

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

August 27<sup>th</sup> 2013

PRESENT: Commissioners Ray Burton, Mike Cryans and Martha Richards, Director Clough and Admin Assistant S. Norcross

Commissioner Cryans called the meeting to order at 9:08 AM and began with the Pledge of Allegiance.

Commissioner Cryans presented the following Department of Corrections Employees with their years of service pins:

Jon Allaire- 5 Years

Jeri Martino- 10 Years

Chris Larson- 25 Years

ITM Brent Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
August 27, 2013

AO – Attorneys Office

- Assist attorney s with getting media to play properly.
- Recover documents deleted by user.
- Download and install new program for attorney.
- Resolved issue with sending documents form systems to folders on copier.

CE – Cooperative Extension

- Replaced faulty UPS on server.

CO – Commissioners Office

- Complete phone programming matrix for new IP phone system configuration for Administration Building.
- Complete review of phone line matrix clarification. Review lines to be removed and new numbers to be assigned. Setup emergency backup copper lines for automated fail over in case of issue with PRI circuit.

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DC – Drug Court

- N/A

DoC – Department of Corrections\Community Corrections

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- Traced and terminated data cable in minimum and medium units for counselor. **Special Thanks to Maintenance Staff John Bishop for his assistance help and work on this project.**
- Setup new tablet for security system in SMU.
- Re-imaged Glenn Libby's laptop.
- Reset Verizon wireless extender.
- Performed regular maintenance on desktops and laptops.
- Provided support for security system cards, users, and groups.
- Fixed intake camera monitor. (Broken cable)
- Complete system maintenance on HVAC control system.

#### HR – Human Resources

- Setup and installed two new desktops and one new laptop.
- Move HR documents and files to new server share.
- Reconfigure user accounts and scripts to point to new server.

#### HS – Human Services

- Assist HS Director with software update.

#### IT – Department of Information Technology

- Installed 2 new server relay racks to floor in server room. **Special Thanks to Maintenance Staff Dennis McLam and Terri Martin for their assistance, work and help on this project.**
- Install 30 feet of network wiring ladder rack in server room.
- Installed UPS for DC01 and MX01.
- Setup maintenance schedules for all servers.
- Replaced failed drive in RAID array on a storage server.
- Replaced faulty network card in server.
- Adjust internal firewall to allow WSUS software updates to wireless devices.
- Completed domain\network migration of Nursing Home network, computers, users, servers to new domain.
- Finalized work order for new PRI circuit with FairPoint.
- Assist NH State Police with getting circuit back on line.
- Decommission and take out of service 2 file servers from Nursing Home Network.
- Install link to Grafton County Economic Development Council on WEB Sites
- Install access counter program on WEB site (274 users have accessed site since last meeting)
- Contact NH State Courts regarding Internet Access in Court Room 1 and 2.
- Order 4 replacement PC's for Dispatch 911 center, current systems will be rebuilt and replace systems in deputy's squad room.

MT – Maintenance

- Perform scheduled maintenance and security updates on both HVAC controller PC's at 1930's building and Nursing Home.

MH – Mental Health Court

- N/A

RD – Registrar of Deeds

- N/A

NH – Nursing Home

- Setup Denise Roy's desktop in Restorative.
- Corrected issue with HIM PC Domain trust.
- Worked on issue with AHT on Profile not allowing Cathleen to save work.
- Removed old wireless mesh Wi-Fi devices and corrected issues with Granite kiosks wireless connection.
- Install 2 AHT software updates
- Replaced failed cpu fan in pc system.
- Setup of email accounts for use with online medical knowledge base software
- Install update for CMS submissions.
- System updates and maintenance for Financial Manager.
- Resolved printer issues on network.
- Setup read only access to electronic health records for State Surveyors during annual audit.

SO – Sheriff's Office\Dispatch

- Corrected issue with label printer in officers room.
- Install new PC system in Supervisor's Area.
- Configured dual monitors on supervisors station. (Dispatch)
- Addressed computers acting slow. (Dispatch)
- Setup remote access for Bath PD to IMC database, setup Windows user accounts and configure printers for use with IMC in Terminal Services, test connectivity.
- Test new remote access portal for LPD with new Windows 7 systems, tested printing.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Burton moved to approve the minutes. Commissioner Cryans seconded the motion and all were in favor. Commissioner Richards abstained.

The Commissioners signed the check registers.

Director Clough stated that Health Trust was ordered to return \$33.2 million of surplus. That order applied to Health Trust members who participated in the 2010 medical and/or dental programs and were still participants in August of 2012. The County was a member of Health Trust from January 1<sup>st</sup> 2010 to

June 30<sup>th</sup> 2010. She stated that the County will receive a check for \$145,886.63. She proposed that a portion of those funds be reimbursed back to the employees who participated in 2010 in their health benefits based on the percentages in which they contributed to their health premiums for that time period. \$125,005.61 will be retained by the County and 20,881.02 will be paid back to the employees.

Commissioner Richards moved to approve the reimbursement of employees. Commissioner Burton seconded the motion, all were in favor.

Mark Scarano and Bill Webb from GCEDC arrived for their quarterly meeting with the Commissioners.

M. Scarano stated that The Enterprise Center is up to eleven (11) different funding sources and they are looking for more to complete the building. He stated that some sources only pay for labor/construction, some only pay for materials, etc.

He stated that they are looking at October 15<sup>th</sup> around 4:00 PM for the grand opening. Commissioner Burton asked how much money has Plymouth State put into this project. B. Webb stated that it's hard to put a dollar tag on it but it would be about \$100,000.

Commissioner Burton asked about how many jobs openings they anticipate with the Enterprise Center. M. Scarano stated about 25 jobs a year will be created.

Commissioner Burton stated that the County appreciates all the work Bill Webb has done and Mark's administrative ability.

Supt. Libby, Sgt Vannamee and Lt. Elliot arrived to give the following report:

1. Population:	In-house	124	F Unit	45
			E Unit	23
			D Unit	28
			C Unit	26
			Intake	02
Weekenders:	7	Out of Facility:	37	

2. Lt. Elliott:  
Community Corrections Report:
  - a) Drug Court: supervising (23) \*0 in custody - Update
  - b) Electronic Monitoring: supervising (3)
  - c) Daily Work Release: supervising (1)
  - d) Operation Impact: Update
  - e) Community Work Program: Update
  - f) Farmstand: Update
3. Sgt. Aaron Vannamee:  
Inmate Programs Report:

- a) Substance Abuse
  - b) GED
  - c) Vocational Training
  - d) Parenting Skills
  - e) Computer Workshop
4. General:
- a) NHAC – Update
    - 1) Train the Trainers – NIC Course
    - 2) Superintendent Affiliate
  - b) Osprey Pole Project – Update/Request for funds
5. Personnel:
- a) Staffing – update
  - b) In facility Job Fair w/HR
  - c) Kitchen Staff – request to hire p/t Cook as needed
  - d) DOC Succession Plan – discussion
6. Commissioner Items:
- a) Commissioner Burton – LEDS Training syllabus
  - b) Commissioner Cryans – none
  - c) Commissioner Richards - none

Are there any Commissioner concerns?? Input sought.

7. Tour/Lunch

Upcoming Events:

GED Graduation - Wednesday August 28, 2013 @ 10am

Lt. Elliot gave the Commissioners each a copy of a Recipe Book that was made by Admin Assistants Brenda Paronto and Jeri Martino. These are currently on sale at the farmstand.

Commissioner Cryans acknowledged the professionalism of the Community Corrections staff when they come to Headrest.

Commissioner Cryans asked how working in the new jail was compared to the old jail.

Sgt. Vannamee stated that the staff has oriented themselves to direct supervision better. It is overall a better operation.

Commissioner Burton asked about the continual list of maintenance items in the new jail. Supt. Libby stated that they've had a number of issues but most of them are issues that they expected

could happen. It's a new building with new technology and everyone's done a good job working through them.

Sgt. Vannamee discusses the Inmate Programs portion of the report.

Commissioner Burton stated that the positives outweigh the negatives on the inmate programs.

Commissioner Richards asked if the inmates were generally grateful. Sgt. Vannamee stated that there will always be inmates who only take the programs because they have to but there are some who are grateful that we offer them.

Supt. Libby explained to the Commissioners that at their request he had contacted Ian McLeod and Christian Martin and they have agreed to come on site and build starter nests for the Osprey poles. Supt. Libby stated that there would be a cost to the project due to the necessity to rent a lift that can reach the platforms. He asked the Commissioners for their permission to proceed.

Commissioners all agreed to allow Supt. Libby to proceed with the Osprey Project.

Supt. Libby explained that he has the need to hire a part time as needed cook due to the fact that if one of his full time positions is out for an extended time and needs to be replaced, these shifts are being covered at overtime.

Commissioner Burton moved to approve Supt. Libby's request to hire a part time as needed cook. Commissioner Richards seconded the motion and all were in favor.

Supt Libby told the Commissioners that he is beginning to plan his retirement and requested that at a future meeting the Commissioners have a discussion about putting in place a succession plan for the DoC, so that when he does retire there will be a smooth transition for the facility and his staff.

Commissioner Richards asked for an update on the medical unit. Supt. Libby stated that the new facility makes dealing with medical issues much easier on everyone.

Commissioner Burton attended a meeting in Littleton with the hospital administrators of northern hospitals. A concern is with new affordable health care when that goes into effect,

12:00 Break for lunch and tour

1:04 Return from lunch

The Commissioners reviewed an Innovation Award Application that had been forwarded to them. The application had to do with the Biomass Plant and had been forwarded to Supt. Oakes for his review. Supt. Oakes comments were reviewed. He did not feel that the idea was feasible. The Commissioners concurred with Supt. Oakes recommendation and denied the application.

Executive Director Clough presented the Commissioners with an Educational Assistance Application for an employee in the Commissioners Office.

Commissioner Burton moved to approve the Educational Assistance Application. Commissioner Richards seconded the motion and all were in favor.

Executive Director Clough presented the Commissioners with an Educational Assistance Application for an employee in the Department of Corrections. She explained that this was not a traditional request as the request was for payment of supervision hours not for an actual class. This is for this employee to become a Licensed Clinical Mental Health Counselor.

Commissioner Burton moved to approve the Educational Assistance Application. Commissioner Richards seconded the motion and all were in favor.

Director Clough submitted the close out agreement for the CDBG for Micro Enterprise grant for Commissioner Cryans to sign.

Director Clough discussed a letter from Primex regarding the Contribution Assurance Plan for Workers Comp and Property Liability. This would cap Worker's Comp increases in FY 15 to 7% and cap Property and Liability increases in FY 15, 16 and 17 to 7%.

Commissioner Burton moved to accept the Contribution Assurance Plan Agreement for Workers Compensation. Commissioner Richards seconded the motion and all were in favor.

Commissioner Burton moved to accept the three (3) year contract with Primex for the Contribution Assurance Plan Agreement for Property and Liability insurance. Commissioner Richards seconded the motion and all were in favor.

Director Clough discussed the revised appointed Department Head descriptions with the Commissioners. Commissioner Richards asked if these could be approved next Tuesday. Everyone was in agreement.

Director Clough gave the Commissioners an update on the County Conference and discussed the agenda.

Commissioner Burton stated that he attended the Waterville Valley Board of Selectmen's meeting last Wednesday and had a tour with Paul Levitt of Waterville Valley.

Commissioner Burton stated that last Thursday he was invited to welcome Congressman Kuster to her office in Bethlehem.

Commissioner Burton stated that on Thursday he was invited by Sheriff's of Grafton and Coos County, to meet up with Gov. Hassan at the Gregg Safety Academy in Littleton.

Commissioner Burton stated there was a front page article in the Valley News on the new regulations that are coming down from the US Department of Agriculture. He stated that the Board of Commissioners needs to take a stand on that issue. The Commissioners further discussed the issue.

Commissioner Richards stated that she plans on attending Boards of Selectmen meetings in her district and requested that a list of contact people from each town be made and that eighteen (18) copies of the organizational chart be made for her to bring to those meetings as well.

Director Clough asked the Commissioners to have their annual report dedication done by the 3<sup>rd</sup> week in September.

2:05 PM With no further business the meeting adjourned.

Respectfully Submitted,

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Raymond S. Burton, Clerk