

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy.  
North Haverhill, NH 03774  
Tuesday Sept 25, 2012

PRESENT: Commissioners Cryans, Omer C. Ahern, Jr. and Ray Burton, Executive Director Clough and Secretary Martino

**ITM Brent Ruggles** arrived with his report. \*(see attached)

9:05 AM Commissioner Cryans called the meeting to order and the Pledge of Allegiance was recited.

ITM Brent Ruggles proceeded with his report, going over the highlights.

ITM Ruggles asked the Commissioners for a waiver of bid for the laying of fiber optic for the new biomass facility. He stated that the job is one that is very technical and he would like to recommend Stellis Electric out of Nashua, Interstate Electric is the company that did this for the new Jail project, however all of their employees that do this work have moved to Stellis Electric, so it would be the same individuals working on this as did the jail project. The bid amount is lower than what was budgeted for the project and he added that he is very comfortable with their work and there really are no other local companies that are qualified.

Commissioner Burton asked if a thorough search was done in Grafton County and ITM Ruggles said there was no other company in Grafton County.

Commissioner Ahern moved to approve a waiver of bid on this technical project as recommended by ITM Ruggles which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton asked if the County as a landlord of the DMV satellite office at the Courthouse is in any way responsible for the internet connectivity, noting the slow speed in which they can transmit information. ITM Ruggles said he was not involved with their system but could look into that for the Commissioner.

Commissioner Cryans asked if everyone had read the minutes from September 18th and had any edits or corrections. Commissioner Ahern made some edits.

Commissioner Burton moved to approve the minutes of September 18, 2012 as amended which was seconded by Commissioner Ahern. All were in favor.

Commissioner Burton noted that he needed to excuse himself at 10:00 for a brief phone call with the Governor and Council.

**Corrections Superintendent Glenn Libby** arrived with his report \*(see attached) and reviewed it with the Board. There are 111 inmates in-house, 17 in Drug Court with 2 awaiting a hearing for discharge from the program and 4 out on electronic monitoring.

Supt. Libby said that they are awaiting information after the NHACo's Association met with NIC regarding certification for Officers for the Correction's Academy.

Commissioner Ahern asked the Supt. if there was any way to alter the Superior Court report to allow more information about the inmates and Supt. Libby replied that the report is dictated by the Court and he doesn't have authority to alter it. He said that they may be able to provide information via a different type of report if the Commissioner so desired.

Commissioner Ahern asked about the footwear that are issued to the inmates and why the choice was made for Crocs. Supt Libby said it was because of the ease of reuse and they are less expensive than other choices.

Commissioner Ahern asked Supt. Libby to explain the procedure when an inmate has a complaint or issue, which he did, according to the current DoC policies.

There was a discussion about the current population and future capacities.

H. Brown was recognized and noted that he was impressed to hear that the Correctional Officers were being taught constitutional law and Supt. Libby said that there are a lot of positive things that are done at the Grafton County facility that aren't done elsewhere and the teaching of constitutional law is one of them.

Upcoming events are:

Crossroads and Decisions Graduation – October 18, 2012 @ 6pm

91st Corrections Academy Graduation – October 19, 2012 @ 1pm

GED Graduation – October 24, 2012 @ 10am

Commissioner Burton excused himself.

**Donna Lane, CDBG grant Administrator**, arrived for the public hearing and brought informational packets for distribution.

### **10:05 AM ~ Commissioners Cryans Opened the Public Hearing**

Ms. Lane read the following:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development, public facility and housing projects and emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants. Up to \$200,000 is available for Capacity Building activities.

This hearing is to discuss a proposed application to the Community Development Finance Authority for up to \$200,000 in Community Development Block Grant Capacity Building funds. The 2012 Capacity Building funds will be provided to the New Hampshire Alliance of Regional Development Corporations on behalf of its member entities; the ten

individual regional development corporations will be the recipient of not more than \$20,000 each. The funds will be used to assist with the operation of New Hampshire Regional Development Corporations and to promote economic development in New Hampshire.

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

**Commissioner Cryans asked for public comments.**

H. Brown asked why this couldn't be privately funded and why it couldn't stand on its own. Ms. Lane said they generally do but \$19K doesn't go very far in helping to run things. This particular grant will be distributed among the 10 Regional Economic Development Councils and go toward operational expenses for each regional office. Mr. Brown asked why the County had to be involved and Ms. Lane said the applicant had to be a municipality. Mr. Brown said that his continual argument is that the Commissioners do not have authority to raise money and that only the Delegation can do that. He said that what the Commissioners are doing is illegal.

Commissioner Ahern asked about the County applying for grant money to repurpose the old Jail into a homeless shelter. Ms. Lane said that the County could do that.

Commissioner Ahern asked what was the most amount of money that could be applied for. Ms Lane said the most would be \$500K but the Davis Bacon wage rates would have to be paid if that grant was awarded.

Commissioner Burton asked if the Town of Haverhill could apply for a grant as well and join in on a renovation. Ms. Lane said the finance authority is trying to stay away from those types of activities.

Mr. Brown said grant money is debt and the County needs to demolish the old Jail and be done with it forthwith and to unburden the taxpayers of the operational costs of that building.

**10:21 AM Commissioner Cryans Closed the Public Hearing.**

**10:21 AM Commissioners Cryans Opened the Public Hearing on the Updated Housing & Community Development Plan.**

The only change recommended is replacing the short-term goal of: Support other economic and community development projects of regional impact through the application of CDBG funds through CDFA with: Support economic and community development projects of regional, and **statewide**, impact through the application of CDBG funds through CDFA.

**Commissioner Cryans asked for public comments. No comments were made.**

**10:25 AM ~ Commissioner Cryans Closed the Public Hearing.**

## **10:25 AM ~ Commissioners Cryans Opened the Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan.**

Although the capacity building project does not involve any displacement or relocation of persons (or businesses), the plan outlines the measures that would take to find comparable, suitable housing for persons (or businesses) if they were displaced or relocated. Ms. Lane said this has to be adopted each time CDBG funds are asked for.

### **Commissioner Cryans asked for public comments.**

H. Brown asked Ms. Lane to explain what regional meant and she said that regional for Mr. Brown in this grant is Grafton County.

Commissioner Ahern asked if Ms Lane was responsible for making sure that everything was done properly on this grant and more specifically, if the delegation was needed for approval, would that be something she would make sure was taken care of. She stated that it was her understanding that the approval vote was given in advance. Executive Director Clough said the delegation votes approval annually. Ms. Lane said that meets CDFR requirements.

Mr. Brown disagreed with that and said that the Commissioners spend money and the Delegation raises money and did not think there was approval of the grant by the Delegation. Commissioner Cryans said the Delegation authorizes the Commissioners. Executive Director Clough cited RSA 24:14 regarding appropriations and said this Statute speaks to the County Convention adopting a policy for grants. It is under this provision that the Delegation votes annually to give the Commissioners the authority to apply for, accept and expend grants.

## **10:32 AM Commissioner Cryans Closed the Public Hearing.**

Commissioner Burton moved to adopt the updated Housing and Community Development Plan, which was seconded by Commissioner Ahern. All were in favor.

Commissioner Ahern moved to adopt the Residential Antidisplacement and Relocation Assistance Plan which was seconded by Commissioner Burton. All were in favor.

Commissioner Ahern moved to approve the submittal of the 2012 Capacity Building application **and** vote to authorize the Chairman to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract which was seconded by Commissioner Burton. All were in favor.

The Commissioners then signed all the accompanying paperwork for the hearing.

Director Clough gave the Commissioners the NACO Prescription Drug Card report for the month of August. Total savings were \$7,468 or 31.66% with 160 utilizers.

Director Clough received informational letters from the NH Division of Historical Resources informing the County that the True Farm, the Bruleigh Brae and Webster Boathouse and Camp Carnes in Holderness were all entered on the National Historical Register.

Director Clough presented a request for approval of an Emergency Management Performance Grant for the Mobile radio project which was placed in the current budget for the Sheriffs Dept. The grant is for 50% of the total amount or \$29,394.60. The project will update all the radio equipment to dual band radios for 12 vehicles. Director Clough said there was ample money in the budget to cover the other 50% that the County needed to fund. The grant will come through NH Dept of Safety Homeland Security.

Commissioner Ahern moved to accept the grant which was seconded by Commissioner Burton.

#### DISCUSSION:

Commissioner Ahern questioned if this project is somehow tied into the CodeRed system and Director Clough said they were unrelated. Commissioner Ahern said he has not been given ample time to read the grant and could not vote on something he has not read.

When the vote was taken Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed

**UNHCE Regional Field Specialist Heather Bryant** arrived to give a report to the Board. She discussed the past growing season in terms of the weather and the insects that this season had to deal with.

The first educational event coming up this fall will be the North Country Fruit and Vegetable Conference/Trade show which will be held at the Mountain View Grand in Whitefield on October 30th and will feature local farmers and their produce in an effort to bring restaurants and farmers together.

There was some discussion about growing cold weather crops in the greenhouse and H. Bryant said she would love to do that but it requires growing in the ground and this greenhouse is not set up that way as it has a gravel floor. She said there were alternatives that could be considered such as moving the greenhouse, but that couldn't happen this year.

#### COMMISSIONER ISSUES:

Commissioner Cryans asked Director Clough when the County would need to borrow money and she said she anticipated it being next week.

Commissioners Ahern and Cryans plan to go on the tour with the Conservation District and though Commissioner Burton had planned to go, another tour was already on his schedule.

District Health Council meetings were held with Commissioner Toumpas and Commissioner Burton in different areas of the North Country. Commissioner Cryans attended the one in Lebanon and Commissioner Ahern attended in Holderness.

Commissioner Burton spent a day at the Eastern States Exposition on New Hampshire day last Friday. He said CT River Candies from No. Haverhill had a booth in the building

Commissioners Ahern and Burton attended an Easton Conservation meeting where there was a discussion on the Northern Pass. There still seems to be much area to cover in these discussions.

Commissioner Ahern attended the NH Tree Farm annual meeting in Lyme at the home of Ben Killam. A tour of the property was offered.

Commissioner Ahern attended the 100<sup>th</sup> anniversary of the Lower Intervale Grange in Plymouth which was well attended.

Commissioner Cryans thanked Commissioner Burton for bringing the Health Council meeting to APD yesterday as it was very informative.

Commissioner Cryans attended the Lilla McLane-Bradley Award Reception for West Central Behavioral Health on September 24<sup>th</sup> in Hanover, where Representative Laurie Harding was honored.

Commissioner Burton encouraged the Nursing Home Administration to provide absentee ballots and assistance to any resident who wishes to partake in the election process on November 6<sup>th</sup>.

\*11:18 AM - Commissioner Ahern moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

12:49 PM Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

12:51 PM With no further business the meeting adjourned.

Respectfully,

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Raymond S. Burton, Clerk

# Grafton County Department of Information Technology

Monthly Summary Report

September 25th, 2012

## AO – Attorneys Office

- Reinstall JD application after windows update caused issue on two systems.
- Install new PC system for new legal secretary
- Setup Laptop for new User
- Changed path for document scanning for user
- Assisted with 2 video conversions
- Added color printer to users system
- Fixed laptop stuck in sleep mode

## CC – Community Corrections

## CE – Cooperative Extension

## CO – Commissioners Office

- Lost audio recording of Executive Committee Meeting, software was incorrectly setup, attempted retrieval unsuccessful.

## DC – Drug Court

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## DOC – Department of Corrections

- Re-install LEDS suite for two systems
- Working on issue with network wiring issue to front lobby inmate kiosk
- Work with Maintenance on Infinity Battery Backup System fix hot swap battery.
- Resolve remote connectivity issue for HVAC contractor still working on new jail HVAC system.
- Adjust programming for auto attendant.
- Train users Sharing Calendars in Kerio

## HR – Human Resources

- Install network switch in HR Generalist's new office, add additional network wiring.

## IT – Department of Information Technology

- The IT staff welcomes a new team member Jim Marshall. Jim started part time work in IT Department on Sept. 5th and has already become a great help on replacing all the Nursing Home computers.
- Finalize network items for Biomass Plant
- Attend weekly meetings for BIOMASS project
- Preparing for next 2 projects replacing wireless access points at Nursing Home and installing Touch screen Computers in Nursing Units.

## MHC – Mental Health Court

- Install software for new MHC staff to utilize new federal database



MT – Maintenance

- System has been set to use FF for internet and IE for the monitoring software.

RD – Registrar of Deeds

- Resolve issue with 2 phone extensions voice mail.

NH – Nursing Home

- Continuing work on Network Migration \System installs systems installed 32 systems installed. Some of the Departments had older software that took a good deal of time to configure to work properly. We still have 8 systems to install that also have some older software to get to work properly. Additionally there are five “COW” s to upgrade and configure. Deadline is October 1st to complete.
- Install local printer for unit secretary to print. Sharp copier not compatible with new OS
- Work with restorative department on document formatting issue. Document corrected by laurie rock
- Corrected settings for label printers to get Labels for Labels to be sent to Cottage.

SO – Sheriff's Office\Dispatch

- Replace HDMI video card in new PC with

Yours in Service,

Brent Ruggles

IT Manager

Grafton County Department of Information Technology.





September 25, 2012

**Commissioners Report**

<b>1. Population:</b>	<b>In-house</b>	<b>111</b>	<b>F Unit</b>	<b>43</b>
			<b>E Unit</b>	<b>25</b>
			<b>D Unit</b>	<b>23</b>
			<b>C Unit</b>	<b>17</b>
			<b>Intake</b>	<b>03</b>
<b>Weekenders:</b>	<b>07</b>	<b>Out of Facility:</b>	<b>36</b>	

**2. Community Corrections Report:**

- a) Drug Court – supervising (17) \* 2 in custody
- b) Electronic Monitoring – supervising (4)
- c) Daily Work Release – supervising (0)
- d) Operation Impact – Sgt Larson assisting us by transporting pre-trial subject to hospital appointment
- e) Community Work Program: Sgt Webster – onsite – farm/garden duties

**3. General:**

- a) NHAC Academy/Certification Process – NIC review 9/14/12 - update
- b) Notice of action in US District Court - report

**4. Personnel:**

- a) Substance Abuse Coordinator – started 9/24

**5. Commissioner Items:**

- a) Commissioner Ahern – none
- b) Commissioner Burton – none
- c) Commissioner Cryans – none

**Are there any Commissioner concerns?? Input sought.**

**Upcoming events:**

**Crossroads and Decisions Graduation – October 18, 2012 @ 6pm**

**91st Corrections Academy Graduation – October 19, 2012 @ 1pm**

**GED Graduation – October 24, 2012 @ 10am**