

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 ANNUAL REPORT OF THE RIVERSIDE REST HOME ADMINISTRATOR



Riverside Rest Home is a 229-bed nursing facility established to care for the medically frail and elderly of Strafford County. Almost all of our residents are financially destitute due to the costs of medical care associated with their illness(es). As part of its operations, Riverside Rest Home manages 62 beds spread over two nursing units dedicated to caring for people with Alzheimer's disease and related disorders, a twenty-two (22)-bed unit for residents who are challenged by behavior problems, and a fourteen (14) bed hospice unit. Our facility has an excellent reputation for the care given by our caring, professional staff.

Consistent with Riverside Rest Home's mission, we continue to respond to many community crises. Riverside staff skillfully assists with these emergencies by helping with placements for community-based services or in Riverside if necessary. This policy, as authored by the Strafford County Commissioners, offers Riverside Rest Home staff the flexibility to handle a wide range of clients with admission criteria based on how safe a citizen is in their current living situation.

Community activities are an important part of continuing the connection between the resident and their home town. Many of these activities are events the residents participated in before coming to Riverside. Here is a list of most of the activities held throughout 2018:

- 30% of Residents Voted in Election
- 9/11: Make and Deliver Breakfast Items to Fire Stations and Police Departments
- Apple Crisp Day
- April Party with Victory Club
- Armchair Travel to Different Counties
- Attend Flag Day ceremonies
- Barbecues
- Baseball Games
- Billiards
- Bingo Game Night w/Spaulding High School Honor Society and Other Schools
- Boat Trips
- Boscawen Veterans' Cemetery Trip
- Bowling
- Boy Scouts Game Night with Residents
- Breakfast Club
- Buddy Art with Farmington Elementary School
- Carnival Day of Fun Activities
- Cat Therapy

STRAFFORD COUNTY 2018 ANNUAL REPORT

- Children's Fashion Show with Staff's Children and Children in Motion Day Care
- Christmas Parties - 2
- Christmas Fair & Bake Sale
- Christmas Tree Shop Trips
- Church Services Twice a Week
- Clothing Show
- Community Jigsaw Puzzles-Main Lobby
- Community Partners Join Residents for Music Therapy
- Computer Classes/assist
- Concerts on the Commons, Rochester, Prescott Park, Portsmouth, Cocheco Park, Dover
- Cooking Group
- Dance Exercise Group
- Day of Caring w/St. Thomas Aquinas High School
- Dinners Out to Restaurants
- Doll Shows
- Dunkin Breakfast Group
- Easter Egg Hunt with Staff's Children and Children in Motion Day Care
- E-Mails to Family & Friends
- Eucharistic Minister
- Exercise Groups
- Family/Friends Weddings, Funerals, Parties, Camp, etc.
- Fishing Trips
- Fondest Wish Individualized Outings
- Football Games
- Flag Retirement Ceremony-RRH Hosts
- Fox Fun Mall Trips
- Gardening Club
- Gardening
- Halloween Party
- Henry Wilson School Interaction
- Holiday Celebrations with Party and Decorations on Each Unit
- Ice Cream Smorgasbord
- Ice Cream Trip
- Indian Head Resort
- Individuals Programs to Visit and Socialize with Family and Friends in the Community
- Inter-generational Programs
- Karaoke
- Kite Flying Rally
- Leprechaun Visits
- Liberty Day: Volunteers Work on Gardens with Residents
- Live Entertainment
- Make Cards for Troops Overseas
- Makeovers and Manicures
- Meal of the Month
- Men's Craft group
- Men's & Ladies Groups
- Men's Weekly Group with Stan
- Mike's Coffee Chat
- Mobile Library
- Morning Coffees and Afternoon Teas
- Motorcycle Rides for 100 Year Old Residents, by Request
- Museum Trips
- Music and Massage Glamor Makeover Day
- Music Therapy
- Music Therapy Unit 1A & B and Unit 5
- Name That Tune Program
- National Nursing Home Week in May
- New England Telephone Pioneer Party
- New Year's Party
- Newspaper Group
- October Fest
- One-on-One Activities w/ Residents
- Oxford Casino Trips
- Parkinson Group Meetings
- Participation in Memorial Day and Veterans Day Parades in Rochester
- Pet Therapy-All Units
- Photography Club
- Planting Vegetable & Flower Gardens
- Poker and Cribbage Night
- Programs provided by the Elks and Emblem and Victory Clubs
- Quilting Group

STRAFFORD COUNTY 2018 ANNUAL REPORT

- Red Hat Group
- Refinish Small Piece of Furniture for Craft Fair
- Resident Council
- Topsfield Fair Participating
- Roving Entertainers
- Santa and Mrs. Claus Visits
- Scrapbooking Group
- Sewing and Art Group
- Shopping Trips
- Small Group Activities
- Special Art Group
- Special Events County Cities and Towns
- Special Fun Days: Tree Festival; Flamingo Day, Marshmallow Day, and many more
- Special Luncheon Club
- Special One on One Visits w/Music Therapist
- Special Small Groups weekly on Units
- Specialized Dance Groups
- Specialized Craft and Cooking Groups
- Spirituality Group
- Spring Fling
- St. Patrick's Day Party
- Storyteller(s)
- Strawberry Festival
- Super Bowl Party
- Theater and Movie Matinee trips
- Themed Bingo
- Tilton Nursing Home for Vet's
- Topsfield Fair, Massachusetts
- Trick or Treat with Children in Motion Day Care and Staff's Children
- Trips to Camp Waban all Summer
- Trips to McLaughlin Home in Alton
- Twin Rivers Casino
- United Way Day of Caring Special Events for Residents
- Valentine's Day Parties
- Veterans' Group
- Veterans' Luncheons and Trips
- Vets Meet Vets Monthly Meeting
- Victory Club Special Parties – 2
- Visits to State Parks and Beaches
- Visits from UNH PROVS Groups & Parties
- Wheelchair Car Wash
- Wii Game System
- Winter Blahs Party
- Winter Olympics/Winter Carnival
- Woodworking, Ceramics, Flower Arranging, and General Craft Classes
- Word, Card and Board Games
- And many, many other activities on a daily and evening basis, seven days a week

Under the direction of the Center for Medicare and Medicaid Services (CMS), a division of the United States Department of Health and Human Services, State inspectors conducted the annual survey of Riverside Rest Home. We passed with flying colors and continue to strive to provide the best possible care to our residents each and every day. We hope you will join me in thanking all Riverside employees for their diligence in providing the best care possible. It's nice to see that County tax dollars are being spent for high quality care. We continue to be very pleased with our relationship with our hospice providers throughout the facility and at the Hospice House. Approximately 90% of RRH residents who die at the facility receive the benefits of this excellent program. Hospice employees assist RRH staff in managing resident end-of-life care and preparing families for the challenges associated with losing a loved one. There have been over 942 admissions to the hospice unit since the County took over operations in the summer of 2015. We have a very

STRAFFORD COUNTY 2018 ANNUAL REPORT

active volunteer/fundraiser group associated with the hospice unit, the Friends of Hyder Family Hospice House. This group raises money to help provide the extras that make the end of life journey for our hospice residents more comfortable.

In closing, I would like to recognize the excellent staff of Riverside Rest Home. The high level of family satisfaction and excellent State inspection results would not be possible without the outstanding work done by the entire management team and staff at Riverside. I would also like to thank our excellent nursing staff, as well as the dedicated department heads and employees of the rest home for their loyalty and hard work. A special thanks to Strafford County Commissioners Maglaras, Watson and Rollo for providing guidance, direction, and support. With everyone's continued efforts, coupled with the support of the Strafford County Delegation, Riverside will continue to provide excellent care to the elderly of Strafford County.

Respectfully submitted,

Raymond F. Bower

Raymond F. Bower, Administrator
Riverside Rest Home

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 ANNUAL REPORT OF THE STRAFFORD COUNTY DEPARTMENT OF CORRECTIONS



The year of 2018 proved to be quite busy. The amount of direct payments from inmate boarders rose to \$8,292,960.50 in 2018. All boarding revenues are deposited in Strafford County's General Fund and play an important role in keeping taxes down for the citizens in the communities we serve. Our average daily population for the year was 422 inmates, an increase from 401 in 2017 with a monthly break down as follows:

January:	405.74	February:	402.96
March:	421.55	April:	447.63
May:	432.00	June:	421.27
July:	439.74	August:	437.06
September:	431.23	October:	433.03
November:	398.80	December:	392.03

We booked 5,906 people in 2018 (significantly higher than the 4,721 people in 2017) which included 5,018 males and 888 females. Of those, 1,856 were inmates held for Strafford County; 1,558 were pre-trial, and 298 were sentenced. There were 237 females held for the following facilities:

N.H. State Prison	90	Rockingham County	55
Hillsborough County	12	Carroll County	21
Merrimack County	2	Belknap County	2
Federal Bureau of Prisons	55		

STRAFFORD COUNTY 2018 ANNUAL REPORT

There were 1,147 males incarcerated for the following facilities:

NH State Prison	218	Rockingham County	76
Hillsborough County	14	Belknap County	8
Carroll County	5	Merrimack County	21
Federal Bureau of Prisons	808		

A total of 862 Protective Custody Offenders were processed in 2018. The breakdown is as follows:

Males	653	Females	209
-------	-----	---------	-----

The increase in numbers is directly attributable to Air Operations process we began with the Department of Homeland Security in 2018. This process funnels ICE Detainees in the northeast to SCDOC for the beginning of the removal process as a result of lawful court orders.

We currently have contracts to house inmates for Immigration and Customs Enforcement, the U.S. Marshals Service for Maine, New Hampshire, Vermont and Massachusetts, the New Hampshire State Prison for Women, and Rockingham County. We also exchange inmates with other counties as needed to keep co-defendants separate or eliminate other conflicts of interest.

2018 Promotions and Recognitions:

Field Training Officer: FTO Robert Metcalf
Field Training Officer: FTO Jean-Marc Thelusma
Field Training Officer: FTO TJ Rapson
Central Control Officer: Officer Edward Deal
Booking Officer: Officer Taylor Sims
Booking Officer: Officer Adam Bowden
Booking Officer: Officer Kyle McLachlin
Booking Officer: Officer Chelsey Blake
Booking Officer: Officer Michael Landry
Jail Industries: Officer Anthony Jensen
SCSO: Deputy Elizabeth Baez
SCSO: Deputy Matthew Kimball
SRT Team Member: Officer Rafael De Sao
SRT Team Member: Officer Corey McGuigan
SRT Team Member: FTO Jean-Marc Thelusma
SRT Team Member: FTO TJ Rapson

STRAFFORD COUNTY 2018 ANNUAL REPORT

NHAC Correctional Academy Graduates:

108th- Taylor Sims, Edward Deal, TJ Rapson

109th- Brent Lombardi, Jacqueline Kimball, Angela Tilley

We held our annual Employee Recognition Banquet in May of 2018. The following employees received recognition for their achievements in 2017:

Meritorious Service: Corporal Diane Lavrentios

Lifesaving Award: LPN Marc Viera, Officers Mike Clancy, Anthony Ford, Bruce Goutier, Medical Administrator Tracy Warren, Officer Robert Metcalf, Captain Robert Hayden, Corporal Kyle Chadbourne, RN Melissa Keefe, Officers Laura Drew, Kyle McLaughlin, Patrick Tridenti, Miguel Morales, Jennifer McDonald, TJ Rapson, RN Rebecca Poirier, MA Jen Squires, Officer Taylor Sims, Corporal Diane Lavrentios, RN Linda Lietz, and RN Pat Dubois

Rookie of the Year: Officer Logan Major

Innovation Award: Corporal Matthew Downs

Employee of the Year: Officer Bruce Goutier

Supervisor of the Year: Sergeant Robert Farrell

Officer of the Year 1st Shift: Officer Mike Landry

Officer of the Year 2nd Shift: Officer Josh Peaslee

Officer of the Year 3rd Shift: Officer Kelly Devaney

Employee of the Year Administrative Support: Officer Denise Morin

Employee of the Year Administrative Support Community Corrections: Officer Emma Paciulli

Supervisor of the Year Community Corrections: Carrie Conway

Employee of the Year Medical: RN Melissa Keefe

Employee of the Year Food Service: Aaron Cressey

Community Service Award: Lieutenant Laura Noseworthy

We continued to bridge gaps between the public and the SCDOC by conducting facility tours for students from Spaulding, Portsmouth, Farmington, Nute, Dover, Oyster River Cooperative, and St. Thomas High Schools, Great Bay College and University of New Hampshire (UNH). Other guests included the Police Explorers, Leadership Seacoast, City Year NH, Dover Citizen's Police Academy, and UNH Citizen's Police Academy. We take pride in our staff and facility and enjoy showing tour participants some of the innovative programs we offer.

As part of our boarding contract, we had yearly inspections conducted by The U.S. Department of Homeland Security, Immigration and Customs Enforcement, the Federal Bureau of Prisons and the United States Marshal's Service; these inspections serve as a way for us to gain feedback on our operations so we continue to maintain the highest

STRAFFORD COUNTY 2018 ANNUAL REPORT

possible standards. We consistently receive compliments on both our staff and facility during these inspections and it is very validating when other agencies notice the level of professionalism we see in our staff members every day.

We continue to impress those that come to our facility largely due to the security and support staff that are employed here. They are professional, conscientious, and caring to those in our custody. The product they provide continues to positively affect the agencies we partner with.

We continue to pioneer changes within the correctional environment. We have recently made changes related to inmate correspondence relating to Tablet deployment and legal mail which has significantly increased security measures within the facility.

Apart from the amazing work the Officers and support staff do for the jail, we could not be successful without the support and diligence of the Board of County Commissioners. The Commissioners provide feedback and support to the jail staff and remind us on a regular basis that the jobs we do are important. Having County Commissioners that take a genuine interest in the staff and facility makes it a pleasure to work for them; their vision and support of innovations in corrections guides us towards the future in a way that is evident by our current success. They also show support for the officers and support staff by attending our annual employee recognition banquet and personally congratulating each award recipient.

Recent changes in the Immigration policy has resulted in an increase in our population. Regardless of your stance related to this issue, we will ensure that those in our custody receive the support and care you have grown accustomed to expect from the Strafford County Department of Corrections.

Budget issues will continue to be a challenge, as they are for every government agency, but I have every confidence we will not only meet but exceed expectations. I am anticipating that we will continue to help the taxpayers of this County by stressing reduction of criminal behavior beyond the doors of this institution in our efforts to reintegrate those that have been separated from society.

Respectfully Submitted,

Christopher Brackett

Christopher Brackett
Superintendent

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 Programs Report

Educational Programs

Education: High School Equivalency preparation and Adult Basic Education. Dover Adult Learning Center provided Adult Educational classes three days each week for a total of 19 instructional hours per week. A total of 197 inmates received Adult Basic Education services in 2018.

Hi-Set Exam: The State of New Hampshire is now using the Hi-Set exam for high school equivalency. SCDOC administered 94 Hi-Set individual subject tests in 2018. 10 inmates passed all sections of the exam, earning their High School Equivalency.

Special Education: Special Education was offered at SCDOC. Coded students are referred to a tutor who contracts with the local school districts to provide services to incarcerated special education students.

ESOL: A weekly class of English as a Second Language was offered to inmates with language barriers.

Volunteer Tutors: 4 volunteer tutors worked in the facility in 2018, providing a combined average of approximately 12 tutoring hours a week.

Enrichment Programs: Several enrichment programs each week were offered to inmates: Topics included: Writing and Poetry, Art, Sociology, Social History, Psychology and Personal Development.

Therapeutic Community Program/Women's Recovery Program: SCDOC offers an intensive 90 day drug treatment program. Offenders enrolled in these programs are segregated from the general jail population and adhere to a strict schedule and multitude of recovery programs. Two programs are offered, one for men and one for women.

121 individuals were enrolled in the Men's or Women's Therapeutic Community (TC) programs in 2018. 110 individuals successfully completed all requirements of the program; 8 individuals failed the program; 3 individuals were transferred or discharged prior to completion of the program.

Substance Abuse/Behavioral Treatment Programs

Drug and Alcohol Education: SCDOC provided weekly drug and alcohol education groups to several housing areas in the jail. Individual counseling as requested was also offered.

STRAFFORD COUNTY 2018 ANNUAL REPORT

Alcoholics Anonymous and Narcotics Anonymous: AA groups for both male and female inmates were held weekly for each housing unit and daily for the TC units, this past year. NA groups were held bi-weekly.

Anger Management Training and Life Skills Classes: SCDOC provided 6 anger management classes and 4 life skills classes per week.

Seeking Safety: In 2018, SCDOC added this evidenced-based program that helps prisoners address substance use and trauma. Four sessions are now held each week.

Ending the Violence Program: Two sessions of domestic violence batterers' intervention program were offered per week.

Take Back Your Life: Advocates from Haven conducted a weekly support group for victims of domestic violence.

Positive Options Program: This program offers individual modules of anger management, attitude adjustment and life skills classes. A program counselor and volunteer provided individual service to 5 inmates weekly.

IVP program: Volunteers met weekly with immigration detainees to provide education and support.

Yoga: Six one hour classes were offered weekly.

School and Civic Tours: School tours were offered on a regular basis. Students from Rochester, Dover, Farmington, Milton, Oyster River, Portsmouth and Somersworth high schools all toured the jail, as did students from Great Bay College and UNH. Several at-risk and alternative schools also toured the jail. Civic groups such as the Citizen's Police Academy and Seacoast Leadership also toured the jail.

Work Release Program: Strafford County encourages work release for sentenced offenders. Work release enables offenders to re-integrate into the community with viable employment thus reducing the likelihood of re-offense due to financial hardships upon discharge. Work release also reduces reliance on entitlements for work release inmates and their families. While on the program, offenders pay a portion of their wages for room and board and for victim's assistance, offsetting the cost of the offender's incarceration.

Work Release outcomes: 11 Inmates were granted work release in 2018; 04 Inmates completed the program and were discharged to early release on Step Down; 04 Inmates completed the program and were discharged time served; 03 Inmates violated conditions of the program and work release was rescinded.

STRAFFORD COUNTY 2018 ANNUAL REPORT

Job Placement: SCDOC has developed several partnerships with employers willing to hire work release inmates and assisted 4 eligible inmates with direct placement into work release jobs in 2018.

Vocational Services

Pre-Employment Program (PEPP): This program teaches inmates job search skills, helps them to prepare resumes and job applications and teaches job interview skills. 3 classes per week were held per week in 2018.

Computer Classes: Dover Adult Learning center provided computer classes at SCDOC. 2 basic and 2 advanced classes were offered weekly.

NH Works Seminar: Representatives from the Somersworth and Portsmouth Employment Security Offices conducted quarterly employment search work-shops with offenders preparing for release.

Spiritual Services: A variety of Spiritual Programs were held at SCDOC in 2018:

Clergy Visits: Ordained clergy from various faiths ministered to inmates upon request from the inmates.

Sunday Service: A weekly Catholic group that meets on Sundays for female inmates.

Sunday Bible Study: Weekly group for female inmates.

Monday Night Bible Study: Bible study conducted for special population inmates.

Catholic Services: Weekly Catholic program offered to females and to male general population units.

Bible Study and Music Ministry: Program for male general population that includes bible study and spiritual music.

Catholic Counseling: Four volunteers currently offer individual Catholic counseling to inmates.

Buddhist Meditation: Two volunteers facilitated a meditation program for two units.

STRAFFORD COUNTY 2018 ANNUAL REPORT

Spiritual Care Advisory Board: This board made up of local spiritual leaders meet monthly to review spiritual service applications, and to ensure that best practices for spiritual care are being followed by spiritual service volunteers.

Internships: SCDOC hosted 5 interns in 2018, 5 undergraduate students from the University of New Hampshire from the Justice Studies and Psychology Programs at UNH. During the academic year each of these interns provided approximately 15 weekly hours of service.

Inmate Services

Library: The programs department solicited and managed donations of books and educational materials for the jail library.

Inmate Newsletter: Volunteers from the Family Reception Center and Spiritual Care Board coordinated a new monthly newsletter in 2018. This newsletter is provided to all inmates and contains information on rehabilitation programs, self-help articles and prose and poetry submissions from individuals in custody here.

Law Library: 6 law library computer stations containing Lexis Nexis NH State, Federal and Immigration Laws and word processing software were provided for inmate use. Case law was also added to the jail tablet system for general use.

Case Management/Discharge Planning: Case management services to assist inmates with discharge planning, linkages with community resources, admissions into substance abuse treatment and transitional housing programs as well as other transitional needs are offered to all inmates upon request.

Treatment Coordination: SCDOC strives to assist prisoners in gaining entry into outside treatment programs for substance abuse. In 2018 in excess of 150 phone screens were conducted with various treatment programs.

Health Care Van: Strafford County Hosts the Families First Mobile Health Care Van on a weekly basis. Discharged offenders and offenders on community supervision receive services from this agency at the county complex.

Respectfully Submitted,

Jake Collins

Jake Collins, Assistant Superintendent
Programs and Education

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 Training Department Report

All Strafford County Correctional Officer have completed the required annual 30 hours of training necessary to maintain their certification. The year of 2018 marked a time of advancement, innovation and change for the Training Department. The Career Ladder Program includes the recent promotions of three new Field Training Officers, five Booking Officers, and one Central Control Officer. Additionally, four new members were added to the facility Special Reaction Team. Shift Supervisors and Field Training Officers have collectively assisted with hiring and training several new officers this year. This facility has added more new officers this year than any year in recent history.

The facility orientation curriculum is continuing in its success, adding new classes and using many different instructors. A new course, "Mental Health in the Criminal Justice System," instructed by Officer Blair Rowlett, was added to meet the changing needs of the facility. There were six cycles of new officer and medical staff orientations conducted in 2018. Every Field Training Officer continues to assist with orientation by instructing at least one class and introducing themselves to new staff prior to the start of their on the job training. A representative from each shift supervision team assists in this effort as well. Nine officers and supervisors instructed at the New Hampshire Association of Counties (NHAC) Corrections Academy, currently more than any other county in the state. All of our instructors attended and participated in a workshop at the NHAC Academy accrediting them as Academy trainers and giving them an opportunity to update and refine their course curriculums. We had six current officers attend and graduate from the Academy.

The Training Department has introduced new and enhanced programs to supervisors and staff alike to include scenario based defensive tactics courses, edged weapons defense, IPC communication skills, etc. All use of force classes now involve a practical hands-on testing phase. CPR and First Aid training, which utilizes accredited online training media, includes Infant and Child CPR and AED use. We have sent several officers to instructor-level training events in use of force techniques, as well as managing inmates with diagnosable mental health concerns such as Autism and Schizophrenia. Relias web-based learning remains a tool for us to provide new and diverse training classes and meet accreditation standards, while helping to keep overtime coverage to a minimum. We have added a new mandatory course on Understanding Cultural Diversity instructed by University of New Hampshire faculty, which I believe was very successful.

With all of the positive departmental growth, a solid training plan, and a motivated training team in place, I have every expectation that 2019 will be an excellent year in training. I have personally challenged our training staff to take as active a role as possible in the development of both our new and veteran staff. They seem to have embraced this challenge and I am excited to see the results of their hard work in the coming year.

Respectfully submitted,

Sgt. Leonard Nadeau

Sgt. Leonard Nadeau

Director of Training

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 Jail Industries Annual Report

In 2018 Strafford County Jail Industries program trained and worked 131 inmates for a total of 21,364 hours. An additional 71 inmates worked for a total of 11,468 hours in our laundry department. Inmates were taught and learned many important vocational skills to include hand soldering, product assembly, packaging and heat sealing, product inspection, screen printing, embroidery and laundry operations.

Inmates were prepared for release by developing high end manufacturing skills that are always in demand. They were provided work references and job placement assistance whenever possible and assistance with securing their Social Security card. Jail Industries also maintained a mandatory savings account for each worker with half of all monies earned saved and ready for the inmate to collect upon their release.

Jail Industries Gross Earnings for 2018 by Customer

Airmar Technologies	\$60,836.61
Ashby Cross	\$5,908.18
Cocheco Valley	\$4,370.98
Diacom Corp.	\$13,573.66
Hyder Hospice	\$6,586.04
Hope on Haven Hill	\$2,470.96
Screen Printing and Embroidery	\$20,834.09
Sgt. Knots	\$11,242.03
Singular	\$385.00
Stonewall Kitchen	\$31,568.75
Sulzer Mixpac USA	\$35,149.86
Warner Power LLC	\$2,222.80
INGU	\$16,014.60
Finware	\$8,375.01

The program grossed \$219,538.57 in 2018, as well as providing laundry services for the Jail and Riverside Rest Home, which are not included in this total.

2018 Family Reception Center Annual Report

Now in its 17th year of operation, the Family Reception Center (FRC) continued to be self-sufficient in 2018. The FRC raised \$1,662.50 in 2018 from the sale of pictures and Christmas cards to inmates and receipt of a \$1,000 grant. This generous grant was received from the Bishop's Charitable Assistance Fund. No tax dollars were used for this program. The money raised was used to:

STRAFFORD COUNTY 2018 ANNUAL REPORT

- Provide activities and enhance family visits during the holidays of Easter, Thanksgiving, and Christmas.
- Provide donated Christmas presents to children of incarcerated individuals during the holiday season.
- Provide a summertime cookout for families and loved ones, including story time for children with a book for each child to take home.
- Provide refreshments to families before and after they visit their loved ones.
- Provide hats, mittens and scarves to anyone in need. All of these items were donated to the FRC.
- Provide a visitor handbook so that through communication, families and inmates learn what is going on at our facility. The families receive the same handbook that inmates do and reprinted as a Visitors Handbook.
- Provide caring and knowledgeable volunteers with relevant materials that may provide families and loved ones with helpful information and resources to improve the situation that families face due to the incarceration of their loved ones.

Based on our continued data collection, we are indeed lessening stress. Updated data shows that we continue to have approximately 3,200 contacts over a given year with families. Our mission and goals remain the same, as follows:

- Provide a comfortable, trusting, and supportive environment where inmates' families and friends may come before or after visits to receive validation, support, and resources that may lessen the negative impact experienced through incarceration.
- Provide a setting where people experiencing incarceration of a loved one may come to receive support from others experiencing or who have experienced the same situations.
- Provide a more positive and comfortable setting for children wishing to visit.

Families continue to express how much they appreciate the FRC and how unique it is compared to other sites they have visited.

Respectfully submitted,

Michael Garcia

Michael Garcia, Director

Jail Industries & Family Resource Center

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 Strafford County Community Work Program Annual Report

The Strafford County Community Work Program provides community services to Strafford County non-profit agencies, tax supported organizations, and government agencies. The Work Program consists of court-ordered participants who are sentenced to the program, and other Strafford County program participants such as Drug Treatment Court, Mental Health Court, Diversion Agreements, Employability Program, Probation and Parole, and Strafford County Community Corrections program clients. The program operates 7 days a week, with two crews operating at any one time. The hours worked are broken down by each sentencing agency are as follows:

Agency	Hours Worked
Community Corrections	3,909 hours
Dover District Court	1,579 hours
Drug Treatment Court	448 hours
Rochester District Court	224 hours
Strafford County Superior Court	448 hours
Out of County Agencies	256 hours
Total	6,864 hours

Below is a list of the agencies that have benefitted from this program, broken down by hours and estimated savings:

Agency	Hours	Savings
Strafford County Complex	2,968 hours	\$44,520.00
Dover	600 hours	\$9,000.00
Rochester	768 hours	\$11,520.00
Somersworth	480 hours	\$7,200.00
Riverside Rest Home	608 hours	\$9,120.00
Milton	592 hours	\$8,880.00
Community Action Program	448 hours	\$6,720.00
Lee	224 hours	\$3,360.00
Durham	32 hours	\$480.00
Rollinsford	104 hours	\$1,560.00
Barrington	160 hours	\$2,400.00
Special Olympics	824 hours	\$12,360.00
S.C. House or Corrections	440 hours	\$6,600.00
Total	8,248 hours	\$123,720.00

STRAFFORD COUNTY 2018 ANNUAL REPORT

While paying off fees and fines from various sentencing agencies, in total there were 6,864 hours of community service performed in the year 2018 to Strafford County cities, towns, and agencies. That is a lot of good done to benefit all the residents of Strafford County and beyond.

The Strafford County Community Work Program had 63 people participate in community service in 2018. Out of those participants 60 completed and 3 failed to complete in the time frame set by the sentencing court. The Community Work Program boasts a 95% completion rate for the year 2018.

In 2018 the Strafford County Community Work Program processed and sold 148 cords of hardwood, for a total sales amount of \$24,905.00. In addition, the Strafford County Community Work Program donated 5 cords of hardwood and numerous other items built by community service to fundraising events to benefit a variety of local nonprofits.

All revenue generated from the sale of cordwood was returned to the Strafford County General Fund to help offset the tax burden on residents Strafford County, as well as helping to fund various County programs. The total amount returned to the fund was \$24,905.00.

Throughout 2018, the Strafford County Community Work Program assisted in numerous projects and tasks, both within the County and out. Some of the projects and tasks are as follows:

- Special Olympics: Winter & Summer Games, Penguin Plunge, Prep Plunge, and the Winni-Dip
- Riverside Rest Home: Painting inside of care unit, kitchenette and common area remodel
- Community Action Program: Monthly USDA food deliveries, loading numerous local non-profit agencies vehicles and helping CAP unload to their respective food pantries in Dover, Rochester and Farmington
- Dover Public Library Book Sale
- Somersworth Pumpkin Festival
- Rochester Housing Authority: Air conditioning (A/C) installation & removal, Spring and Fall clean-up at 5 locations
- Somersworth and Dover Fire Departments: Leaf/debris removal, re-cutting and mulching of flower beds
- Roadside clean up in various Strafford County communities
- Town of Milton: Removal of overgrowth around four acres at solar panel site
- Coast Bus Shelter: Snow and ice removal and damage assessment

STRAFFORD COUNTY 2018 ANNUAL REPORT

- Dover and Somersworth Fire Departments: Landscaping, cutting new flower beds and mulching
- Town of Lee: Transfer station sanitation and landscaping assistance
- Historic Rochester Fair Grounds: Bleachers and display barn clean up, painting and other preparations for 142nd Rochester Fair.
- East Rochester Library: Painting and exterior restoration before historical society funding nomination.
- Bellamy Park: Cleanup and disk golf course maintenance

These are just some of the projects the Strafford County Community Work Program assisted with and completed. Please remember that this is only a small sample of the things completed by this program and its participants.

The ultimate goal of the Community Work Program is to bring Strafford County's policy of professionalism and understanding into the community to accomplish the most good possible. Although each task is different, the end result is always the same--
COMMUNITY SERVICE.

Respectfully submitted,

Troy Chabot

Troy Chabot, Director

Strafford County Community Work Program

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 STRAFFORD COUNTY COMMUNITY CORRECTIONS ANNUAL REPORT

The Community Corrections Program is composed of several programs, all united under the same mission. We work within the criminal justice system to create a safer community. We provide the courts with accurate information and offer viable, cost effective pre-trial and sentencing options through a balance of enforcement and treatment strategies, while holding the offenders accountable and affording them the opportunity to become productive, law-abiding citizens. Community Corrections monitors pre and post-trial release and pre-trial diversion as well as child support cases. We assess, supervise, and provide the necessary services for defendants. We collaborate with the criminal justice community to assist in pre-trial release decisions, promote community safety, and ensure the return to court, while using the least restrictive environment necessary. To complement these programs, Community Corrections also assesses sentenced offenders housed at the Strafford County Department of Corrections and, if possible, diverts them to intensive community-based supervision, while providing individualized treatment plans. This helps transition offenders into being productive community members, thereby helping to reduce future criminal acts while promoting a safer community and decreasing victims.

Pretrial Assessments: Strafford County Community Corrections completes assessments on all defendants booked into the Strafford County House of Corrections. The interview or assessments takes place as soon as possible, and is the first step in preparing the defendants' assessment for court. The intake coordinator then uses the information gathered as a foundation to assist them when completing the report for the court. Typically the assessment contains criminal history, pending charges, address history, employment history, education, dependents, and community ties. This assessment is given to the Judge, to aide in making an informed decision when determining if bail supervision is necessary. The assessment is available for use during the defendant's arraignment, probable cause hearings, and bail hearings. In 2018, the Community Supervision Pretrial Program completed 606 assessments and the Mental Health Pretrial Program completed 390 assessments, on defendants booked into the jail. In total, the Strafford County Community Corrections bail supervision programs completed 996 assessments in 2018.

Pretrial Supervision: All defendants on Strafford County Community Corrections Pretrial Supervision must comply with a standard set of conditions that we tailor to the needs of the individual client. The court may also order specific conditions for the defendants to follow. Examples of standard conditions are:

- *Checking in by telephone daily*
- *Reporting to our office at the discretion of the defendants Case Manager*
- *Refrain from the use of excessive alcohol*

STRAFFORD COUNTY 2018 ANNUAL REPORT

- *Submit to mandatory random and scheduled drug testing*
- *Adhere to a curfew*
- *Electronic monitoring to include GPS or the use of remote alcohol monitoring*
- *Court ordered no contacts*
- *Notification of all changes to telephone numbers, address, and employment*
- *Notify the staff of any contact with Law Enforcement*
- *Refrain from the use of any alcohol*
- *Refrain from possessing firearms*
- *House checks to ensure compliance and verify address and living situation*
- *Travel Restrictions*

In 2018, Community Corrections completed 678 total intakes. Of the clients placed with Pretrial Supervision, 20% were ordered from Dover Circuit Court and 61% from Rochester Circuit Court. 95.3% of the total pretrial client population appeared at their respective court dates.

Community Post Trial Supervision: Community Corrections has two post-trial programs. The first is Administrative Home Confinement (AHC). This is a court ordered program where the defendant typically spends some time in jail and the remainder at home and is supervised in the community. The second program is the Step-Down Program. The idea behind this program is to encourage continued life improvements for inmates as they transition from life within the jail facility back into the community. This is accomplished by taking inmates incarcerated in the HOC who are of good behavior and attending programs. Community Corrections then files a motion on the defendant's behalf with the court. If granted, the inmate is released into the community under the supervision of Community Corrections. Community Corrections will complete an assessment on the sentenced inmates in the jail to see if they are appropriate for either of these programs. In 2018 Community Corrections completed 35 assessments on inmates who were incarcerated at the HOC and we had a total of 18 intakes.

Community Pretrial Diversion: The Pretrial Diversion Program in collaboration with the Strafford County Attorney's Office had 6 intakes and assisted in collecting \$3,794.00 in restitution. The Diversion Program has been created for people who have had no prior criminal dealings with the criminal justice system and who the County Attorney's Office does not anticipate returning to the system. We had 1 client not complete the program this year due to new charges that were brought up against them or failing to comply with the diversion agreement.

Employability Program: The Employability Program was established in 2009 brings together Community Corrections and the Division of Child Support Services (Division) in a

STRAFFORD COUNTY 2018 ANNUAL REPORT

partnership that will assist delinquent obligors to come into compliance with their child support order and help prevent civil incarceration to the Strafford County HOC. This program is the first in the State of New Hampshire and shows one more time how Strafford County stays on the cutting edge and has a seamless approach to corrections and the judicial process. In 2018, we had 11 new intakes.

We assisted in collecting over \$31, 899.12 worth of child support through our office. This does not include direct payment to the Division or garnishments that are established. We average 52 clients on this program. If this program was not available, most of these individuals would have ended up in jail. The participant would not have been able to pay any child support or do job searching to gain employment. More importantly, since the program started, we have been able to collect over \$502,000 in child support, according to DHHS Child Support Division.

Strafford County Community Corrections would like to acknowledge and gratefully thank the Strafford County Superior Court, Circuit Court and Family Court Judges, the County Attorney's Office, Local Prosecutors and Defense Attorneys, The New Hampshire Public Defenders Office, Local Police Departments and the Strafford County House of Corrections for their continued support. We would also like to thank the Strafford County Board of Commissioners and County Administrator, Ray Bower for their continued support and innovative guidance. Strafford County's Regular Supervision Pre-Trial and Post-Trial team members who exhibited dedication and professionalism in 2018:

- * Denise Morin, Office Manager
- *Ashley LaBounty, Administrative Assistant
- *Jon Forcier, Senior Case Manager, Training and Equipment Supervisor
- *Sid Bird, Pretrial Supervision Officer
- *Emma Paciulli, Pretrial Supervision Officer
- *William Britton, Community Supervision and Employability Program Director
- *Carrie Lover Conway, Criminal Justice Programming Coordinator

2018 STRAFFORD COUNTY COMMUNITY CORRECTIONS ALTERNATIVE SENTENCING/SUPERVISION PROGRAMS AND SPECIALTY COURTS REPORT

In 2018 the Alternative Sentencing Programs in Strafford County experienced continued growth and programmatic enhancements. By rehabilitating and supervising offenders in the community, we save taxpayer money while maintaining public safety, thus decreasing victims, and returning offenders back into the community as law abiding citizens. The Alternative Sentencing Programs co-exist in this County as part of an overall philosophy shift to supervise and rehabilitate offenders in the community with help from the entire-County infrastructure. Without any piece of this infrastructure, these programs would not

STRAFFORD COUNTY 2018 ANNUAL REPORT

be able to operate as efficiently or as successfully as they do. This infrastructure includes; Strafford County Community Corrections, the Community Work Program, the NH Public Defenders-Dover office, the County Attorneys' office, the Strafford County Department of Corrections, including the Therapeutic Community, the Strafford County Sheriff's Office, Southeastern NH Services, Community Partners, NH Department of Corrections Probation/Parole, and the Strafford County Superior Court, Rochester and Dover Circuit Courts and the Family Court Division. Of course, County-alternative sentencing programs require local government support and without this support from the Strafford County Delegation, and Strafford County Commissioners these programs would not exist. The leadership from County Administrator Raymond Bower has been crucial over the past year as he provides the initiative and support we have needed to grow and evolve. In 2019 we will continue to seek the enhancement of our County Criminal Justice Programming and the infrastructure that supports these programs.

The Strafford County Adult Drug Treatment Court: The Strafford County Drug Court was the first Drug Court established in NH and is thus the longest running Drug Court in the state of New Hampshire. Following a year-long pilot program, the Drug Court commenced full-operations on January 19, 2006 after securing a Department of Justice grant for 3 years and was the first adult drug court in New Hampshire. The Drug Court is a specialty court program that connects felony and misdemeanor-level, substance-dependent offenders and NH State Prison Parolees who meet the same criteria, sentenced out of Strafford County Superior Court, to an integrated system of intensive alcohol and drug treatment in the community, combined with case management, community monitoring, strict court supervision and progressive incentives and sanctions. By linking participants to treatment services, the program aims to address offenders' addiction issues that led to criminal behavior, thereby reducing recidivism, and protecting public safety. Participants are monitored and linked with several outside agencies in the community as well to address specific needs based on the individual. Strafford County now receives roughly 85% of its funding through the State Grant Program established in 2016. The Drug Court is designed to be a 12 to 18 month felony- and parolee level, and a 6 to 12 month misdemeanor-level, alternative sentencing program, divided into four phases, and followed by one year of probation. In 2018 the Drug Court population- identified drug of choice consisted of 87 % overall Opiate addiction-This number reflects heroin, fentanyl or opiates as the identified drug of choice. The Drug Court utilizes such programs as the Work Program, Therapeutic Community, Transitional Housing, and Re-Entry Clinicians to help support sanctioning and clinical interventions. The Drug Court had an average enrollment of 66 participants in 2018. The Drug Court graduated 23 participants in 2018. Since 2009, Strafford County has participated in a state-wide drug court meeting where all of the drug courts from New Hampshire discuss successes and challenges, while reviewing best practice models. A background check of all our graduates found the recidivism rates three years after completion is 22 percent. This data was collected in 2014 and included everyone that began the program in November 2004 and forward. The Strafford County

STRAFFORD COUNTY 2018 ANNUAL REPORT

Adult Drug Treatment Court has graduated 223 participants since inception and maintained a head count above 67 participants. ***For more information regarding the Drug Treatment Court please contact: Chris Gowell, Director @ 516-5172 or Carrie Lover Conway, Coordinator @ 516-7195.***

Strafford County Community Corrections Mental Health Pre-Trial and Post-Trial

Supervision: Strafford County Pre-trial Mental Health Supervision provides case management and supervision of defendants, who have been diagnosed with a mental illness, while residing in the community and awaiting trial. Through case management and supervision, the defendant is assisted to obtain and maintain appropriate mental health services and access medications to ensure stability and while in the community. Defendants are released from jail without (in most cases) having to post cash bail. Supervision consists of daily/weekly phone and/or office check-ins, case management, voluntary referrals to services, medication checks, drug screens, and mental health compliance. In 2018, The Pre-trial Mental Health Supervision program averaged 92 clients at any given time, completing 214 intakes onto the program and a total of 390 assessments. In 2018, the Pre-Trial Mental Health Diversion Program averaged 3 clients and had 4 intakes. Strafford County Post-Trial Mental Health Supervision offers community based supervision to inmates of the Strafford County Jail. The Administrative Home Confinement program is a court ordered program in which inmates are found eligible for release once sentenced from court. The Step-down Program is a jail program that provides incentives for inmates who exhibit good behavior and willingness to participate in appropriate rehabilitative programs while incarcerated. All inmates released into the community are required to wear a GPS tracking device and/or a Breathalyzer. Program participants with mental illnesses are required to continue medications and mental health treatment in the community as part of conditioned release. In 2018, Mental Health Post Trial-supervised on average 7 inmates in the community and had a total of 31 intakes for the year. ***For more information regarding Mental Health Supervision, please contact Blair Rowlett, Director @ 516-5182 or Carrie Lover Conway, Coordinator @ 516-7195.***

Strafford County Rochester Circuit Court Mental Health Court Pilot Program: This alternative sentencing program commenced operations in June 2007. The Mental Health Court provides court supervision and treatment services to mentally ill defendants to promote engagement in treatment, improve quality of life, decrease recidivism and increase community safety and awareness of mental health issues. The Mental Health Court is a 3-phase specialty court program designed for adults who have one or more misdemeanor-level and/or felony-level offenses and who are eligible for mental health treatment. The Mental Health Court involves frequent court appearances, as well as individualized treatment planning and case management. This program also awards incentives for healthy, appropriate behavior and imposes sanctions for negative behavior. The Strafford County Community Corrections program (SCCCP) has made great strides in

STRAFFORD COUNTY 2018 ANNUAL REPORT

identifying and releasing clients with Mental Health issues. In coordination with Strafford County Judges and the local mental health center, SCCCP has helped develop bail language that compels defendants to get mental health treatment as a condition of their bail. The continuity of supervision that is provided from Pre-trial to Post-trial is a major factor in the referral and success of the program. The program is used in lieu of a jail sentence and the majority of successful completions result in convictions being vacated. The Mental Health Court Team consists of Judge Susan Ashley, Thomas Velardi, Carrie Lover Conway, Blair Rowlett, David Bettencourt, Kate Sullivan, and Tammy Smith. In 2018, the Mental Health Court had 34 intakes and graduated 8 participants. The Mental Health Court was an outgrowth from the Strafford County Mental Health Council. In 2007, the Council also began a Crisis Intervention Team which includes staff from the Rochester and Dover Police Departments, Community Partners and NAMI-NH. In 2008 this team became certified as a Crisis Intervention Team who responds to mental health-related police calls to ensure a more systematic, sensitive approach to persons with mental health issues. ***For more information regarding the Mental Health Court, please contact Blair Rowlett, Director @ 516-5182 or Carrie Lover Conway, Coordinator @ 516-7195.***

The Strafford County Habitual Offender Academy Program: After the NH Department of Corrections eliminated funding for the “traditional state wide “Academy Program in 2009, the Strafford County Attorney’s Office identified a need for the continuation of such programming for an identified Habitual Offender (HO) population. The primary goal of the Habitual Offender Program is to help persons with a Habitual Offender charge, work towards getting their driver’s license back. This process entails guiding participants through the Department of Motor Vehicles. All those who participate in the Habitual Offender Program are required to attend the Life Skills group that the program runs and are required to complete 150 hours of community service, while maintaining a full time job or full time schooling. In 2019, the Habitual Offender Academy Program had 14 referrals with an average daily headcount of 6 participants. ***For more information regarding the Academy Program, please contact Carrie Lover Conway, Coordinator @ 516-7195***

Specialized Transitional Housing Program: Strafford County Specialized Transitional Housing Program opened its doors on November 16, 2009, piloting a 12 bed residence for males. Strafford County received a federal grant from the Department of Justice that provided grant funding through March 2012. In 2013, we expanded our number of male beds to 20 and have added a female transitional housing area that can house up to 8 females. We have also enhanced current staffing patterns to meet the needs of the occupancy increase and supervision needs. The focus of the Housing Program is two-fold; reduce victims in the community and reduce the recidivism rate at the House of Corrections. Strafford County recognizes the importance of providing a smooth transition from the House of Corrections back into the community. Some of the road blocks those individuals face exiting the House of Corrections are homelessness and lack of

STRAFFORD COUNTY 2018 ANNUAL REPORT

structure. The purpose of the Housing Program is to provide those individuals with a residence for up to 90 days which allows them the ample time to find employment and a stable living environment. Individuals who will be considered eligible for the program will have completed extensive programming inside the House of Corrections and will complete the screening process for the program. Residents are considered “outmates” of the House of Corrections and will have to follow strict rules in order to reside there. Residents will be subject to curfews and random drug and alcohol testing, mandated to attend in house programming, and will be expected to complete job searches every day. The Housing staff provides transportation to several self- help groups in the community. The therapeutic nature of Transitional Housing serves to reinforce positive behavior and admonish negative behavior by providing role modeling, counseling and appropriate supervision. In 2018, Transitional Housing completed 210 intakes and housed 148 male residents and 62 female residents, with an average length of stay of 36 days. ***For more information regarding the Specialized Transitional Housing Program, please contact Thomas Herzig, Director @516-7198 or Carrie Lover Conway, Coordinator @ 516-7195.***

Strafford County’s Alternative Sentencing/Supervision Programs and Specialty Courts team members who exhibited dedication and professionalism in 2018:

- * Denise Morin, Office Manager
- *Ashley LaBounty Administrative Assistant
- *Christopher Gowell Drug Court Program Director
- *Jamie Preston Senior Drug Court Senior Case Manager
- *Amanda Vachon, Drug Court Case Manager
- *Blair Rowlett, Mental Health Programs Director
- *Heather Bragdon, Mental Health Programs Senior Case Manager
- *Erin Guyotte, Mental Health Programs Case Manager
- *Thomas Herzig, Transitional Housing Director, Reentry Clinician
- *Adam Dionne, Transitional Housing Case Manager
- *Moses Nyumah, Transitional Housing Case Manager
- *Kasey Locke, Transitional Housing Case Manager
- *Alyssa Rainey Transitional Housing Case Manager
- *Kate Sullivan, Community Partners Mental Health Liaison
- *Carrie Lover Conway, Criminal Justice Programming Coordinator

Respectfully submitted,

Carrie Lover Conway

Carrie Lover Conway, MSW, Corrections Officer, CPM
Strafford County Criminal Justice Programming
Coordinator

STRAFFORD COUNTY 2018 ANNUAL REPORT

2018 ANNUAL REPORT

STRAFFORD COUNTY UNIVERSITY of NEW HAMPSHIRE COOPERATIVE EXTENSION *Working to strengthen youth, families and communities, sustain natural resources, and improve the economy*

In 2018, 62 UNH Cooperative Extension staff members from across the state interacted with and provided assistance to over 10,000 Strafford County residents. Over 450 Strafford County UNH Cooperative Extension volunteers contributed more than 17,000 hours of service to the public.

Strafford County 4-H Youth Development (1.0 FTE)

Caitlin Wollack, 4-H Youth Development Program Manager

4-H Youth Development programs help youth between the ages of 5 to 18 become competent, caring, contributing and confident members of their community. 4-H youth programming encourages youth to progress in their skills and knowledge in self-directed projects and practical interest areas, as they advance in their life skills of Head, Heart, Hands and Health. Popular 4-H projects including animal science, mechanical science, family and consumer science are now grouped into three broad topic areas: science, technology, engineering and mathematics (STEM), healthy living; and citizenship. Through 4-H opportunities youth experience positive learning environments and have opportunities that foster growth in the essential elements of positive youth development - belonging, mastery, independence and generosity.

4-H Youth Development 2018 Impacts

In the 2018 program year, the Strafford County 4-H program reached more than 260 youth through a variety of special interest programs and through eleven 4-H community clubs. 36 volunteers gave over 2,000 hours serving as positive role models by partnering with youth to organize local 4-H programs and activities. Some details include:

- ***Strafford County 4-H strengthened partnerships with four 21 Century Community Learning Centers.*** 4-H partners with Somersworth Youth Connections, Farmington's FAMEE, and Dover's Seymour Osman Community Center, Barrington School District, Barrington Public Library, and Dover Public Library. All nurture expanded academic enrichment opportunities for school aged youth. 4-H has provided enrichment programming for 60 students, curriculum training for 9 educators, and advisory support for all four 21CCLCs.
- ***4-H collaborates with community partners and continues to build new organizational relationships.*** Strafford County 4-H partnered with Moose Mountain

STRAFFORD COUNTY 2018 ANNUAL REPORT

Regional Greenways (MMRG) and Branch Hill Farm/CSFCT by presenting at their annual Woods, Water and Wildlife Festival.

- 4-H continued to lead a Mousetrap Powered Cars in-school enrichment program at Tri-City Christian Academy for 4-5th grade students. 26 students are participated. They met once a month for one hour. 4-H presented at their open house, and students attended County Activities Day with their mousetrap powered cars.
- **4-H STEM activities.** 4-H led STEM SPecial INterest projects at Barrington Public Library for Barrington middle school aged youth called Fun with Physics. 15 youth participated for one hour a week for 6 weeks. 4-H also led afterschool STEM SPecial INterest projects at Dover Public Library for Dover and South Berwick middle school aged youth called Spy and Crime Science. There was such a long waitlist that they had to an additional enrichment program! 13 youth participated for one hour a week for 6 weeks.
- **Strafford County Youth in 4-H Attain Excellence.** 1 youth member received a National Congress Award, 5 youth members received a State Achievement Award, 2 members received County Project Awards
- **4-H Means Leadership Development.** 16 Strafford County youth attended Teen Conference this year. Teen Conference is a multi-day leadership and activity event that takes place on the University of New Hampshire campus. 17 youth from Strafford County participated in State Activities Day, with some youth members continuing on to Eastern States Exposition to present their projects/garments/speeches on a regional level.
- **4-H Means Youth Driven Programming.** 11 Strafford County teens took part in teen programming in the county. The Youth Leadership Team took on leadership roles to elevate the voice of Strafford County 4-H youth and to create an environment that motivates youth to continue in the program to fully grow as true leaders. They are working to create processes for more intentional service learning opportunities and a consistent path towards leadership from their time of membership in 4-H.
- **4-H Enhances Learning, Mastery, and Skill Development for Youth.** 4-H held events or workshops on topics related to STEM, sewing, cooking, nutrition, and animal science.
- **4-H is in the Public Eye.** Public events that 4-H had outreach efforts included the Moose Mountain Regional Greenways Woods Water and Wildlife Festival, Durham Farm Days, Stratham Fair, and UNH Career Fair.
- **4-H Reaches a Diverse Population.** Of the 262 4-H participants, 24 came from farms, 51 from rural non-farms, 141 from towns and cities and 46 from a central city. We served 6 Black or African American, 4 Asian, 212 White, and 28 Mixed Race students.

Findings from the National 4-H Study of Positive Youth Development conducted by Tufts University indicate that young people in 4-H are three times more likely to contribute to their communities than youth not participating in 4-H. Additionally, the research from the Tufts University study indicated that youth in 4-H thrive through the health and science

STRAFFORD COUNTY 2018 ANNUAL REPORT

education and career preparation experiences they receive through 4-H programming. Compared to non-4-H youth, 4-H'ers are more likely to spend more hours exercising or being physically active. 4-H youth also have higher educational achievement and higher motivation for future education - reporting better grades, higher levels of academic competence, and an elevated level of engagement at school. 4-H youth were also more likely to be in the lowest levels of depression and risky behavior.

Nutrition Connections (1.0 FTE)

Sara Oberle, Extension Teacher & Susan Conant, Extension Teacher

Nutrition Connections comprises two federal nutrition initiatives: EFNEP (Expanded Food & Nutrition Education Program) and SNAP-Ed (Supplemental Nutrition Assistance Program – Education) targeting low-income adults, families and youth. Nutrition Connections' key mission is to motivate program participants to adopt, master and maintain dietary, exercise, food-resource management and food-safety behaviors that foster empowerment and improve health, well-being, and economic security for the entire family. Nutrition Connections works with individuals and families in their homes, in groups and with youth at income-eligible schools and after-school programs throughout the county.

Adults Programs: Throughout the 2018 year, 266 adults benefited from nutrition education programming in Strafford County. There were some recurring partnerships and locations, but there were also many more created. New partnerships included; Rochester Housing developments (Wyandotte & Nickless), Hope on Haven Hill (a drug recovery center for mothers addicted to opioids), the Revolution Food Pantry, as well as Lydia's House of Hope (housing for mothers overcoming drug addiction). There were also collaborations with schools and afterschool programming to tie together what is being taught by Nutrition Connections in the schools and how the parents can become more involved.

Collaborating Agencies:

- Work Place Success, Rochester
- Cooking Matters
- Fair Tide Transitional Housing
- Homeless Center for Strafford County
- Rochester Housing Authority
- Goodwin Community Health Center
- Dover Housing Authority
- Seymour Osman Community Center
- Head Start (parents)
- Lydia's House of Hope
- Strafford County YMCA
- Community Partners
- Hope on Haven Hill
- Revolution Food Pantry
- NH Gleans
- Great Bay Community Services
- United Way/Community Baby Shower

STRAFFORD COUNTY 2018 ANNUAL REPORT

Youth Programs: A total of 686 youth participated in Nutrition Connections programs in 2018. These programs consisted of a 4 to 8 lesson series focusing on nutrition, food, fitness and cooking skills. Programs took place in school, after school, during summer and enrichment programs, and in collaboration with community or school gardens.

Collaborating Agencies:

- William Allen Elementary School, Rochester
- East Rochester Elementary School, Rochester
- School Street School, Rochester
- Woodman Park Elementary, Dover
- Somersworth Youth Connection, Somersworth
- Henry Wilson Middle School, Farmington
- Valley View Community School, Farmington
- Bud Carlson Academy, Rochester
- Seymour Osman Community Center, Dover

Community Outreach

School Wellness: Throughout the year, outreach was provided to income eligible schools and districts in Strafford, Rockingham, Belknap and Carroll County. Nutrition Connections provided school wellness policy tools and assistance to help schools implement new rules regarding their wellness policy, in addition to creating positive changes. Work will continue and expand through the upcoming years, with the addition of piloting the Smarter Lunchroom movement in interested schools and cafeterias, one being at Woodman Park in Dover

Food Assistance: Work with food pantries and NH Glens has expanded throughout the Strafford County region this past year. Not only was outreach done to create stronger relationships, but food pantries are now reaching out to collaborate for food demos and nutrition and cooking programming. NH Glens has become a reliable partner for sourcing fresh local produce. A partnership with NH Glens and Gather in Portsmouth provided over a ton of fresh local produce which was distributed through Kid's Free Farmer's Markets at summer camps and public housing sites over the summer.

Farmer's Market: Work with the Rochester and Somersworth farmer's market expanded through the year. Continuous food and educational demos at both markets showcased local foods to create delicious, healthy, and affordable meals, along with increased knowledge and behavior change around nutrition and local foods. These food and

STRAFFORD COUNTY 2018 ANNUAL REPORT

educational demos reached 122 members of the community, while connecting the members to their local farmers and their produce.

With collaboration from Goodwin Community Health, a pilot incentive program took place throughout the summer at the Somersworth farmers' market. This pilot involved an educational food demo or cooking class, where participants then were able to receive \$10 to spend that day at the Somersworth market. Farmers, market managers and community members voiced their appreciation for the program. Farmers said it increased their sales and participants said it increased their consumption of healthy and local fruits and vegetables. A total of 110 participants attended a cooking demo or class and received the \$10 incentive.

Strafford County Food and Agriculture (0.5 FTE)

Jaime Roberge, Food and Agriculture Program Associate

The Food & Agriculture program in Strafford County provides research-based information to citizens in the areas of agriculture business management, soil health, integrated pest management, and the production of fruit, vegetables, pasture management, forages, animal husbandry, and ornamental horticulture. The Program Associate position in Strafford County is a part time position focused on assisting commercial agriculture/horticulture producers, serving on the Extension Landscape and Greenhouse Horticulture area of expertise, as well as overseeing the Strafford County Master Gardener volunteer program.

- 280 farmers and gardeners received soil test recommendations.
- 66 workers were trained in safe food handling practices.
- 246 residents had questions answered through the Info Line
- 65 active master gardeners (34 reported hours) contributing 1192 hours of volunteer service in the county and 221 hours at the Info Line.
- 44 farm visits were conducted.
- 403 residents participated in agricultural programs.
- 8 agriculture programs were held in Strafford County

Programs held in Strafford County FY18:

10/6/17: Getting Started with Sheep: All day, Madbury. Dot Perkins

11/11/17: Fecal Egg Counting, FAMACHA, and Parasite Control. Dot Perkins

1/10/18: NH Winery Association Annual Educational Meeting. Lee, NH. Becky Sideman

2/23/18: Farm Transfer Basics. Durham. Kelly McAdam

4/21/18: Tree Fruit Grafting. Durham. Jeremy Delisle and George Hamilton

5/06/18: National Sheep Improvement Program, Madbury, Elaina Enzien and Dot Perkins

STRAFFORD COUNTY 2018 ANNUAL REPORT

8/22/18: NHLA/UNHCE Twilight Meeting, Dover, NH, Jaime Roberge & Cathy Neal

9/19/18: NHLA/UNHCE Twilight Meeting, Rochester, NH. Cathy Neal, Jaime Roberge & George Hamilton

9/26/18: Under the Vines: Kiwiberry and table grapes at Woodman Farm, Durham NH. Becky Sideman.

Strafford County Natural Resources (1.0 FTE)

Andy Fast, Natural Resources Field Specialist

Natural Resources: UNH Cooperative Extension provides natural resources programming in forestry, wildlife, natural resource development, land and water conservation and marine fisheries. The UNH Cooperative Extension Strafford County Forester provides education and outreach in forestry, wildlife management and natural resources business development to residents, towns, and natural resource professionals.

- An estimated 1330 individuals were directly contacted through telephone calls, publication distribution, one-on-one visits and group educational meetings. Approximately 941 people attended 17 group educational meetings on a variety of forestry, wildlife, and conservation related subjects. Landowners participated in 76 woodland exams covering 2,602 acres.
- Technical recommendations from site visits will result in:
 - Approximately \$14,745 of additional revenue for forest landowners, \$41,632 additional annual total production value, and \$1,474 of additional tax revenue to municipalities.¹
 - Additional, though difficult to quantify, economic benefits to Christmas tree and maple syrup producers.
 - Provide a net benefit to forest health, water resources, wildlife habitat, recreation opportunities, urban forests, and ecological services that forests provide.
 - Increased environmental literacy among all ages throughout the Strafford County.
- Forest taxation, wildlife habitat enhancement, silviculture, selling timber, forest management planning, the Current Use program, forest harvesting laws, conservation easements, forest ecology, recreational trails, how to find a logger or forester, and cost-share programs. Fact sheets and literature related to these topics were also distributed.

¹ Assumptions: 1/3 of acreage recommendations are followed and incorporate good silvicultural practices as opposed to high grading. Increased value annualized over a 100-year period. Economic modeling is similar to conditions described in Nyland, R.D. 2005. Diameter Limit Cutting and Silviculture: A Comparison of Long-Term Yields and Values for Uneven-Aged Sugar Maple Stands. NJAF 22(2) 111-116.

\$17/ac./yr. additional landowner revenue; \$48/ac./yr. additional total production value (industry); \$1.70/ac./yr. additional tax revenue for towns.

STRAFFORD COUNTY 2018 ANNUAL REPORT

- Supported statewide Urban and Community Forestry goals. This included individual landowner technical assistance, urban forest management planning, town educational support, and community forestry education and support.
- Participated on the following boards and committees: Society of American Foresters (Granite State Division and New England); Kimball Castle Wildlife Forest Committee; NH Prescribed Fire Council; and National Forest Taxation Research and Extension Working Group.
- Worked with community groups, individuals, and constituents through office, field meetings and professional conferences. A partial list includes: small, medium and large landowners, professional loggers, NH licensed foresters, Belknap and Strafford County Conservation Districts, Town of Gilford, Town of Durham, City of Laconia of Meredith, Town of Somersworth, Town of Dover, Moose Mountains Regional Greenway, NH Fish and Game, NH Division of Forests and Lands, US Forest Service, Natural Resources Conservation Service, Society of American Foresters, New England Society of American Foresters Granite State Division Society of American Foresters, The Forest Society, and the NH chapter of the Nature Conservancy.
- Supported UNHCE volunteer programs including *Speaking for Wildlife*, *Coverts*, and *Natural Resources Stewards*.

Strafford County Community and Economic Development (0 FTE)

The UNH Cooperative Extension Community and Economic Development program provides technical assistance, training and support to local communities in the areas of civic engagement, community profiles and visioning, and economic development. Extension works with community and regional-based organizations to engage community members, identify important issues facing their community, prioritize their needs, and develop action plans to assess and address those needs. CED assistance is generally provided over an extended time frame, from 6 months to 2 years in order to build community capacity and support a community's goals from planning to implementation. Community and Economic Development in Strafford County is delivered through the UNH campus not the Strafford County UNH Extension office.

Respectfully submitted,

Andy Fast

Andy Fast, County Office Administrator
Together with the Extension Educators

STRAFFORD COUNTY 2018 ANNUAL REPORT

STRAFFORD COUNTY DELEGATION PUBLIC HEARING AND MEETING MINUTES OF WEDNESDAY, JANUARY 31, 2018

A Public Hearing and Meeting of the Strafford County Legislative Delegation was held on Wednesday, January 31, 2018, at 7:00 p.m. in Courtroom II of the William A. Grimes Strafford County Justice and Administrative Building.

1. Chairman Schmidt called the meeting to order at 7:05 p.m.
2. Representative Conley led the Delegation and Public in the Pledge of Allegiance.
3. Chairman Schmidt asked everyone to remain standing for a moment of silence.
4. Chairman Schmidt asked Clerk Sandra Keans to read the notice of the Public Hearing and Meeting, which was mailed and e-mailed to all members of the Delegation, interested parties, posted in three (3) public places and advertised in the local newspaper.
5. Chairman Schmidt asked Clerk Keans to call the roll, which showed the following members present:

PRESENT: Berube, Bixby, Burton, Conley, Ellis, Frost, Graham, Grassie, Horgan, Horrigan, Keans, McNally, Mullen, Opderbecke, Phinney, Salloway, Sandler, Schmidt, Scruton, Southworth, Spang, Spencer, Sprague, Turcotte, Wall, and Wuelper (26 of 37)

EXCUSED: Fontneau, Gourgue, Kaczynski, Krans, and Vincent (5)

ABSENT: Beaudoin, Cilley, Harrington, Pitre, Smith, and Treleaven (6)

Also present were Strafford County Commissioners George Maglaras and Robert Watson, County Administrator Ray Bower, County Attorney Thomas Velardi, Register of Deeds Catherine Berube, Finance Director Diane Legere, Chief Deputy Joe McGivern, Acting Superintendent Chris Brackett, Jim Gaunya, Maintenance Director, Tory Jennison, Director, Population Health, IDN, Skip Christenbury, Chief Technology Officer, David Rice, Operator of Court Jester Café, Administrative Assistant/Deputy Treasurer Jean Miccolo, Andy Fast, UNH Cooperative Extension and other members of the public.

6. Invite Commission Chairman Maglaras to introduce the 2017 Commissioners' Proposed Budget: Chairman Schmidt welcomed everyone and thanked them for coming to the meeting. He then invited Commission Chairman Maglaras to speak regarding the Commissioners' Proposed 2018 budget. Commissioner Maglaras reviewed highlights from the Commissioners' budget message, noting that the 2018 budget proposed \$71,304,002 in operating expenditures, with revenues of \$39,571,028. The proposed amount to be raised by taxes is \$31,732,974, an increase of 2.83% over 2017. For the ninth year in a row, the budget was authorized to stay within the tax caps for the cities of Strafford County. In fact, the 2.83% is less than the twelve month Consumer Price Index (CPI) increase for our region, which was at 2.9%. Commissioner Maglaras stated that increase once again includes funding the Union agreements with Strafford County's three (3) Unions with the Sheriff's Office, House of Corrections, and Riverside Rest Home, and similar compensation for non-union employees. The costs of the Union agreements and equivalent costs of the non-Union wage are listed in separate line items in the budget to be approved during the budget approval process. He commented on the labor shortages at Riverside Rest Home and Hyder Family Hospice House, noting that the labor management agreement is crafted to address this issue. Commissioner Maglaras also commented on the fact that the health insurance costs have increased dramatically this year due to high usage of the health insurance; a compromise was worked out with the unions representing our employees to fund the increases. He reviewed the balance of the Commissioners' budget message for the Delegation and public present and stated that he and Commissioner Watson were looking forward to working with the Delegation on review and approval of the 2018 budget.
7. Chairman Schmidt opened the Public Hearing for comments or questions on the Commissioners' Proposed 2018 Budget. He reviewed the basic ground rules for the meeting for the Delegation and members of the public and asked anyone that wished to speak to fill out a speaking card if they had not done so already. He requested that speakers identify themselves, the city or town they are from, and whether they were representing a specific entity, as well as to try to keep their comments as brief as possible and try not to be repetitive if speaking on the same topic as another person. Once everyone has had a chance to speak, anyone wishing to speak again or go into more detail will be recognized. Chairman Schmidt recognized the following member of the public to speak:
 - a. Mr. Andy Fast, UNH Cooperative Extension Administrator, spoke on behalf of Cooperative Extension and thanked the Commissioners and the Delegation for their continued support over the years and for their trust in the programs that Extension offers to the citizens of the County. He looked forward to working together for another year and that he is available at any time to answer questions.
8. Chairman Schmidt thanked Mr. Fast for speaking and asked whether there was anyone else from the public who wished to speak, who had not yet spoken. There was no response. He asked again whether there were any other member of the public who wished to speak for the first or second time. Again, there was no response. He asked one more time whether anyone wished to speak; there was no response.

STRAFFORD COUNTY 2018 ANNUAL REPORT

9. Chairman Schmidt declared the public hearing closed at this time, seeing no further requests to speak from the public, with ample opportunity having been given. He noted that the public was welcome to stay for the remainder of the meeting, as all Delegation meetings are open to the public.
10. Approve Minutes of the October 25, 2017 Delegation Meeting: Representative Salloway motioned to approve the minutes of the Delegation's Meeting of October 25, 2017. The motion was seconded by Representative Phinney and was accepted unanimously by voice vote.
11. Remind Delegation of Subcommittee Budget Oversight Responsibility: Chairman Schmidt reminded the Chairs of the Subcommittees to schedule meeting dates with Jean Miccolo, Administrative Assistant. Chairman Schmidt noted that the Subcommittees would meet during the first three weeks of February to review their portion of the 2018 budget in order to make recommendations to the Executive Committee at their upcoming meeting on March 2. Information on the Subcommittee meetings will be sent to all Delegation members in case they are interested in attending Subcommittee meetings other than their own. There are four Subcommittees, and the Chairmen have scheduled the meetings as follows:
 - Revenues and Capital Expenditures Subcommittee Meeting: Friday, February 9, 2018, 9:00 a.m.
 - Criminal Justice Subcommittee Meeting: Monday, February 12, 2018, 9:00 a.m.
 - Riverside Rest Home Subcommittee Meeting: Friday, February 16, 2018, 9:00 a.m.
 - General Government Subcommittee Meeting: Friday, February 16, 2018, 1:00 p.m.
12. Chairman Schmidt asked whether there was any other business to discuss or whether anyone had any questions regarding the process. The following issues were discussed:
 - a. Representative Phinney asked if the final numbers through the fourth quarter 2017 were available. Administrator Bower noted that the Finance Director had just closed the year and these figures would be available for the subcommittee meetings.
 - b. Chairman Schmidt reminded the Delegation of the two (2) documents that have been distributed to them regarding the policy and procedures for the upcoming election of County Commissioner, to replace the late Commissioner Leo Lessard, one from County Attorney Velardi regarding activity surrounding filling the vacant seat for County Commissioner and information that has been circulated via e-mail and the right to know law. The other document pertains to the do's and don'ts of questions that can and cannot be asked during an interview process similar to the question and answer period that is scheduled with the candidates for the vacant Commissioner's position. The candidates have been invited to a meeting on Saturday, February 3, 2018, at 10:00 a.m. at Riverside Rest Home, Activities Department, to answer questions that the Delegates may have during a public forum. The following Saturday, February 10, 2018, at 10:00 a.m. the Delegation will meet again to elect a new County Commissioner (this date was subsequently changed to Saturday, February 17, 2018, same time) in Courtroom II.
 - c. Representative Turcotte inquired as to how those members of the Delegation that are unable to attend the February 3rd meeting can ask questions of the candidates in a manner that everyone could be privy to the answer without violating the right to know law. Chairman Schmidt suggested that anyone unable to attend the meeting that has questions that they wished to ask the candidates submit those questions to him and he will ask on their behalf and they will be part of the public record. There was further discussion regarding this matter, such as how one could ask follow-up questions if they are not present. Rep. Keans asked about the meet and greet portion of the meeting; there was some discussion regarding how this will be recorded as it will be part of the public record but it would be impossible to record conversations between individuals at different times and locations. After some discussion on this matter, it was decided to forego the meet and greet portion of the meeting. The candidates will be asked to introduce themselves, make a brief statement and then there will be a question and answer period, wherein Delegation members could speak directly to the candidates, one at a time and receive responses that everyone present would be privy to. The meeting would be recorded both electronically and with notes, and the record of the minutes would be made available to the entire Delegation as soon as possible after the meeting date. The election will take place on February 17, 2018, by secret ballot and the person receiving the majority of votes will be named the new County Commissioner until the term expires next January. The person elected will have the opportunity to run in the County wide election in November.
 - d. Chairman Schmidt asked that the representatives from Dover caucus for the purpose of electing a replacement for former Representative Epstein, who had resigned from the House of Representatives in the fall, to serve on the Executive Committee. After a brief recess to caucus, Chairman Schmidt announced that the new Dover member on the Executive Committee would be Representative Frost.

There being no further business, the Chairman called for a motion to adjourn. Representative Grassie so motioned, seconded by Representative Spencer. The motion passed on a voice vote and the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Sandy B. Keans, Sandra B. Keans, Clerk

STRAFFORD COUNTY 2018 ANNUAL REPORT

PUBLIC MEETING OF STRAFFORD COUNTY DELEGATION MINUTES OF SATURDAY, FEBRUARY 3, 2018, 10:00 A.M.

1. Call Meeting to Order: Chairman Schmidt called the Public Meeting of the Strafford County Delegation to order at 10:10 a.m. in the Activities Department, Riverside Rest Home, 276 County Farm Road, Dover, New Hampshire.
2. Pledge of Allegiance to the Flag: Representative Southworth led the Delegation in the pledge of allegiance to the flag.
3. Moment of Silence: The Pledge was followed by a moment of silence in honor of the late Commissioner Leo Lessard.
4. Read Notice of Public Meeting: Acting Clerk Miccolo read the Notice of the Public Meeting.
5. Roll Call: Acting Clerk Miccolo called the roll, which showed the following members present:

PRESENT: Berube, Bixby, Burton, Ellis, Fontneau, Frost, Graham, Grassie, Horgan, Horrigan, Kaczynski, Krans, McNally, Mullen, Opderbecke, Pitre, Salloway, Schmidt, Scruton, Smith, Southworth, Spencer, Wall, Wuelper (24 of 37)

EXCUSED: Gourgue, Phinney, Turcotte, and Vincent (4)

ABSENT: Beaudoin, Conley, Cilley, Harrington, Keans, Sandler, Spang, and Treleaven (8)

ABSTAIN: Sprague (1).

Also present were Strafford County Commissioners George Maglaras, and Watson, County Attorney Thomas Velardi, County Administrator Ray Bower, Jean Miccolo, Administrative Assistant, Somersworth Mayor Dana Hilliard, and Senator David Watters, Commissioner Candidates: James Bubar, Elizabeth Fischer, Derek Peters, Deanna Rollo, Dale Sprague, and David Stevens, as well as other members of the public.

6. Introduce Candidates: Chairman Schmidt welcomed everyone and thanked them for coming. He introduced the six (6) candidates present who have stated that they would like to serve out the remainder of the late Commissioner Leo Lessard's term if elected by the Delegation. The term will go through next January, when the person who is elected to the position in November officially takes office. All will have the opportunity to run in the election if they so desire; this does not preclude them from that opportunity.
7. Introductory Speeches by Candidates: Chairman Schmidt asked each candidate to introduce themselves and speak for up to three (3) minutes as to their backgrounds and reason for seeking this office, if they so desired.
 1. Elizabeth "Beth" Fischer from Dover: Ms. Fischer spoke briefly about her background and reasons for wanting to run for the County Commissioner position.
 2. James Bubar from Durham: Mr. Bubar spoke briefly about his background and reasons for wanting to run for the County Commissioner position.
 3. Deanna Rollo, Rollinsford: Ms. Rollo spoke briefly about her background and reasons for wanting to run for the County Commissioner position.
 4. Dale Sprague, Somersworth: Mr. Sprague spoke briefly about his background and reasons for wanting to run for the County Commissioner position.
 5. David Stevens, Rochester: Mr. Stevens spoke briefly about his background and reasons for wanting to run for the County Commissioner position.
 6. Derek Peters, Rochester: Mr. Peters spoke briefly about his background and reasons for wanting to run for the County Commissioner position.
8. Question and Answer Period: Chairman Schmidt noted that the seating order for the candidates was decided by drawing the numbers 1 through 6 from an official Patriots hat. Questions could be asked at random to all or any of the candidates. The following Representatives asked questions, which were responded to by each candidate. It was noted that there were no questions received via e-mail from Delegation members that were unable to attend.

Questions were asked by the following representatives in the order listed: Representatives Bixby, McNally, Burton, Wall, Smith, Schmidt, Wuelper, Kaczynski, and Bixby (follow-up question). Each candidate replied, starting in the order listed above, 1 to 6, and the next question, 6 to 1, and so on for each subsequent question. For further details and to hear a recording of the questions and answers, please visit the following link, wherein a recording of the meeting is available for public review.

Press Ctrl key and left click mouse to play the audio file or copy and paste into your browser:

<http://co.strafford.nh.us/MP3/qanda.mp3>

STRAFFORD COUNTY 2018 ANNUAL REPORT

Chairman Schmidt asked if there were any further questions that anyone wished to ask. There being none, he closed the question and answer period of the meeting.

9. Thank Candidates & Public: Chairman Schmidt thanked the candidates, the Delegation members and other elected officials, as well as members of the County staff and the public for their interest and for coming to the meeting.
10. Other Business That May Legally Come Before the Delegation: Chairman Schmidt asked if there was any further discussion. He reminded everyone that the election process for the Commissioner's position will take place next Saturday, February 10, 2018 at 10:00 a.m., in Superior Courtroom II of the Strafford County Courthouse. There was no further business brought up by anyone in attendance. [NOTE: The date of the next meeting was subsequently changed to Saturday, February 17, 2018 at 10:00 a.m., same location].
11. Adjournment: With no further business, Rep. Scruton motioned to adjourn the meeting at 11:45 a.m. The motion was seconded by Representative Horrigan and was approved unanimously on voice vote.

Respectfully submitted,

Jean L. Miccolo

Jean Miccolo, Acting, Clerk

PUBLIC MEETING OF STRAFFORD COUNTY DELEGATION MINUTES OF SATURDAY, FEBRUARY 17, 2018, 10:00 A.M.

1. Call Meeting to Order: Chairman Schmidt called the Public Meeting of the Strafford County Delegation to order at 10:00 a.m. in Courtroom 2, Second Floor, Justice and Administration Building, 259 County Farm Road, Dover, New Hampshire.
2. Pledge of Allegiance to the Flag: Representative Salloway led the Delegation in the pledge of allegiance to the flag.
3. Moment of Silence: The Pledge was followed by a moment of silence.
4. Read Notice of Public Meeting: Clerk Keans read the Notice of the Public Meeting.
5. Roll Call: Clerk Keans called the roll, which showed the following members present:

PRESENT: Berube, Bixby, Burton, Conley, Cilley, Ellis, Fontneau, Frost, Graham, Grassie, Harrington, Horgan, Horrigan, Kaczynski, Keans, Krans, McNally, Mullen, Opderbecke, Pitre, Salloway, Sandler, Schmidt, Scruton, Smith, Southworth, Spang, Spencer, Sprague, Treleaven, Vincent, and Wall (33 of 37)

EXCUSED: Gourgue, Phinney, Wuelper (3)

ABSENT: Beaudoin (1)

Also present were Strafford County Commissioners George Maglaras, and Watson, County Attorney Thomas Velardi, County Administrator Ray Bower, Jean Miccolo, Administrative Assistant, Commissioner Candidates: James Bubar, Elizabeth Fischer, Derek Peters, Deanna Rollo, Dale Sprague (also noted as present as a Delegation member), and David Stevens, as well as other members of the public.

6. Introduce Candidates: Chairman Schmidt welcomed everyone and thanked them for coming. He introduced the six (6) candidates present who have stated that they would like to serve out the remainder of the late Commissioner Leo Lessard's term if elected by the Delegation. As he noted at the previous meeting, the term will go into next January, when the person who is elected to the position in November officially takes office. All will have the opportunity to run in the election if they so desire; this does not preclude them from that opportunity. The candidates included:
 1. Elizabeth "Beth" Fischer from Dover;
 2. James Bubar from Durham
 3. Deanna Rollo, Rollinsford
 4. Dale Sprague, Somersworth
 5. David Stevens, Rochester
 6. Derek Peters, Rochester
7. Distribute Voting Ballots and Explain Methodology for Voting Procedure: Chairman Schmidt explained that the voting would be done by secret ballot, which would be distributed and collected by Administrative Assistant Jean Miccolo and Administrator Ray Bower. The names of the candidates were listed in a random order selected at the previous meeting held on February 3, 2018. The ballots would be counted by County Attorney Thomas Velardi, Treasurer Pamela Arnold, and

STRAFFORD COUNTY 2018 ANNUAL REPORT

Register of Deeds Catherine Berube, fellow elected officials. The candidates or others were welcome to observe the counting, which would take place at the front of the room at the tellers' station. The candidate receiving a majority of the votes would win the election to the position of County Commissioner. With 33 members of the Delegation present and eligible to vote (including Representative Sprague), the majority would be 50% present, plus one, or 17 votes. Several ballots had been made up prior to the meeting, each a different color and with the order of the candidates changed on each one to reflect the order they spoke at the meeting on February 3. The Chairman then asked for a nomination of the slate of the candidates and any other persons that anyone wished to nominate. Representative Scruton nominated Fischer, Bubar, Rollo, Sprague, Stevens, and Peters; seconded by Representative Grassie and approved on a voice vote.

Representative Turcotte asked about the process after the first vote is taken if there was not a majority vote for one candidate. Chairman Schmidt stated that another vote would then be taken once it was determined whether or not any of the candidates wished to drop out of the running. Follow up question: What happens if no one drops out after 2 rounds of voting? Once the voting has been completed twice, we will decide how to proceed if no one wishes to drop out. One possibility would be a motion from the floor to remove someone from the ballot who had not received any votes or the lowest number of votes. There was some discussion whether the voting procedure should be determined before voting begins or after. Chairman Schmidt stated that the RSA on this is not specific as to the voting procedures for this matter. There was further discussion regarding the process for the voting procedure, which had also been reviewed by the Policy and Procedures Subcommittee. This committee had determined that it would be the decision of the Chairman as to the voting process.

Representative Bixby motioned to establish a process whereby after the second round of voting and the count shows no winner, the name of the lowest vote getter or nominee receiving 10% or less of the votes would be removed from the ballot. Representative Horgan seconded the motion. There was some discussion on the motion. Representative Scruton motioned to amend Representative Bixby's motion to include the right of a Delegation member to nominate another candidate after any round of votes is taken, assuming the candidate qualifies. Representative Treleaven seconded the amendment to the motion. Representative Bixby agreed to the amendment; a vote by a show of hands was 12 in favor and 21 against; amendment to the motion failed. The original vote was called and passed on a show of hands (originally a voice vote, but the Chairman called for a show of hands). Representative Sprague abstained from voting. It was also noted by County Attorney Velardi that if a current member of the Delegation were to be voted into the office of Commissioner, they would offer their resignation from the House of Representatives immediately before being sworn into office, as these, by statute, are non-compatible offices.

Representative Scruton motioned to allow for the parties to hold a caucus; the motion was seconded by Representative Turcotte and it was agreed to on a voice vote. The Chairman called a 10 minute recess so the parties could caucus. Upon return, the voting began with distribution of the first round of ballots.

8. Collect Ballots and Count (Third Party Tellers to Count Ballots): The ballots were distributed and collected as they were ready. The tellers then counted the votes and County Attorney Velardi announced the following results:

12 votes: David Stevens
8 votes: Deanna Rollo
6 votes: Dale Sprague
7 votes: Elizabeth Fischer
0 votes: James Bubar
0 votes: Derek Peters

Total 33 votes received and counted. The Chairman declared that there was no winner and another round of voting ensued.

9. Repeat As Necessary for Majority Vote (50% plus 1 vote, of those Present and Voting): The ballots were distributed and collected as they were ready. The tellers then counted the votes and County Attorney Velardi announced the following results:

14 votes: David Stevens
9 votes: Deanna Rollo
5 votes: Dale Sprague
5 votes: Elizabeth Fischer
0 votes: James Bubar
0 votes: Derek Peters

Total 33 votes received and counted. The Chairman declared that there was no winner and another round of voting took place.

STRAFFORD COUNTY 2018 ANNUAL REPORT

Representative Treleven motioned to allow for the parties to hold another caucus; the motion was seconded by Representative Conley seconded the motion and it was agreed to on a voice vote. The Chairman called a 10 minute recess so the parties could caucus. Upon return, the third round of voting began with distribution of ballots. The ballots were distributed and collected as they were ready. The tellers then counted the votes and County Attorney Velardi announced the following results:

19 votes: Deanna Rollo
13 votes: David Stevens
1 vote: Dale Sprague
0 votes: Elizabeth Fischer
0 votes: James Bubar
0 votes: Derek Peters

Total 33 votes received and counted.

10. Announce New Commissioner: The Chairman declared Deanna Rollo to be the winner and asked that everyone join him in congratulating her and welcoming her to the Board of County Commissioners. There was a round of applause and a standing ovation.
11. Thank Candidates for Interest in Position and the County: Chairman Schmidt gave a hearty thanks to all those that had taken the time and effort to seek the position of Strafford County Commissioner. Their interest in serving the citizens of the County was greatly appreciated.
12. Other Business That May Legally Come Before the Delegation: The Chairman asked if there was any further business to discuss. There being none, he moved to the next order of business.
13. Swearing in of New Commissioner: At this time, County Attorney Velardi swore in duly elected County Commissioner Deanna Rollo. Ms. Rollo thanked everyone for their support and stated that she would do her best to serve the County as well as Commissioner Lessard had before her. She realized that she had some large shoes to fill and a lot of catching up to do. She was again welcomed with a round of applause.
14. Adjournment: There being no further business, Representative Berube motioned to adjourn. The motion was seconded by Representative Mullen and was approved unanimously on a voice vote at 11:30 a.m.

Respectfully submitted,

Sandy B. Keans

Sandra B. Keans, Clerk

STRAFFORD COUNTY 2018 ANNUAL REPORT

PUBLIC MEETING OF STRAFFORD COUNTY DELEGATION MINUTES OF WEDNESDAY, MARCH 14, 2018

1. Call Meeting to Order: Chairman Schmidt called the Public Meeting of the Strafford County Delegation to order at 7:00 p.m. in Superior Courtroom II, Strafford County William A. Grimes Justice and Administration Building, Dover, New Hampshire.
2. Pledge of Allegiance to the Flag: Chairman Schmidt asked HOC Superintendent Christopher Brackett to lead the Delegation in the pledge of allegiance to the flag.
3. Moment of Silence: The Pledge was followed by a moment of silence. After the moment of silence, Commissioner Maglaras asked to be recognized so that he could make an announcement. Chairman Schmidt recognized Commissioner Maglaras to speak. Commissioner Maglaras stated that together with his fellow Commissioners, Bob Watson and Deanna Rollo, as well as County Attorney Velardi, Sheriff Dubois, Register of Deeds Berube, and Administrator Bower, he wished to introduce Chris Brackett as the new Superintendent of the House of Corrections. Superintendent Brackett was promoted after serving over a year as the Acting Superintendent and Captain. He has worked for the County for almost 15 years and has done a wonderful job; he was considered the most qualified for the job. Commissioner Maglaras asked the Delegation to join him and his colleagues in congratulating Superintendent Brackett and wishing him the best of luck. The Delegation offered their congratulations on the promotion. Superintendent Brackett thanked everyone for their well wishes and stated he would do his very best to ensure the safety of all those in his care, and in operating the HOC in as efficient, cost-effective, and humane a manner as possible.
4. Read Notice of Public Meeting: Clerk Keans read the Notice of the Public Meeting.
5. Roll Call: Clerk Keans called the roll, which showed the following members present:

PRESENT: Berube, Bixby, Burton, Conley, Ellis, Fontneau, Graham, Grassie, Harrington, Horrigan, Kaczynski, Keans, Krans, McNally, Mullen, Opderbecke, Phinney, Pitre, Salloway, Sandler, Schmidt, Scruton, Spencer, Wall, and Wuelper (25 of 37)

EXCUSED: Beaudoin, Gourgue, Horgan, Smith, Southworth, Spang, Treleaven, Turcotte, and Vincent (9).

ABSENT: Cilley, Frost, and Sprague (3)

Also present were Strafford County Commissioners George Maglaras, Watson, and Rollo, County Attorney Thomas Velardi, Sheriff David Dubois, Register of Deeds Catherine Berube, County Administrator Ray Bower, HOC Superintendent Chris Brackett, Jim Gaunya, Maintenance, Skip Christenbury, Chief Radio Technician, David Rice, Court Jester Café, Jean Miccolo, Administrative Assistant, as well as other members of the public.

6. Review Recommendations of Executive Committee: Chairman Schmidt stated that the Subcommittees had all met to review the appropriate section(s) of the budget under their purview. Subcommittee Chairmen made recommendations to the Executive Committee at their meeting on March 2nd, and provided a written recommendation. The Executive Committee accepted all Subcommittee recommendations for the Commissioners' Proposed 2018 Budget, with one no vote on the Revenues and Capital Expenditures Subcommittee Recommendation.
7. Roll Call Motion to Approve Amount to be Raised by Taxation: Representative Wall motioned to approve and accept the Executive Committee's recommendations for the Commissioners' Proposed 2018 County Budget and set the amount to be raised by taxation at \$31,732,974. The motion was seconded by Representative Salloway. Chairman Schmidt asked if anyone wished to speak to the motion. He stated that all the Subcommittee meetings had excellent attendance and all votes were unanimous, with one exception. Representative Keans motioned to amend the motion and remove the amount of \$30,000 for the drone in RRH's capital expenses and reduce the total to be raised by taxation by that amount. The motion was seconded by Representative Horrigan for discussion purposes. Rep. McNally stated that she was against the motion to amend as she believed the drone would be vital to the County should a resident of the rest home get lost, or an inmate escape. Reps. Berube and Salloway were in favor of purchasing the drone as it would be useful to the County and would be available to lend to local municipalities to locate a lost or missing person or child. There was discussion noting that all Subcommittees were made aware of the inclusion of the drone in the budget and all were in favor, with the exception of Rep. Keans. The expense of the drone will be reimbursable through Medicaid over a 5 year period, starting in 2019.

Rep. Phinney was in favor of the amendment as he does not believe this is a viable use of County funds and would not be reimbursed for 5 years. Rep. Ellis suggested charging a fee for service should another municipality or County wish to use the drone. Administrator Bower explained the reason for recommending obtaining the drone was to meet a new Medicaid regulation to have a policy in place outlining the protocol for keeping residents safe and out of danger. This was in response to the incident that occurred at a rest home in Florida during an emergency recently.

STRAFFORD COUNTY 2018 ANNUAL REPORT

Rep. McNally discussed the time factor, whereby having a drone on hand would provide quick access to a viable location device in the event of a lost person. Rep. Grassie discussed that the drone could be lent to local municipalities' police and fire departments or others as applicable, such as area nursing homes, hospitals, etc. Rep. Fontneau stated that policies and protocols will be in place for the protection of people's privacy and for use of the drone, both local and the Federal Aviation Administration (FAA). Rep. Keans stated that she felt the concept of purchasing a drone which may get very little use should not outweigh more pressing needs that would be of greater value and use for the residents of Riverside, as well as the question of whether there was grant money available to purchase the drone. Rep. Wall noted that the residents are very well cared for and their needs are all met; the drone is a life-saving device should one of them walk away in the middle of winter, or a hot summer evening. Rep. Phinney did not feel that taxpayer money should be used to purchase this type of equipment. Rep. Graham noted that if the drone saves even one life, it will be worth every penny spent. Rep. Bixby asked for clarification on the payment for the drone and the reimbursement from Medicaid. Administrator Bower explained that the drone would be purchased from the operating budget in 2018 and beginning in 2019 we would receive a yearly reimbursement for five years through Medicaid. The County's reimbursement rate for capital items is very low because the rest home has been totally depreciated over the years so we no longer receive capital reimbursement for the building. The reason the drone was moved to the RRH capital expense portion of the budget was so that we could not only have it available for the needs of the County Sheriff's Department and other municipalities, but also to meet the new Medicaid regulation regarding protocols for keeping residents safe, and also the reimbursement factor. The drone does not preclude the purchase of other reimbursable capital items. Rep. Conley asked if the drone could be made available to other counties or if other counties have drones that they could make available to Strafford County. There are no other drones in other counties, to our knowledge.

Mr. Christenbury was recognized by the Chairman and explained the time factor involved in getting the drone up and running and into the air, actually conducting a search (he noted that the drone will be equipped with a heat-seeking camera in order to find human beings through thermal imagery). The process would be that if a resident is missing or lost, the Administrator would be notified and he will notify the Sheriff's Office, who will contact the drone operator, as well as the canine unit. We then have to get approval for use of the drone by the County Attorney in any and every case, as well as the FAA, who have to be notified every time the drone is deployed as well. The Commissioners would also be notified. All this would hopefully occur in a matter of 10 to 15 minutes, and by the time the drone is in the air, it should only take half an hour total. The County Attorney and Sheriff both spoke to the subject, noting that written protocol has been put together and is being finalized on use of the drone. Rep. Kaczynski asked if other area nursing homes were purchasing drones to meet the new federal regulations. This was not a specific requirement of the regulations; it was a recommendation which was felt would be ideal in meeting the regulation to provide protocol for keeping our residents safe and out of harm's way. The drone goes along with the installation of several cameras at the nursing home exits, a bracelet with a GPS locator for one of the residents, and other methods that we have put in place to provide a higher level of security for residents, without being intrusive.

Rep. Keans noted that she is not totally against having the drone available for finding lost residents, although it is very rare that that occurs; her opposition is to the method of funding the purchase of the drone. Rep. Opderbecke called the question. There was some further discussion by those who were already in line with questions. Chairman Schmidt then called for a vote on Rep. Keans' motion to amend the original motion on the budget. The motion, as amended, failed on a roll call vote 4 to 21, as follows:

YEAS: Conley, Kaczynski, Keans, and Phinney (4 of 25)

NAYS: Berube, Bixby, Burton, Ellis, Fontneau, Graham, Grassie, Harrington, Horrigan, Krans, McNally, Mullen, Opderbecke, Pitre, Salloway, Sandler, Schmidt, Scruton, Spencer, Wall, and Wuelper (21)

Chairman Schmidt asked if there were any further questions, comments or discussion regarding the original motion on the floor. There being none, the motion to approve the Executive Committee's recommendation to accept the Commissioners' Proposed Budget for 2018 and set the amount to be raised by taxation at \$31,732,974 was called and passed 22 to 3 on a roll call vote, as follows:

YEAS: Berube, Bixby, Burton, Conley, Ellis, Fontneau, Graham, Grassie, Harrington, Horrigan, Krans, McNally, Mullen, Opderbecke, Pitre, Salloway, Sandler, Schmidt, Scruton, Spencer, Wall, and Wuelper (22 of 25),

NAYS: Kaczynski, Keans, and Phinney (3)

8. Approve Minutes of the January 31, February 3, and February 17, 2018 Public Hearing and Public Meetings: Representative Berube motioned to accept the minutes of the January 31, 2018 Public Hearing of the Delegation, and the February 3 and February 17, 2018 Public Meetings as written, seconded by Representative Horrigan and approved unanimously on a voice vote.

STRAFFORD COUNTY 2018 ANNUAL REPORT

9. Other Business That May Legally Come Before the Delegation: Chairman Schmidt asked if there was any further discussion. There was none.
10. Adjournment: With no further business, Rep. Scruton motioned to adjourn the meeting at 8:12 p.m. The motion was seconded by Representative Phinney and was approved unanimously on a voice vote.

Respectfully submitted,

Sandra B. Keans

Sandra Keans, Clerk

PUBLIC MEETING OF STRAFFORD COUNTY DELEGATION MINUTES OF FRIDAY, JUNE 1, 2018

1. Call Meeting to Order: Chairman Schmidt called the Public Meeting of the Strafford County Delegation to order at 9:00 a.m. in Probate Courtroom, First Floor, Strafford County William A. Grimes Justice and Administration Building, Dover, New Hampshire. At this time, the Republican members of the Delegation requested a caucus prior to the meeting. Chairman Schmidt granted that request and both parties held their own caucus.
2. Pledge of Allegiance to the Flag: Representative Keans led the Delegation in the pledge of allegiance to the flag.
3. Moment of Silence: The Pledge was followed by a moment of silence.
4. Read Notice of Public Meeting: Clerk Keans read the Notice of the Public Meeting.
5. Roll Call: Clerk Keans called the roll, which showed the following members present:

PRESENT: Beaudoin, Berube, Bixby, Conley, Ellis, Fontneau, Graham, Grassie, Harrington, Horgan, Horrigan, Kaczynski, Keans, McNally, Mullen, Opderbecke, Phinney, Pitre, Sandler, Schmidt, Scruton, Smith, Spencer, Treleaven, Vincent, Wall, and Wuelper (27 of 37)

EXCUSED: Burton, Cilley, Gourgue, Krans, Salloway, Southworth, Spang, and Turcotte (8)

ABSENT: Frost and Sprague (2)

Also present were Strafford County Commissioners Maglaras, Watson and Rollo, County Attorney Thomas Velardi, Treasurer Pam Arnold, Register of Deeds Catherine Berube, County Administrator Ray Bower, and Jean Miccolo, Administrative Assistant.

6. Approve Minutes of the March 14, 2018 Public Meeting Representative Pitre motioned to accept the minutes of the March 14, 2018 Public Meeting of the Delegation as written. Seconded by Representative Fontneau and approved unanimously by voice vote.
7. Receive and Approve Executive Committee's Recommendation on County Elected Officials Salaries for 2019-2020 Term: Chairman Schmidt reported that a meeting of the Policy and Procedure subcommittee was held prior to the Executive Committee meeting to review the proposed salaries for Elected Officials for 2019-2020. The Executive Committee accepted the recommendation of the subcommittee, which is listed below. The recommendation for the salaries of the County Elected Officials is 4.5% for the 2019-2020 term. This recommendation is based on the amount that County employees have received over the past two years (2.5% for 2017 and 2% for 2018). It was noted that the Elected Officials salaries are set every two years, prior to the filing period for election from June 6 to June 16, and are for the two year period of the term. The recommendations are listed below.

ELECTED OFFICIALS	2017-2018 SALARIES	RECOMMENDED 2019-2020 4.5% INCREASE*	TOTAL 2019-2020 SALARY
Commission Chairman	12,622.48	568.00	13,190.00
Commission Vice Chairman	11,370.32	512.00	11,882.00
Commission Clerk	11,370.32	512.00	11,882.00
Treasurer	8,256.56	372.00	8,629.00
County Attorney	91,228.80	4,105.00	95,334.00
Register of Deeds	58,218.16	2,620.00	60,838.00
Sheriff	66,006.72	2,970.00	68,977.00
Total Increase		11,658.00	

Rep. Pitre asked what the benefits were for Elected Officials. They all receive health and dental insurance at the same rates and co-payments as other County employees, if they desire. After the co-pay, the cost for elected officials is approximately \$18,000 for the family plan and \$6,000 for a single person plan, per year. Contributions (co-payments) into the plan are the same for all. There was

STRAFFORD COUNTY 2018 ANNUAL REPORT

some discussion regarding the salaries over the past several years for elected officials. They have received the same increase in pay as County employees for the past several years, as per the vote of the Delegation. They have also always paid into the health benefit plan. We currently have Harvard Pilgrim health insurance through Inter-Local Trust.

Rep. Scruton motioned to divide the question on take separate votes on the full time elected officials’ salaries and the part-time elected officials’ salaries; seconded by Rep. Grassie. The motion passed 18-9 on a roll call vote as follows:

- YEAS: Beaudoin, Fontneau, Graham, Grassie, Harrington, Horgan, Kaczynski, Keans, McNally, Mullen, Opderbecke, Phinney, Pitre, Scruton, Smith, Spencer, Wall, and Wuelper (18 of 27)
 NAYS: Berube, Bixby, Conley, Ellis, Horrigan, Sandler, Schmidt, Treleaven, and Vincent (9)

Rep. Scruton motioned to amend the amount of the recommendation from the Executive Committee for the full-time elected officials. There was some discussion regarding raises for other elected positions, such as those of State Representatives, city and town councilors and selectmen, in which case, they are non-existent or very little. Rep. Wuelper noted that the officials are receiving an increase in the amount of health insurance costs borne by the County. Representatives Phinney, Bixby, Keans, Harrington, Fontneau, Vincent, Treleaven, Berube, Smith, Schmidt, Opderbecke, Kaczynski, and Wuelper, spoke to the motion. The motion failed due to a lack of a second.

Rep. Fontneau motioned to accept the recommendation of the Executive Committee for the full-time elected officials of 4.5% for the 2019-2020 term, as presented on the chart included in the minutes of that meeting. The motion was seconded by Rep. Opderbecke. There was some discussion on the motion by Representatives Bixby, Horrigan, Keans, Smith, and Berube. Rep. Conley called the motion and it was seconded by Rep. Harrington. The motion to move the motion was approved by a show of hands.

The original motion to give the full-time elected officials a 4.5% salary increase for 2019-2020 (see chart below) passed 18 to 9 on a roll call vote as follows:

- YEAS: Berube, Bixby, Conley, Ellis, Fontneau, Grassie, Horrigan, Keans, Mullen, Opderbecke, Sandler, Schmidt, Scruton, Smith, Spencer, Treleaven, Vincent, and Wall (18 of 27)
 NAYS: Beaudoin, Graham, Harrington, Horgan, Kaczynski, McNally, Phinney, Pitre, Wuelper (9)

FULL TIME ELECTED OFFICIALS	2017-2018 SALARIES	2019-2020 4.5% INCREASE	2019-2020 SALARY
County Attorney	91,228.80	4,105.00	95,334.00
Register of Deeds	58,218.16	2,620.00	60,838.00
Sheriff	66,006.72	<u>2,970.00</u>	68,977.00
Total Increase		9,695.00	

Rep. Scruton motioned to give no increases in salary to the part-time elected officials, which includes the three (3) Commissioner positions and the Treasurer’s position. The motion was seconded by Rep. Grassie. Rep. Phinney asked for clarification on the motion. It was noted that this is less than \$2,000 each year of the term. There was some discussion on the motion by Representatives Treleaven, Conley, Fontneau, Grassie, Beaudoin, Berube, and Scruton. Rep. Sandler moved the motion; seconded by Rep. Grassie. Motion passed by a show of hands. The motion to give \$0 for salary increases for the 2019-2020 term for the four (4) part-time elected officials passed 16 to 11 on a roll call vote as follows:

- YEAS: Beaudoin, Fontneau, Graham, Grassie, Harrington, Horgan, Kaczynski, Keans, McNally, Mullen, Phinney, Pitre, Scruton, Smith, Spencer, and Wuelper (16 of 27)
 NAYS: Berube, Bixby, Conley, Ellis, Horrigan, Opderbecke, Sandler, Schmidt, Treleaven, Vincent, and Wall (11)

- Approve Memorandum of Understanding with UNH Cooperative Extension and Authorize Chairman to Sign: Chairman Schmidt noted that this is a renewal of the MOU with Cooperative Extension that has been in existence since 1957; the Cooperative Extension program was established in 1914. The only difference in this MOU from the last one signed in 2012 is that the language regarding “Re-Extension” has been removed. This MOU is for a six years period, from 2018-2024, and outlines the relationship between the County and Cooperative Extension; there is mention of a funding mechanism, but the MOU does not commit the County to providing funding for Extension without the approval of the Delegation. There will be an official signing of the document in September with all the Counties and UNH Cooperative Extension representatives. Rep. Berube motioned to

STRAFFORD COUNTY 2018 ANNUAL REPORT

approve the Memorandum of Understanding with UNH Cooperative Extension and authorize Chairman Schmidt to sign on behalf of Strafford County. The motion was seconded by Rep. Harrington. There was some discussion regarding the MOU by Rep. Phinney. With no further discussion the motion was approved unanimously by voice vote 27 to 0.

9. Other Business That May Legally Come Before the Delegation: Chairman Schmidt asked if there was any further discussion. Rep. Pitre noted that RSA Chapter 24, County Conventions, Section 24:2 deals with the make-up of the Officers and Executive Committee of the County Delegation, wherein it states "...Membership on the executive committee shall be divided between majority and minority party representation in the same proportion that the county convention membership of the majority party bears to county convention membership of the minority party, provided minority party membership shall be at least one member unless the convention does not include any member of the minority party. The chairperson, vice-chairperson, and clerk shall be members of the executive committee, ex officio..." This was effective August 10, 2014, but has never been brought to the attention of the Delegation Chairman prior to recently. This Delegation has historically elected members of the Executive Committee based on the city and town representation ratio, i.e., 2 from Somersworth, 3 from Rochester, 3 from Dover, 4 from the towns, and the 3 ex officio members being the Chairman, Vice Chairman, and Clerk. It was the recommendation of Chairman Schmidt to leave the make-up of the Executive Committee as it now stands as there are only 2 regularly scheduled meetings left for the year. When the new Delegation meets after elections in December, the make-up of the new Executive Committee can be determined based on party ratios at that time. There was discussion by Representatives Smith, Keans, Phinney, Pitre, Bixby, Kaczynski, Horgan, and Spencer regarding whether we need to be in compliance with the law prior to the next term of office; how members of other minority parties would be represented on the Executive Committee (they would be included with the minority party), and whether the Policy and Procedure subcommittee should develop a policy regarding how to effectuate this law. The final outcome was to wait until the next election and have the new Delegation determine the make-up of the Executive Committee at the Organizational Meeting in late December.

Rep. Scruton motioned to adjourn the meeting at 10:30 a.m.; seconded by Rep. Beaudoin. The motion was withdrawn as there were other matters members wished to discuss. Rep. Keans asked if the opening of the new women's prison in Concord would have an effect on the boarding of State females at the County House of Corrections (SCHOC). Administrator Bower responded that the State just renewed its contract to house females at the SCHOC, so appears at this time that the State still plans to send females to Strafford. We have several educational and other related programs to assist inmates in bettering their futures here that the State and other entities have found to be most helpful in rehabilitating incarcerated individuals. He also noted that boarding revenues from other sources has increased and continues to increase, thereby reducing our reliance on the State Prison contract as much.

There was some discussion regarding the Bail Reform Act and whether it would be beneficial to those that cannot meet bail. County Attorney Velardi responded to the question, noting that there were some changes and additions to the bill that were made without any input from the County Attorneys. Commissioner Maglaras noted that Strafford County has a much more robust bail system, whereby the judges work with the criminal justice system to ensure that everyone receives a fair deal as much as possible in order to assist those people who may not be able to make bail due to their financial situations. Administrator Bower noted that of the 310 people on community corrections or similar programs, 260 are related to bail issues and/or are pre-trial. We also try to minimize our reliance on surveillance equipment such as ankle bracelets, for similar financial reasons. We have a system in place that works very well to monitor people in this system and is part of the best practices. There was further discussion regarding the programs we have in place to assist and monitor people outside of the jail, as well as the programs that we have at the jail to assist inmates. County Attorney Velardi noted that the Bail Reform Act is something that is viable and needed; however, the way it is currently written and presented is not in the best interest of those it is meant to serve. His suggestion is to send it back to Committee for further review and modification, with input from the County Attorneys from around the State. There was further discussion on this issue.

10. Adjournment: With no further business, Rep. Berube motioned to adjourn the meeting at 10:55 a.m. The motion was seconded by Rep. Pitre and was approved unanimously on voice vote.

Respectfully submitted,

Sandra B. Keans

Sandra B. Keans, Clerk

STRAFFORD COUNTY 2018 ANNUAL REPORT

STRAFFORD COUNTY DELEGATION ORGANIZATIONAL MEETING MINUTES OF WEDNESDAY, DECEMBER 12, 2018

A Public Meeting of the Strafford County Legislation Delegation was held on Wednesday, December 12, 2018 at 7:00 p.m. in Courtroom II of the William A. Grimes Strafford County Justice and Administrative Building. A light dinner buffet was provided for Representatives and Elected Officials prior to the meeting.

1. 2017-2018 Delegation Chairman Peter Schmidt called the meeting to order at 7:00 p.m.
2. Representative Levesque led the Delegation in the Pledge of Allegiance.
3. The Pledge was followed by a moment of silent meditation.
4. Chairman Schmidt asked for a motion to nominate a Temporary Clerk. Representative Horrigan nominated Jean Miccolo, Administrative Assistant to serve as Temporary Clerk. The motion was seconded by Representative Frost. There being no other nominations for Temporary Clerk, Representative Wall motioned to close nominations for Temporary Clerk; seconded by Representative Fontneau. Motion to close approved on voice vote. The motion for Temporary Clerk was called and passed on a voice vote.
5. Temporary Clerk Miccolo read the notice of the Organizational Meeting and called the roll, which showed the following members present:

PRESENT: Bixby, Cannon, Chase, Conley, Ellis, Fargo, Fontneau, Frost, Gourgue, Grassie, Hayward, Higgins, Horgan, Horrigan, Keans, Kenney, Kittredge, Levesque, Opderbecke, Perreault, Pitre, Rich, Rooney, Salloway, Sandler, Schmidt, Southworth, Spang, Towne, Vincent, Wall, and Wuelper (32 of 37)

EXCUSED: Beaudoin, Harrington, McNally, Smith, and Treleaven (5)

ABSENT: None

Also present were Strafford County Commissioners-Elect George Maglaras, Robert Watson, and Deanna Rollo, County Attorney-Elect Thomas Velardi, Sheriff-Elect David Dubois, Register of Deeds-Elect Catherine Berube, County Administrator Ray Bower, HOC Superintendent Chris Brackett, Andy Fast of UNH Cooperative Extension, and Jean Miccolo, Administrative Assistant, as well as members of the public.

6. 2017-2018 Chairman Schmidt called for a motion to accept the rules for selection of the Executive Committee. He explained the process as per the attached informational e-mail that was sent prior to the meeting to all representatives and noted that the change in procedure was due to a revision to RSA 24:2, County Conventions, Officers and Executive Committee, pertaining to the election process for the Executive Committee. The RSA was revised to state that the Executive Committee must have the same ratio of representation by each party as that of the Full Delegation. There are 37 members of the Delegation, 27 Democrats and 10 Republicans, which is a .73/.27 ratio. Using that formula, there should be 4 Republicans elected to serve on the Executive Committee ($27\% \text{ of } 15 = 4$). This methodology was presented to the Policies and Procedures Subcommittee, which reviewed and approved it. It was presented it to the Executive Committee on November 30, 2018. The Executive Committee approved this recommended methodology as well.

Representative Bixby motioned to adopt the provisional methodology which was approved by the Executive Committee at the meeting of November 30, 2018, as to the selection process for the 2019-2020 Executive Committee, subject to subsequent revision if needed. The motion was seconded by Representative Kittredge. The new methodology for the selection of the Executive Committee was reviewed. Given the election results and the statutory requirement, this term's Executive Committee will have four GOP members. (For a detailed analysis and explanation, please reference the attached addendum which was circulated to the Delegation members prior to this meeting).

2017-2018 Chairman Schmidt called a recess for the parties to caucus for their representatives to the Executive Committee. Representative Wuelper stated that he did not believe this was the method that was reviewed and approved by the Policies and Procedures Subcommittee. Representative Bixby agreed. It was their belief that the geographic nominations would be determined first and then the parties would caucus to determine their membership based on the outcome of those nominations. There was some discussion regarding this matter. Representative Southworth motioned to recess for a caucus to vote for Executive Committee members. Seconded by Representative Bixby and approved by voice vote. A 15 minute caucus was held at this time.

7. 2017-2018 Chairman Schmidt asked for nominations for a Temporary Chairman. Representative Horrigan nominated Representative Grassie to serve as Temporary Chairman; seconded by Representative Fontneau. Chairman Schmidt asked if there were any other nominations for Temporary Chairman. There being no further nominations for Temporary Chairman, Representative Wall motioned to close nominations and have the Clerk cast one vote for Representative Grassie to serve as Temporary Chairman. The motion was seconded by Representative Fontneau and accepted unanimously. At

STRAFFORD COUNTY 2018 ANNUAL REPORT

this time, Representative Grassie stepped up to serve as Temporary Chairman until a new Chairman for 2019-2020 is elected.

8. Temporary Chairman Grassie called for a fifteen (15) minute recess to caucus for the 2017-2018 chairmanship.
9. Temporary Chairman Grassie asked for nominations for the position of Chairman. Representative Wall motioned to nominate Representative Schmidt for Chairman for the 2019-2020 term of office. The motion was seconded by Representative Bixby. With no further nominations, Acting Chairman Grassie closed the nominations without objection. Representative Southworth motioned for the Clerk to cast one ballot for Representative Schmidt to serve as Chairman; Representative Salloway seconded the motion and Temporary Clerk Miccolo cast one ballot for Representative Schmidt. Acting Chairman Grassie declared Representative Schmidt as Chairman and turned the meeting over to him to conduct.
10. Chairman Schmidt asked for nominations for Vice Chairman. Representative Higgins motioned to nominate Representative Fontneau to serve as Vice Chairman. The motion was seconded by Representative Salloway. The Chairman asked if there were any further nominations. Representative Wuelper motioned to nominate Representative Pitre as Vice Chairman; seconded by Representative Kittredge. Representative Wall motioned to close nominations. Ballots were distributed to vote for either Representatives Pitre or Fontneau as Vice Chairman. The ballots were collected and counted by County Administrator Bower and Administrative Assistant Miccolo. The tally was 25 votes for Representative Fontneau and 7 votes for Representative Pitre. The Chairman declared Representative Fontneau as the winner to serve as Vice Chairman. Chairman Schmidt asked the Delegation to join him in his congratulations to Vice Chairman Fontneau and invited him to the front table.
11. Chairman Schmidt then asked for nominations for Clerk. Representative Salloway motioned to nominate Representative Keans for Clerk. The motion was seconded by Representative Wuelper. There being no further nominations, Representative Bixby motioned to close nominations and for the Temporary Clerk to cast one ballot for Representative Keans for Clerk. The motion was seconded by Representative Wall and was accepted unanimously by voice vote. Chairman Schmidt declared Representative Keans as Clerk and asked the Delegation to join him in congratulating her.
12. Chairman Schmidt asked for a motion to allow the Chairman, Vice Chairman and Clerk to be voting members of the Executive Committee, as per RSA Title II, County Convention, Chapter 24, and Section 24:2 and 2-a. Representative Salloway motioned to allow the Chairman, Vice Chairman and Clerk to serve as voting members of the Executive Committee. The motion was seconded by Representative Opderbecke and was passed on a voice vote.
13. Chairman Schmidt called for a recess to caucus for Executive Committee nominations and votes. He explained the new process for electing the 15 member Executive Committee to be as follows: Delegation Chairman, Vice Chairman and Clerk, 2 representatives from the City of Dover, 1 representative from the City of Somersworth, 2 representatives from the City of Rochester, and 3 representatives from the towns of Barrington, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Rollinsford, and Strafford, and 4 from the minority party, which is the Republican party in this term.
14. The Chairman reconvened the meeting to hear nominations to the Executive Committee by the 3 cities and 10 towns. Representatives from the respective city/towns read their nominations for the record.

Representative Keans announced the city of Rochester's nominations to the Executive Committee, as follows: Representatives Grassie and Ellis (2).

Representative Vincent announced the city of Somersworth's nominations to the Executive Committee, as follows: Representative Vincent (1).

Representative Bixby announced the city of Dover's nominations to the Executive Committee, as follows: Representatives Frost and Southworth (2).

The towns conducted votes by secret ballot to determine the nominees for the Executive Committee. After a series of tie votes, the following nominations were announced by Representative Wall for the towns' nominations to the Executive Committee: Representatives Horrigan, Salloway, and Wall (3).

15. Election of Minority Party Members to Comply with State Statute for Republican/Democratic Ratio Balance for Executive Committee: Representatives from the Republican party were announced by Rep. Wuelper: Representatives Beaudoin, Harrington, Pitre, and Wuelper (4).

STRAFFORD COUNTY 2018 ANNUAL REPORT

16. Chairman Schmidt read the names of the members of the Executive Committee for the record and Representative Pitre motioned to ratify the results of these nominations as follows:

Executive Committee Members: Representatives Beaudoin, Ellis, Fontneau, Frost, Grassie, Harrington, Horrigan, Keans, Pitre, Salloway, Schmidt, Southworth, Vincent, Wall, and Wuelper.

Representative Bixby seconded the motion and it was accepted by voice vote. Chairman Schmidt noted that these nominations have been read into the record and the representatives are duly appointed to the Executive Committee. He then officially introduced the members of the Executive Committee, as noted above, as well as the three (3) officers of Chairman, Vice Chairman, and Clerk, for a total of 15 members.

17. Chairman Schmidt recognized the County Chairman Maglaras. Commissioner Maglaras welcomed the new and returning Delegation members and wished them well. He noted that this was his 19th term as County Commissioner. He introduced fellow Commissioners Bob Watson, who is entering his 7th term and Deanna Rollo, entering her first official term. She had been elected by the Delegation last February to complete the term of Leo Lessard, who passed in October of 2017. Commissioner Maglaras also introduced Register of Deeds-Elect Catherine Berube; this will be her 4th term, County Attorney Thomas Velardi, serving his 8th term, and Sheriff David Dubois, 5th term. He noted that Treasurer Pam Arnold will be serving her 11th term and was unable to attend this evening's meeting. Commissioner Maglaras introduced County Administrator Ray Bower, who also serves as Nursing Home Administrator and has been employed for 32 years with the County; and Jean Miccolo, Administrative Assistant, who also serves as Deputy Treasurer and has been employed with the County for 34 years and HOC Superintendent Chris Brackett. The County Officials will be sworn in on Wednesday, January 2, 2019, by Chief Justice Steven Houran. The Commissioners are required by law to have their proposed budget received by the Delegation by January 15th.

Commissioner Maglaras stated that he and his fellow Commissioners and the team of County Elected Officials are looking forward to working with the Delegation in the next two years. The Administration will again be working diligently to have a budget for 2019 that will be under the tax caps of the three cities, which they have done since the caps were instituted. The Commissioners will also keep the Delegation informed of any legislative bills that could affect County government. He requested that members contact him with any questions or other matters that the Commissioners or other Elected Official or Department Head could be of assistance with.

18. Other Business: Chairman Schmidt asked that everyone please fill out and submit the forms that will be e-mailed and mailed shortly regarding Subcommittee choices. He noted that there will be four (4) subcommittees set up at this time to review the 2019 budget, including General Government, Criminal Justice, Riverside Rest Home, and Revenues and Capital Expenditures. He will be assigning each representative to serve on a Subcommittee, preferably their first choice depending on the requests received for each subcommittee. Each Subcommittee reviews their section of the budget department by department, line item by line item. Their recommendations will then be submitted to the Executive Committee for review and acceptance, to be reviewed by the full Delegation for final approval.

Chairman Schmidt noted that a brief review of the budgetary process will be included in the minutes for the Delegation members, as follows: The Commissioners Proposed Budget has to be received by the Delegation by January 15th, a public hearing on the budget will be held between 10 to 20 days after the budget is received. During the month of February, the Delegation Subcommittees meet to review their respective portions of the budget and make recommendations to the Executive Committee, which will meet in late February/early March. The Full Delegation will meet to review the Subcommittees' and Executive Committee's recommendations and vote on the approval of the amount to be raised by taxation. If approval is not given by March 31st, the Commissioners' Proposed Budget becomes effective April 1st.

The budgets will be mailed and e-mailed to all Delegation members, the cities and towns, and other parties, as required by law, as well as being posted on the County's website. Chairman Schmidt noted that an Orientation meeting will be scheduled in January for any new representatives, as well as those returning who wish to attend. During the orientation, Representatives will meet with the County Elected Officials, as well as other appointed officials and get a tour of the County Complex, including Riverside Rest Home, Hyder Hospice House, and the House of Corrections.

Chairman Schmidt noted that representatives will receive \$25 for each meeting they attend, plus mileage. He reminded the Representatives to submit their personal information and mileage forms that had been previously mailed to each of them in order to be properly compensated for meetings and mileage, if they have not already done so. The next official meeting of the Delegation will be the Public Hearing, scheduled to be held in late January 2019; a schedule is forthcoming.

STRAFFORD COUNTY 2018 ANNUAL REPORT

Chairman Schmidt noted that on behalf of the Delegation, he wished to thank the Commissioners and the UNH Cooperative Extension, along with Dave Rice, Caterer from the Court Jester Café, for the wonderful dinner buffet that was provided prior to the meeting.

19. Chairman Schmidt then asked if anyone had any other business to bring before the Delegation. There being none, he called for a motion to adjourn. Representative Towne motioned to adjourn the meeting at 9:05 p.m. Seconded by Representative Vincent and accepted unanimously on voice vote.

Respectfully submitted,

Sandra B. Keans

Sandra Keans, Clerk

STRAFFORD COUNTY 2018 ANNUAL REPORT

DIRECTORY

William A. Grimes Strafford County Justice & Administration Building

259 County Farm Road

Dover, New Hampshire 03820

Website: <http://co.strafford.nh.us>

Child Advocacy Center, Suite 201	516-8100
Commissioners' Office, Suite 204.....	742-1458
Community Corrections, Suite 103	749-0832
County Attorney, Suite 201	749-2808
Court Jester Café, Suite 204.....	516-7196
Domestic Violence Unit, Suite 201.....	742-2706
Drug Court, Suite 103.....	516-7192
Finance Department & Human Resources, Suite 204	742-1458
NH Department of Corrections, Suite 104	742-6621
NH 7 th Circuit Court, Family Division, Suite 302	1-855-212-1234
NH 7 th Circuit Court, Registry of Probate, Suite 203	1-855-212-1234
NH Superior Court, Suite 301.....	1-855-212-1234
Registry of Deeds, Suite 202	742-1741
Sheriff's Office & Dispatch Center, Suite 105.....	742-4960
Transitional Housing Program, Suite 103	516-7191

Strafford County House of Corrections/Jail

266 County Farm Road, Dover, New Hampshire 03820.....	742-3310
---	----------

Strafford County Jail Industries Program

266 County Farm Road, Dover, New Hampshire 03820.....	749-3289
---	----------

Strafford County Riverside Rest Home

276 County Farm Road, Dover, New Hampshire 03820.....	742-1348
---	----------

Conservation District, 264 County Farm Road.....	749-3037
--	----------

Southeastern NH Services, 272 County Farm Road, Dover, NH.....	749-3981
--	----------

UNH/Strafford County Cooperative Extension, 268 County Farm Rd....	749-4445
--	----------

STRAFFORD COUNTY 2018 ANNUAL REPORT

STRAFFORD COUNTY CITIES AND TOWNS INFORMATION

Barrington Town Office
333 Calef Highway, PO Box 660
Barrington, NH 03825
603-664-9007 www.barrington.nh.gov

Dover City Hall
288 Central Avenue
Dover, NH 03820
603-516-6000 www.dover.nh.us

Durham Town Office
8 Newmarket Road
Durham, NH 03824
603-868-5571 www.ci.durham.nh.us

Farmington Town Office
356 Main Street
Farmington, NH 03835
603-755-2208 www.farmington.nh.us

Lee Town Office
7 Mast Road
Lee, NH 03861
603-659-5414 www.leenh.org

Madbury Town Office
13 Town Hall Road
Madbury, NH 03823
603-742-5131 www.townofmadbury.com

Middleton Town Office
182 Kings Highway
Middleton, NH 03887
603-473-5202 www.middletonnh.gov

Milton Town Office
424 White Mountain Highway, Box 310
Milton, NH 03851
603-652-4501 www.miltonnh-us.com

New Durham Town Office
4 Main Street, PO Box 207
New Durham, NH 03855
603-859-2091 www.newdurhamnh.us

Rochester City Hall
31 Wakefield Street
Rochester, NH 03867
603-332-1167 www.rochesternh.net

Rollinsford Town Office
667 Main Street, PO Box 309
Rollinsford, NH 03869
603-742-2510 www.rollinsford.nh.us

Somersworth City Hall
One Government Way
Somersworth, NH 03878
603-692-4262 www.somersworth.com

Strafford Town Office
12 Mountain View Drive, PO Box 23
Strafford, NH 03884
603-664-2192 www.strafford.nh.gov