

## GRAFTON COUNTY COMMISSIONERS' MEETING

Jail Conference Room

North Haverhill, NH 03774

January 29, 2013

PRESENT: Commissioners Mike Cryans, Martha Richards and Ray Burton, Director Julie Clough and Secretary Martino.

OTHERS: Omer Ahern, Denise Draper, RD Monahan

9:04 AM Commissioner Cryans opened the meeting which began with the Pledge of Allegiance.

Commissioner Cryans moved that the old Jail be demolished with funds to come from the remaining money from the bond money for the new Jail and with a request that the Delegation vote to repurpose this money at an upcoming meeting per the RSA, which was seconded by Commissioner Burton.

### DISCUSSION:

Commissioner Burton stated that the former Board of Commissioners appointed him as the Chairman of the "what to do with the old Jail" committee. Five meetings had been held over a six to seven month period and minutes were taken. There was a wide variety of ideas that came out of the meetings such as a homeless shelter, elderly housing, a café, a movie theater, museum and storage but the bottom line was how much will it cost, who does the voting and can you get the votes. He said that to rehabilitate an old building is something that Grafton County does not want to pass on to the taxpayers. Commissioner Burton said that there was a recommendation that a private entity may want to take over the building and one of the suggestions was Jay Wolter from the Beckett school.

Commissioner Burton called Mr. Wolter who actually came and toured the facility but he was not interested.

Commissioner Burton said he thought it was time to make a recommendation to the Executive Committee.

Commissioner Richards said that she feels this will become a money pit and feels that the taxpayers would be better served by having money going into current services and programs. She said she didn't see any private entities coming forward with interest in this building. She said she felt demolition would be the best option.

Denise Draper was recognized and said she thought the building should be torn down but there should be some preservation of certain items and that anything of value should be sold. She said that although the County has done a lot to maintain the building to the best of their abilities, it is old, dirty and malodorous and would be best taken down.

Commissioner Burton said that appropriate photographic records of the building, both inside and out should be taken and a photo book should be made for the historical room, the Haverhill Historical Society and the NH Historical Society and that items in the old Jail should be used around the complex if possible.

RD Monahan agreed that a record should be made of the history of the Jail from the original construction to now and its movement from one society to the present. She agreed items should be sold as salvage.

Omer Ahern was recognized and said that he does not see the rush to judgment on this decision since the building has only been vacant for six months. He said he feels that due diligence has not been done. He mentioned the need for transitional housing for people coming out of Drug Court and Jail and noted that it was most disappointing that the meetings are held in the middle of the day. He suggested that there be public hearings that are well notified and advertisements put in papers and should be held in Lebanon, Littleton and Plymouth. He stated that he felt it was inappropriate and improper to make the decision so soon after the building was vacant and didn't feel that all the possible consideration has been given.

Commissioner Cryans said he has always felt that the old Jail should come down as it has served its purpose. He said he agreed that it could become a money pit and feels its time to take it down.

Commissioner Richards asked Director Clough what her opinion was and she said that she didn't feel that any of the ideas presented were the function of County government and it would be in the best interest of the taxpayers to take it down.

When the vote was taken, all were in favor.

Director Clough said that Supt. Oakes had asked whether or not the Board wanted him to contact the No. Haverhill Fire Dept. to get permission to shut the whole building down and Commissioner Cryans said it would be fine to ask that but he wanted Supt. Oakes to bring that information back to the Board before doing anything.

**Communications Director Tom Andross** arrived to request approval for the Homeland Security grant application that was given to the Board last week for review. The grant is for the installation of equipment at three transmitter sights which will help Twin State Mutual Aid and Dispatch in the overload of their radio system. Director Clough asked if this would be funded through the budget if the grant were not awarded and Director Andross said that hadn't been discussed yet but he thought that the County would probably partner with Twin State Mutual Aid to cost share if it came to that. There are no matching funds needed for this grant.

Commissioner Burton moved approval for the application of the Homeland Security grant which was seconded by Commissioner Richards. All were in favor.

Commissioner Cryans signed the grant application.

**Information Technology Manager Brent Ruggles** arrived with his report \*(see attached)

**Corrections Superintendent Glenn Libby** arrived and Commissioner Cryans began by thanking him for hosting the meeting today.

Supt. reviewed his report \*(see attached) saying the census today is 120 with 19 people in Drug Court and 7 inmates out on electronic monitoring.

\*9:53 AM – Commissioner Richards moved to enter into non-public session for the consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees according to RSA 91-A:3, II (g). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”; Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and will now go into non-public session.

\*10:22 AM– Commissioner Cryans declared the meeting back in public session.

Supt. Libby continued with his report and gave the Commissioners an update on his current budget saying that he will be approximately \$121K over in the salary lines due to overtime and coverage of staff for those out on FMLA. He said that his overall budget should not be over expended.

Supt. Libby requested approval to upgrade the pay for the Lieutenants’ position on the pay scale to match that of a Lieutenant on the Sheriff’s pay scale. This request was brought to him by his staff saying they felt the pay grade should be comparable. He stated that the cost to budget would be minimal (under \$270) as there are only two Lieutenants on staff.

Commissioner Richards moved to approval to upgrade two Lieutenants at a cost of less than \$270 which was seconded by Commissioner Burton.

#### DISCUSSION:

Commissioner Burton asked if this would be creating a ripple affect down the line with the staff and Supt. Libby said the same will hold true for the Sergeants pay grade but he said he will be presenting that through the FY14 budget process.

When the vote was taken, all were in favor.

Supt. Libby then asked the Commissioners for authorization to reclassify three budgeted positions that were originally program positions, into two Correctional Officer positions and one Administrative position. He said they are already approved positions but he needs to be able to address the need for more security before hiring people to fill program positions. He said he will not be over spent in his budget.

The Commissioners were concerned about not having the programs but understood that the security of the facility needed to take priority.

Supt. Libby said safety and security are the main priority and he hoped that the Board realizes that he is not giving up on the programs and he plans to become creative by

having some Correctional Officers working on some kinds of programs. He assured the Commissioners that the GED program would still be in tact as well as some of the other things that have existed in the past such as substance abuse.

Ms. Draper voiced her concern about not having a full time mental health program saying that it would cost less to have it being handled through the Jail during incarceration. Supt. Libby said that she should contact her legislator because they are the ones who cut the funds that serve that needy population.

Commissioner Burton moved to approve the reclassification of the three positions as requested by Supt. Libby which was seconded by Commissioner Richards. All were in favor.

Supt. Libby talked about some of his budget plans for FY14 and said he would be asking for two additional Correctional Officers. He said the increase to the retirement will put about \$90K more in his budget but he hopes to be able to present an increase of less than 4% overall.

Supt. Libby said that the video arraignments were working out well and it was a way of reducing transports and keeping inmates and staff in the facility.

The Farmstand and Community Corrections reports were given to the Commissioners \*(see attached).

Supt. Libby gave the Commissioners a list of various legislative bills that have to do with Corrections that are currently being reviewed.

Supt. Libby requested a bid waiver for the sale of old surplus radios which he hoped to be able to get some money for.

Commissioner Richards moved to approve the waiver of bid and to allow Supt. Libby to dispose of the surplus radios in a manner that would allow for the best return which was seconded by Commissioner Burton. All were in favor.

Supt. Libby wanted the Board to know that there may be some rumblings about the fact that as a Superintendent, he is not comfortable with sending Correctional Officers to the NHACo Corrections Academy because he doesn't feel as though there is a proper set of instructions for certification. Grafton County has held the last three Academy's here and the Supt. is confident of the outcome and the knowledge that the Officer is being properly trained to his standards.

Commissioner Richards was excused.

Commissioner Burton moved to approve the minutes from January 22, 2013 which was seconded by Commissioner Cryans. All were in favor.

The check registers were signed.

Director Clough informed the Commissioners that the Mental Health Court Training will be held at PSU on the 22<sup>nd</sup> of February from 9:30 AM to 4:00 if they would like to attend.

A copy of a letter that was sent to UNHCE was received from the Conservation District and stated their disappointment that UNHCE will not be hosting a Conservation Field Day this year as they had for many years in the past. The letter went on to say that they would like to see this outreach to the community continued. Director Clough said that the Field Day has been held every year since she's been at the County.

The contract between the Grafton County Sheriff's Dept. and the White Mountain Forest was presented to the Commissioners for approval. The White Mountain National Forest contracts with the Sheriff's Dept. to patrol the forest for a fee of \$9,250.

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

Commissioner Cryans signed the contract.

The Plymouth Mental Health Court grant was denied by the NH Bar Foundation stating that they received an excess of applications from which to choose from.

Director Clough said that the Dept. of Labor inspection results were that there were no violations found against the County.

#### COMMISSIONER ISSUES:

Commissioner Burton said he attended the Cohase Chamber of Commerce gathering at Lake Morey and WYKR was awarded the business of the year and Edith Cilley was awarded the citizen of the year.

Commissioner Cryans said the UNHCE Advisory meeting was cancelled the other night and that it will be rescheduled. He attended the Friends of Grafton County Drug Court at a private home in Orford and there were a number of people in attendance. He plans to attend the NHACo Executive Committee meeting on Friday.

11:33 AM With no further business the meeting adjourned.

Respectfully,

---

Raymond S. Burton, Clerk



# 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  
January 29, 2013

### AO – Attorneys Office

- Install 2 new system(s)
- Work with PBK to get software to retain log on information
- Setup outlook for new attorney
- Setup remote access for user
- Sharpdesk issues for two users with issue on her laptop no getting to documents profile corrupt.
- Modify IE settings for PBK software update all AO staff.
- Install new monitor and system stand for user.

### CE – Cooperative Extension

- Assist with setup of wireless network for SAU training.

### CO – Commissioners Office

- Change settings\Company on TCplus Clocks for Payroll
- Setup new computer and email accounts and train new treasurer.
- Update Tyler Technologies Software for accounting and payroll.

### DC – Drug Court

- n/a

### DoC – Department of Corrections\Community Corrections

- Install Public WIFI router in training room
- Perform updates on 2 admin office systems
- Fix Superintendents Laptop to playback security system video.
- Work with vendor tech support to get VM online.
- Correct setting for Sharp copier to scan to email.

### HR – Human Resources

- Setup spare laptop for HR Generalist to take to LGC for training.
- Email training – work with user on email maintenance, deleting and purging old mail.

### IT – Department of Information Technology

- Outside audit on data telco costs with executive director and Spyglass
- Install additional hard drives to NAS backup server.
- Meet with NH IBeam team about access to NOS.





# 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

- Start work on new Phone System Project for Administration Building
- Project – Setup Central Shared File repository for intra department file\form\policy file shares and information – currently testing.
- Project – Work with Maintenance Super and Engineers on technology needs for Biomass project.
- Project – Meet with cabling Vendor and review Biomass project drops and network feeds.
- Project – Start order of new Wireless Access Points for Nursing Home.
- Project – Start vendor meetings on VMWARE project for network
- Start work on 2013-14 Budget
- AC unit malfunctioning in Server room, ongoing waiting for resolve.
- Adjust network backup jobs to new server
- Continue Migration of user files from old servers to centralized NAS server.
- 2 call in's on weekends to resolve issues with campus Email Server, backup problem, resolved.
- Setup new Server Maintenance routine and schedule.

### MT – Maintenance

- Install updates on laptop for DoC HVAC application.

### RD – Registrar of Deeds

- User with browser issue
- User not able to log on system only showing admin account.

### NH – Nursing Home

- Finalize work on Granite and Meadow Kiosks
- Clearing of Jams, replacement of toner for printers.
- Establish backup of user documents to new server.
- Install 2 AHT updates
- Train MDS on how to setup LNAs to use the kiosks
- Move PDAS no longer needed from Granite and Meadow to Maple and Profile units.
- Resolve Label printing for Cottage Hospital labs not Printing.
- Upload of database for AHT to trouble shoot issue.
- Restored network connection for user in Activities.
- Install Privacy screens on Kiosks for HIPPA compliance

### SO – Sheriff's Office\Dispatch

- Set proper log on for the deputies room pc's.





# 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*

- Resolve issue with SPOTS software
- Rebuild of system for SO Dispatch
- Replace and test docking station for SO Director.
- Bailiffs PC system not connecting to IMC properly, resolve user account issues.
- Install software for radio programming and maintenance.

Yours in Service,

Brent Ruggles

IT Manager  
Grafton County Department of Information Technology





January 29, 2013

## Commissioners Report

1. Population:	In-house	120	F Unit	45
			E Unit	23
			D Unit	23
			C Unit	25
			Intake	03

Weekenders: 04      Out of Facility: 40

### 2. Community Corrections Report:

- a) Drug Court – supervising (19) \* 2 in custody
- b) Electronic Monitoring – supervising (7)
- c) Daily Work Release – supervising (0)
- d) Operation Impact – Sgt Larson – assigned to duties in facility to cover FMLA's
- e) Community Work Program: Sgt Webster – In Orford – working at the Social Library

### 3. Request for Non-Public session IAW RSA 91-A:3 II (g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees.

### 4. General:

- a) FY13 Budget update
- b) Request for approval to upgrade Lieutenant's pay grade on wage scale – presentation
- c) Request for approval to re-classify 3 budgeted FY13 positions – presentation
- d) FY14 Budget Plans – presentation/discussion
- e) 2012 Farmstand Report – attached/review
- f) 2012 Inmate Labor Report – attached/review
- g) Video Arraignment – report
- h) Legislative update – review attached
  - 1) LSR 901 – Corrections Officer Authority
  - 2) HB 131 – Medical services for county prisoners
  - 3) HB 132 – Medical costs – responsibility
  - 4) HB 133 – Authority of the Superintendent
- i) Request for approval - bid waiver – surplus radios
- j) NHAC updates
  - 1) NHAC Academy

### 5. Personnel:

- a) 4 out on FMLA +1 scheduled to go out in March
- b) Under staffing/forced OT continue
- c) New hires – 6 part time officers

### 6. Tour/Lunch

**Farm Stand Report for FY13**

<b>General Farm Stand receipts - (collected) (coded to 01-7050-106)</b>	<b>\$ 52,205.28</b>
Sales to Belknap	\$ 480.00
Sales to Hillsborough County DOC	\$ 800.00
Sales to Hillsborough County DOC	\$ 800.00
Sales to Coos County	\$ 315.00
	<b>\$ 54,600.28</b>
Sales to Grafton County Nursing Home (coded to 01-7050-105)	\$ 1,169.17
Value of produce used in jail kitchen	\$ 30,817.00
Value of eggs used in jail kitchen	\$ 1,863.00
Value of produce donated to outside agencies	\$ 10,216.70
Senior/Employee discounts	\$ 8,741.84
<b>Total value of produce sold, used, donated</b>	<b>\$ 107,407.99</b>

**Community Service Report for 2012**  
**January 1 - December 31 2012**

Total number of work sites	22
Total number of supervision hours	409
Total number of Inmate work hours	1467
Total number of miles traveled	2990
Estimated base value of work performed	\$23,708.00
*****	
Total number of inmate hours on Grafton County Farm	19634
Estimated base value of work performed	\$227,207.00