

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday December 18, 2012

PRESENT: Commissioners Cryans and Burton, Director Clough and Secretary Martino. Commissioner Omer C. Ahern Jr., participated by phone (until 10:35 AM) according to RSA 91-A:2 with the reason being that he an appointment to go to later in the morning. Telephone participation was at his request. It was noted that all votes must be taken by a roll call while the Commissioner was on the phone.

Human Services Administrator Nancy Bishop arrived.

9:06AM Commissioner Cryans opened the meeting which began with the Pledge of Allegiance.

HSA Bishop began her report with an update on the grants by towns. She then moved on to the Recovery Report and said that the goal of \$55K for the year has almost been met with an amount of \$45,806 through the month of October.

There still seems to be little use of the computers that Goodwill Industries has instituted for use but HSA Bishop said that Granite State Independent Living does use them regularly. She has been approached by UNHCE's Deb Maes to possibly use the computers for a "More than Wheels" program that they put on. HSA Bishop said that she has also contacted HHS about allowing people to use the computers for the "Balancing Incentive Program" (BIP). They are looking for community resource centers where people could go to fill out online applications. She said she hadn't heard back from HHS yet.

A "Heart Truth" event was held at the County in collaboration with County Wellness, North Country Health Consortium and Cottage Hospital. The focus was on women's heart health and 13 people attended.

HSA Bishop said that only a small percentage of employees have completed the 2012 Health Assessment offered by LGC. Those who participate will receive \$75 so it is beneficial to do.

Commissioner Burton asked if the County's payments to Tri-County Cap were up to date and HSA Bishop said that if they have submitted bills for payment they are.

Commissioner Burton brought in some brochures from the Research Center at Dartmouth, Dr. Sheiko's class, and planned to distribute them to all Dept. Heads in the event that they have anything they would like researched or looked into.

Commissioner Ahern suggested that HSA Bishop contact Maureen Ryan at the state who deals with the homeless and let her know that there are some computers available in the event that may have some way to utilize them through some program.

Information Technology Manager Brent Ruggles arrived with his report *(see attached), and went over it with the Commissioners.

ITM Ruggles spoke of some of the upcoming projects that were not on his report such as the installation of a new phone system for the Administration building, the consolidation of servers from 14 to 3 and an update of Budget Sense for the financial department in the Commissioners Office.

Commissioner Burton asked if the DoC computer systems were all up and fully operational and ITM Ruggles said they were.

Commissioner Burton talked about getting some surplus computers over to the DoC and having them set up so inmates who want to learn how to use a keyboard they can. ITM Ruggles said there is more to that than just bringing them over there and he said that he has a lot of other items that are taking precedence now. He said with all the projects he has going on this would not be on his top priority list and it would be something that Supt. Libby would need to approve and institute as it is his domain. Commissioner Burton said it was something he wanted looked into.

Commissioner Ahern said he would like to see if ITM Ruggles could quantify the reduced management time under the new server consolidation.

Commissioner Cryans asked if there is anything missing at the County that needs to be done and ITM Ruggles said he hopes to see a reduction in the need for capital projects and start to see some of the rewards of what has already been done.

Commissioner Cryans asked if ITM Ruggles is playing a part in the new biomass project and he said that he is working with Supt. Oakes and that the plant will be server based and all computerized.

Commissioner Cryans asked if everyone had read the minutes and had any edits. Commissioner Ahern said he was still not able to do much reading so he would have to abstain from approval.

Commissioner Burton moved to approve the minutes from December 11, 2012 which was seconded by Commissioner Cryans. A roll call vote was taken. Commissioners Burton yes, Commissioner Ahern abstained and Commissioner Cryans yes.

The Commissioners signed the check registers.

Commissioner Ahern suggested that it would be helpful to have a memo outlining things that the Board has been working on for the incoming Commissioner along with a checklist.

Director Clough gave the Board an update regarding taxes that have been received. So far \$20,753,609 has been received with only the town of Landaff that has not been received as of this date. The TAN has been paid back in the amount of \$3,504,376 with \$4,376 of that being interest. The County was approved to borrow up to \$5M.

\$3M will be put into a CDARS account at Mascoma Savings Bank at .35% for 26 weeks and the rest will remain in Woodsville Guaranty Savings Bank with an up to \$15M letter of credit at a rate of .30%. These were the best rates that the Treasurer was able to obtain. If the incoming Treasurer decides to look into some other investments she can do so.

NACo Prescription Drug Card report for the month of November showed a savings of \$7,055 or 29.38%. There were 154 users. Savings so far since the program's inception in September of 2066 is \$579,758.

There was a discussion last week as to whether or not the County would be interested in being the applicant for a CDBG grant for the proposed homeless Veteran's project in Holderness. Commissioner Ahern said that it was his understanding that the town of Holderness does not want to have any influence over the decision as to what should be done with the piece of land that the project is interested in. He said the zoning and planning boards have not started anything yet.

The timeline for applying for the grant was discussed and the date of January 28th was the given date. If this date is true then there would have to be a public hearing prior to that. Commissioner Burton said he felt the County should apply and then withdraw if the town doesn't want the project. He said he feels there is a need for this.

Commissioner Cryans questioned why this had to be decided by January 28th since they don't have anything ready at this point. He asked why there would be such a rush noting the number of steps that still had to be taken.

Commissioner Ahern felt strongly that the Board needed to show its support for this project discussing the need and the discussions that have taken place at the meetings regarding the project.

Commissioner Ahern motioned that the County should support the homeless Veterans shelter project going forward and to consider applying for a CDBG grant for the project if appropriate. The motion was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Cryans felt there were more questions than answers and there are a number of things that need to be done before they're even close to getting this project off the ground. He said he doesn't even know if the town is interested in doing this project. He said he just didn't feel like he had enough information to make a decision.

Director Clough said she would contact Donna Lane and find out why there is a need to move on the January 28th date.

Commissioner Ahern said he would just like to see the Board show its support for the project and if it is to go forward then fine.

A role call vote was taken. Commissioners Burton yes, Commissioner Ahern yes and Commissioner Cryans yes.

Maintenance Superintendent Jim Oakes arrived with his report *(see attached) Supt. Oakes said that overall the biomass project was moving along very well and he believes that right now they're ahead of schedule. He said he's pleased with the progress and the commissioning process should begin in March.

The automatic valve installation is basically done though the staff needs a bit more training. The valve is up and running and as of today Woodville Water & Light is no longer turning the valve manually.

Supt. Oakes said that he erred by sending a person to Springfield MA for training without getting approval for out of state travel. He said the cost was \$1,150 and the training was for Arc Flash. He said he simply forgot he had to do this.

Commissioner Ahern had to leave and terminated the phone communication

Supt. Oakes then requested to send one of his staff for 3 day overnight training which though not out of state is required because it is overnight.

Commissioner Burton moved to approve the overnight training which was seconded by Commissioner Cryans. All were in favor.

Register of Deeds Kelley Monahan stopped in briefly to inform the Commissioners that there was a rather large sale in the town of Lincoln which netted the Registry \$20K in recording fees.

Corrections Superintendent Glenn Libby arrived with his report *(see attached) and began with the census of 112 in-house, 19 in Drug Court and 4 on electronic monitoring.

Supt. Libby said the Jail is still understaffed and there are some staff members who are on FLMA and several more who will be going out on leave.

There was a discussion about GED testing and how that may all become computerized in the future. Supt. Libby said there is no inmate access to computers at this point but it will be implemented when the time is right. He said that they will be working toward having training courses for inmates but that's not possible right now. Supt. noted that one of the female inmates has just scored the highest in the state on the GED test and he can see it changing her life.

Commissioner Burton asked about inmates learning to use a keyboard as he had discussed with the IT Manager and Supt. Libby replied that a program like that would require additional supervision and right now their main concern was with the security of the facility.

Commissioner Burton asked that Supt. Libby work with the IT Manager to provide a program for inmates to learn the computer.

There was a discussion about all the regulations required to become a mental health coordinator and Commissioner Burton said he would like to see waivers given for those who work in the North Country since it is nearly impossible to receive all the proper hours needed.

Commissioner Burton asked about the relationship between the Farm Manager and the Superintendent and the Supt. replied that from his perspective it is fine. He noted that his

year end report shows that more inmate labor had been provided to the Farm in 2012 than in years past.

Commissioner Burton asked about the evaluation of the Corrections Academy and Supt. Libby said it should be looked at very carefully. He said that thoughts on how it should be run are divided among County Superintendents and some think it is too easy and others feel it is too hard. There just isn't agreement at this point.

Commissioner Cryans said that he hoped there would be a decision about what to do with the old Jail soon and asked Supt. Libby to think about what he would suggest.

Commissioners Burton and Cryans signed a letter to the Selectmen of Rumney and Commissioner Ahern will sign at a later time.

Director Clough informed the Board that the County was looking at purchasing unemployment compensation insurance and quotes had been requested. Primex was the only one who was able to provide a quote and that was in the amount of \$28,974 for the year 2013.

Director Clough said that the cost for unemployment had risen swiftly since 2009 and right now the County does all the administrative work which includes going to all the hearings etcetera. She said that she would recommend the County purchase the insurance and then Primex would be responsible for taking care of all the claims. She said there is money in an account for the claims which could be used to pay the premium.

Director Clough explained a little bit how unemployment works and suggested trying it for the year and see it's beneficial for the County. Commissioner Cryans thought it was a good idea.

Commissioner Burton moved to accept the proposal from Primex for unemployment compensation insurance which was seconded by Commissioner Cryans. All were in favor.

Three educational assistance applications were presented by Director Clough. The first was for a Deputy who was working towards his degree.

Commissioner Burton moved to approve the educational assistance which was seconded by Commissioner Cryans. All were in favor.

The second one was for a Drug Court employee who is working toward a degree.

Commissioner Burton moved to approve the educational assistance which was seconded by Commissioner Cryans. All were in favor

The third request was for a Dietary employee who planned to take a culinary arts program. This class started in September and the request for assistance got caught up in administration, thus making it late. Director Clough said she wasn't even sure if the class was accredited. It was decided that Director Clough would check on that first before the Commissioners vote on the application.

The Commissioners signed an approval to receive an additional interoperable radio for Dispatch through a Homeland Security grant. There is no cost to the County for the radio which is worth \$4,105. Dispatch has received other radios through the same grant during phase one of the program.

The Commissioners signed the MS-2 appropriation (zero dollars) for the unincorporated town of Livermore.

A letter was received from NH State Resources that noted that Camp Ossipee would be registered on the National Registry of Historical places.

COMMISSIONER ISSUES:

Commissioners Cryans and Burton attended the Christmas party for the participants of Drug Court and their children. Commissioner Cryans said it was a wonderful party and gifts were given to the children by Santa.

*11:40 AM - Commissioner Burton 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) &(e). Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll 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.

11:50 AM Commissioner Cryans declared the meeting back in public session.

*11:50 AM- Commissioner Burton moved to permanently seal the minutes from the just completed non-public session as divulgence of the information would have an adverse effect on someone's reputation (other than a board member),. Commissioner Cryans seconded the motion. All were in favor.

11:50 AM With no further business the meeting adjourned.

Respectfully,

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Nov 27 – Dec 17, 2012

COMPLEX

Biomass District Heating System

Work completed since last meeting

- ✓ Installed underground conduits and plumbing and poured mechanical room slab and housekeeping pads
- ✓ Stubbed hydronic lines, electrical and data conduits and sump drain through foundation walls
- ✓ Tied in biomass hydronic lines to nursing home and courthouse boiler systems. Started DOC tie-in
- ✓ Started framing biomass building 12/3
- ✓ Boiler package was delivered and stubbed into biomass building on 12/13

Work scheduled for next few weeks

- ✓ Continue tie-in to Nursing Home, Courthouse and DOC boiler systems
- ✓ Crane piping sections onto Courthouse roof and 4,000-gallon thermal storage tank into biomass building mechanical space
- ✓ Continue framing biomass building and install roof

Engineering Design of Automated Isolation Valve & Vault

Project is 99% complete. Still need to install door closer, motion-sensing light and replace marred trim around entry door. We've received some training on the new system but have one more session to go

Fire Extinguisher Maintenance – VT Fire Extinguisher completed the annual inspection of all the county's fire extinguisher and completed a 6-year test and 12-year hydrostatic test on many others

Lighting – Replaced a few burned out parking lot bulbs and ballasts

Water Tank – Received high water level alarm on two different occasions. Verified calibration of SCADA system to actual water level and adjusted altitude valve to lower level.

Sewage Lift Station – Space heater serving old jail/maint. building lift station failed. Replaced heater

COURTHOUSE

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

County Attorney Office (CA) Expansion Project – Conference room area work is 100% complete and main office side is 99% complete. On 12/18 Valley Floors will be patching a section of carpet between the two newly renovated areas where a wall once stood

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Dispatch Center – Completed relocation of four dispatcher stations to improve sharing of common assets and improve interoperability

Courtroom 2 – The adhesives that hold decorative panels on the walls around the jury area have dried up and a few panels have fallen. Removed all the wall panels in the subject area and applied new Velcro and adhesives to prevent reoccurrence

Superior and Circuit Court Service Counters – New ADA service counters are completely installed. Mayo's Glass will install glass curtain walls over counters on 12/19

In-ground Fuel Tank Monitoring System – Tank depth probe not sending tank volume signal to monitoring system. Beardsley Inc. technician replaced float

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

In-ground Grease Trap – Plastic cover buried under ground collapsed while biomass contractors were compacting in area of grease trap, creating sinkhole. New England Basin Cleaners pumped sand from trap. Excavating contractor backfilled area after my dept fabricated a new cover

Patient Care Kiosks – Completed running dedicated circuits to power 12 new kiosks (3 per resident living area) that will be used in lieu of PDA's for recording resident health information.

Electric Beds – Repaired various problems on several electric beds

HVAC – Heat not working well in radiant floor zone #2. Replaced mixing valve

HVAC – Heat not working in room 212. Replaced zone valve

Elevator – elevator car servicing 1969 Building kept hanging up on 2nd floor. Stanley Elevator technician adjusted hall release rollers to clutch, cleaned hall contactors and adjusted digital monitoring system while in operation

ADMINISTRATIVE BUILDING (1930)

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

HVAC – Server room AC stopped working. Troubleshoot problem to bad condenser compressor possibly caused by failed crankcase heater. Installed new compressor. Installed new crankcase heater and returned unit to service

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

NEW JAIL

Fire Alarm Testing – Alarmco completed most of the primary fire alarm test and is scheduled back to finish the job on 12/20

Utility Power – Utility power from transformer was 286/490 V and should be 277/480. Interstate Electric and Woodsville Water & Light adjusted the taps in the DOC transformer

Geothermal System - Glycol feed not working in auto position for boiler make up. Intermittent pressure switch. Notified HP Cummings. Switch on order

HVAC – Contractors continue to work Multistack heat pump issues. Many of the heat pumps keep tripping off line in alarm and some have experienced compressor failure and refrigerant leaks. The contractors repaired the units that had the failed compressor and refrigerant leaks and have tried some new programming schemes to make these units work better. Multistack heat pump issues persist.

HVAC – Contractor shorted out motor and contactors that drive energy wheel in air handler AHU-H1. Contractor replaced motor and relays

Air Balancing – When the air handlers go into economizer mode the building becomes too pressurized causing doors to open or close hard. Controls contractor rewired air handlers so that economizer dampers are variable. Awaiting Cx commissioning to verify this is the solution to the problem

Exit Lighting – Five exit lights throughout aren't working. Interstate Electrical repaired many. Still have a few to fix. Technician on site again today to fix remaining fixtures

Security - Camera #100 in Room G112 is too shaky and too bright. Replaced bad resistor

Security – Door A136 will not latch. Modified strike to correct problem

Security - Door C101B shows open when closed. Replaced door bumper

FARM

Dairy Barn – Numerous stanchions failed due to heavy corrosion...replaced several

Dairy Barn – Cows broke water lines to water bowls in a couple areas...repaired lines

MAINT/FARM BUILDING

Nothing significant to report

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Drug Court Building

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sign – Hung new Drug Court sign on exterior of building

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Sander – Replaced carburetor linkage and spinner assembly

OTHER

On December 5th and 6th John Tumosa attended a 2-day training seminar for Arc Flash Training in Springfield, MA. Cost: \$1,150

In February Chris Blake is scheduled to attend a 3-day training and certification course sponsored by New England Water Works Association to become a NH DES approved Certified Backflow Device Inspector/tester. The training will be held in Manchester, NH. Chris is scheduled to take Scott Graves place as a backflow device tester. Estimated cost: \$1,200

Richard Thompson, Dennis McLam and myself attended a Water Storage Tank Design & Maintenance continuing education seminar at the Woodsville Fire Station. These credits go toward meeting the CEU requirements for recertification as licensed C1A Water Operators.

December 18, 2012

Commissioners Report

1. Population:	In-house	112	F Unit	45
			E Unit	23
			D Unit	20
			C Unit	21
			Intake	03

Weekenders: 05 Out of Facility: 42

2. Community Corrections Report:

- a) **Drug Court – supervising (19) * 0 in custody**
- b) **Electronic Monitoring – supervising (4)**
- c) **Daily Work Release – supervising (0)**
- d) **Operation Impact – Sgt Larson – assigned to duties in facility for 6-10 weeks to cover FMLA's**
- e) **Community Work Program: Sgt Webster – On leave**

3. General:

- a) **FY13 Budget status**
 - 1) **overspent in 3 major salary lines 003, 004, 005**
 - 2) **slightly overspent in 590 – inmate medical**
- b) **Participating in the NHAC review of the academy**

4. Personnel:

- a) **3 out on FMLA +1 scheduled to go out after Christmas**
- b) **Under staffing/forced OT continue**

5. Commissioner Items:

- a) **Commissioner Ahern – none**
- b) **Commissioner Burton – *Inmate access to computers**
- c) **Commissioner Cryans – none**

Are there any Commissioner concerns?? Input sought.

Upcoming events:



GRAFTON COUNTY

Department of Information Technology

603-787-2043
603-787-2656 Fax

3855 Dartmouth College Highway
North Haverhill, NH 03774
bruggles@co.grafton.nh.us

Grafton County Department of Information Technology
Monthly Summary Report
December 18, 2012

AO – Attorneys Office

- Setup and configure 8 laptops for Karpel training in EOC
- Route desktop scanners to Karpel
- Configure Monitors to display on both Monitor and Laptops
- Install of silverlight for Karpel on three pc systems
- System changes needed to allow crystal reports to run properly for Karpel
- Install Adobe Pro XI Update on 4 support staff systems
- Train user(s) how to pick different output trays on new sharp copier
- Resolve compatibility setting's in IE needed to be set for use with Karpel
- JD not installing on a system properly Working with vendor on issue
- Users with Outlook needed help after up date
- User with issue scanning to sharp printers
- Perform maintenance on users laptop to correct performance issues
- User had lost correct path to address book
- Setup configure 4 new pc systems for AO and create new default Image for the AO

CE – Cooperative Extension

CO – Commissioners Office

- Setup Remote Desktop for Human Services to access old application on terminal server
- Error when launching Outlook conflict with AV software.
- Meeting w Time Clock Plus to assist tech support with installing updated DLL to resolve time punch issues
- System utilities updated and drives defragged before Time Clock Plus update
- GCC-SVR drive full Older backups deleted, Backup for each job run
- Issues with users laptop

DC – Drug Court

- Web app needed default setting to open with Microsoft Word
- Setting for printer needed to be changed to allow user to print without printer holding jobs.
- Download, Change format and burn CD of Video

DoC – Department of Corrections\Community Corrections

- Issue with OIC pc system, resolved
- Help user and correct settings for user to access Sharp copier.

HR – Human Resources





GRAFTON COUNTY

Department of Information Technology

603-787-2043
603-787-2656 Fax

3855 Dartmouth College Highway
North Haverhill, NH 03774
bruggles@co.grafton.nh.us

IT – Department of Information Technology

- Email server, setup new hard drives for mx01 backup and test
- Install Kerio software update on email server
- Setup new grey listing email SPAM filter and test
- Move backup images from USB drives to Server
- Work with Carousel Industries to finalize domain consolidation as SO.
- Work with Superintendent Jim Oakes on Biomass project
-

MT – Maintenance

- Adjust firewall to allow access to SCADA control system for water tank system

RD – Registrar of Deeds

NH – Nursing Home

- Configure, setup new wireless Kiok's on Granite and Meadow units. IT department wants to thank the Maintenance team to Terry Martin, John Tumosa and Dennis McLam for getting electrical and wall mounts installed and completed.
- Install AHT fingerprint software on new wireless kiosk(s).
- Setup configure and install new pc for Lili Cargill
- Assist resident with laptop connecting to Internet
- Assist resident help install new voice to text phone.
- Reset password and verify default account worked on all systems
- Cottage Labs on system needed to be reentered. Setting lost

SO – Sheriff's Office\Dispatch

- Correct users information in Kerio
- Fix Inforad paging software to allow user to send emails
- Migration of all PC systems to new domain.
- Migration of 4 file servers to new domain, 3 remaining to go.
- Post migration - resolve issues with access to AVL Map software application
- Post migration - resolve issues with Fax software
- Display system migrated. Monitored applications checked.
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Yours in Service,

Brent Ruggles

IT Manager

Grafton County Department of Information Technology

