

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday November 22, 2011

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

OTHERS: H. Brown

9:05 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance led by Harold Brown.

Corrections Superintendent Glenn Libby arrived with his report *(see attached). There are 95 inmates in-house, 18 in Drug Court (3 in custody) and 8 inmates on electronic monitoring.

Supt. Libby requested approval for the transfer of two inmates. One is from Sullivan County and the other comes from the State Prison.

Commissioner Ahern moved to approve the transfer of the two inmates which was seconded by Commissioner Burton. All were in favor.

Supt. Libby said that he will be receiving \$1391 from the federal government for State Criminal Alien Assistance Program (SCAAP) and would like to use some of that money to be able to send two Correction Officers to Altoona, PA for training on software that they are currently considering incorporating into the new facility. The training is free but the meals and the hotel would have to be paid for. The SCAAP money has specific guidelines as to how it can be spent and this particular request satisfies those requirements. Supt. Libby said he also has some SCAAP money that has been carried over from past years in the amount of approximately \$7500.

Commissioner Burton moved to approve the out of State travel which was seconded by Commissioner Cryans.

DISCUSSION:

Commissioner Ahern said he didn't see why the training can't be done locally or online and Supt. Libby said this training is very specific and the Officers will work directly with the software designers to make immediate and specific changes that will individualize the software for this facility. He reiterated that no taxpayer money will be spent and any money that was spent would be reimbursed by the SCAAP money. He said the intent is to get the bugs out of the system before it goes online.

Commissioner Cryans thought this would be a good use for the SCAAP money.

There was a lot more discussion about this and Commissioner Ahern thought that if the company wanted to sell their software, they should be sending salespeople here to do the training.

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

Supt. Libby said in the past he has had the discretion to spend up to \$250.00 for performance based bonuses for his employees from the SCAAP funds, he would like to continue that practice, and would like approval of the Board. Supt. Libby elaborated as to how this has worked in the past. He said it was a good way of rewarding outstanding staff. In addition, he underestimated how many officers would need to be certified during the fiscal year and he would like to use SCAAP money to pay the NHACo for these certifications above what he budgeted.

Commissioner Ahern asked if there was a written policy that gives the Superintendent the discretion to spend this money. He said that as a new Commissioner, it can not be assumed that he should be aware of all the unwritten policies that have happened in the past. He said he feels that these policies should be written and voted on each year. Supt. Libby said he has always been forthcoming with information and doesn't really feel that every process that he implements to help run his facility needs to have a written policy.

Commissioner Cryans said he has a great deal of confidence in Supt. Libby and other Department Heads, though he agreed that Commissioner Ahern should be brought up to speed regarding things that have been done in the past.

There was further discussion.

Commissioner Burton moved that any unbudgeted money for the certification of officers be paid for out of the SCAAP monies, which was seconded by Commissioner Cryans. All were in favor.

Commissioner Burton moved to approve Superintendent Libby having the discretion to use of up to \$250 from SCAAP funds to be used as performance based bonuses for staff which was seconded by Commissioner Cryans.

DISCUSSION:

Commissioner Ahern reiterated that he would like to see this action as a written policy of approval and that it should be voted on by any future Board of Commissioners. Director Clough said this is not considered a policy but rather something that has come to the Board for approval.

Commissioner Burton said that he trusts Supt. Libby's discretion and is in favor of rewarding employees for outstanding work. He said they are the backbone of the County. Commissioner Ahern said that as a public body, what is decided should be put in writing

so that it is clear. Commissioner Cryans said that putting it in the minutes is a better way of vetting the process. He said the minutes are posted online for view. Commissioner Ahern disagreed and said there was no way to index the information for future searches.

Commissioner Ahern said if the motion is passed it would be a prudent measure to put something in the Corrections manual which references the action taken today. Supt. Libby said he wouldn't even know where he would put it.

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

Supt. Libby continued on with his report.

There was a discussion about the performance audit and Supt. Libby questioned how the Commissioners planned to go forward with discussing what was in the document. Commissioner Burton thought the Commissioners should meet with Dept. Heads and the Executive Director to go over everything. He said it may be necessary to go into non-public session to discuss certain items.

The Selectboard from Rumney sent a letter to the Commissioners thanking them for the inmate help at the Rumney rest area.

Commissioner Cryans asked Supt. Libby where the nine recent Corrections graduates stood and noted that the graduation itself was outstanding. Supt. Libby said all nine Officers are back on the work schedule and doing excellent. He said they are all certified now and ready for the new facility. Supt. Libby thanked the three Commissioners for attending the Crossroad & Decisions graduation. Commissioner Ahern said he appreciates the invitations to all the events as it helps him to meet and interact with the Corrections Department staff.

Maintenance Superintendent Jim Oakes arrived with his report and began with the Jail information as Supt. Libby was still present. He reviewed and discussed some change orders.

Supt. Libby said he wanted to give credit to Supt. Oakes and his staff for staying on top of everything.

Commissioner Burton asked about warranties and inspections and Supt. Oakes said that everything was being handled properly.

Commissioner Cryans noted that at the Executive Committee meeting yesterday, Rep. Ladd said he felt more confident about the three Department Heads overseeing the Jail project since he has read the performance audit.

Supt. Libby left and Supt. Oakes continued on with his report.

There was some discussion about the old Jail and some of the suggestions that came from the Executive Committee. Commissioner Ahern wanted to be sure that there was going to be committees set up to discuss the long and short term goals, as well as a cost analysis. There was also a discussion as to whether or not the proposed biomass project could be set up in the old Jail. Supt. Oakes said he would speak to the engineers of the biomass plant about that.

Grafton County Economic Development Executive Director Mark Scarano and Board Chairman Bill Webb arrived to update the Commissioners on the quarter.

- Three loans have been closed which include Rodabeck USA, (creating 7 jobs), SRG Property Maintenance and Woodstock Station Beer Operation (creating 7 jobs)
- GCEDC has received the Intermediating Lending Award in the amount of \$500 from USDA Rural Development.
- DRTC is in the midst of expanding an additional 25,000 square feet for incubator companies.
- There are currently 100 employees with Mascoma Corp
- AdiMab has a successful operation.
- GCEDC continues to work with PSU on the Plymouth Incubator.

All of these items were discussed in length.

Executive Director Scarano asked that the County be an applicant for a CDBG MicroCredit Enterprise grant for the Plymouth Incubator project, in the amount of \$200K and reviewed the requirements with the Commissioner.

Commissioner Burton said he would support this all the way to the Governor & Council.

Commissioner Ahern moved approval for GCEDC to go forward in pursuing the MicroCredit Enterprise grant in an amount not to exceed \$200K which was seconded by Commissioner Burton. All were in favor.

Executive Director Scarano will make sure all the information is available for the public hearing that must be held. He will coordinate the date/time with Director Clough.

Commissioner Ahern asked what the GCEDC's position was on the Northern Pass and Chairman Webb said that they have not taken any kind of stand or vote. Executive Director Scarano said he would hope that somewhere along the way there could be a compromise.

Commissioner Ahern asked if there was any way that GCEDC could help the County find some grant money for the biomass and Executive Director Scarano said that energy efficiency is not their area of expertise but they will try to help as much as possible. B. Webb questioned whether or not the Northern Forest Alliance has been contacted as they have been working a lot on biomass projects.

There was further discussion about various businesses that have been helped by GCEDC and how they are faring.

The Commissioners thanked the two gentlemen for coming.

Information Technology Manager Brent Ruggles arrived with his report *(see attached). He began by requesting that the Commissioners approve and sign the easement between the County and Fairpoint so they can run cable to the new Correctional Facility. The document had been corrected per the request of Commissioner Ahern.

Commissioner Burton moved to approve the easement with Fairpoint to run cable to the new Correctional Facility which was seconded by Commissioner Ahern. All were in favor.

Commissioner Cryans signed the document.

ITM Ruggles had an email from a UNH Optical Network person who wants to come onto the County property and run fiber optic through the Nursing Home, ending up at UNHCE. ITM Ruggles said this was rather unexpected since fiber was just recently run through there for the County and that UNHCE is taking advantage of that service now at no cost to them. To run fiber through the Nursing Home is also rather disruptive so it would need to be worked out on that end. He said that no specific cost had been determined and he was somewhat concerned that there may be some sort of fee in the future. His recommendation was that he could work with UNH and the Supt. of Maintenance to find out exactly what this entails and if agreed upon, then certain precautionary measures would need to be taken. He said that he does not have time right now to “hand hold” but could work with them to get it moving.

Commissioner Ahern moved to approve the recommendation of the IT Manager and to allow UNH to run the fiber optics, after having met with Grafton County Managers and all the necessary parties involved and that there be written confirmation that this will be at no cost to the County which was seconded by Commissioner Burton. All were in favor.

ITM Ruggles went over the other key parts to his report and left a copy for their perusal.

Commissioner Cryans asked if everyone had a chance to read the minutes from November 15, 2011 and had any edits. Commissioner Ahern made some edits.

Commissioner Ahern moved to approve the minutes as amended which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Director Clough presented two Group II position certification forms for Correctional

Officers that needed the Commissioners signatures.

Director Clough asked Commissioner Cryans to sign a grant that was awarded to Dispatch in the amount of \$21K for Planning, Training and Exercise which was previously approved by the Commissioners for application.

A date of December 1st was set for the Commissioners to review the performance audit with the Department Heads. Commissioner Burton said he would like to be able to go through the document first and make personal notes so he could be ready. The meeting will begin at 9:00 AM

COMMISSONER ISSUES:

Commissioner Burton said that he was unable to attend the Executive Committee meeting yesterday because he had a prior commitment with the NH Highway Safety Agency going over the consideration of the moving of Dispatch Centers to one location. He followed that meeting up with a series of others on that day.

Commissioner Burton said that he felt it was time the County took a look at moving the greenhouse elsewhere.

Commissioner Cryans said that all three Commissioners were available to volunteer to serve the public a Thanksgiving Buffet at the Horsemeadow Senior Center on the 17th of November, which was well attended by close to 200 people.

All three Commissioners attended the Crossroad & Decisions graduation at the Jail, in which there were six graduates. This program is done under the supervision of Jan Kinder and a host of dedicated volunteers. The Commissioners said it was an emotional and moving ceremony.

12:57 PM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Oct 18 – Nov 21, 2011

COMPLEX

Biomass District Heating System Design – On October 26th we held our kickoff meeting with the Banwell team and have since hosted a couple of site visits so team members could collect data for Banwell's feasibility study. On November 7th the Banwell team and I met with Woodsville Water & Light Dept. to bring them up to speed on the project and to solicit their input on the CHP option and net-metering. Per the contract, Banwell owes the county by December 1st their feasibility report and preliminary construction cost estimate. On November 15th the County Alternative Energy Committee met to layout a game plan to aggressively search for grant money to fund the construction of this project.

Elevators – Stanley Elevator technicians completed their quarterly inspection of all campus elevators and the annual inspection of the nursing home's two newest elevators. All were in good working order.

Hydrants – My staff completed the 6-month flushing of all county owned hydrants other than the ones in the construction site.

Underground Storage Tanks (fuel) – Advanced Environmental completed our annual inspection and test of all underground fuel storage tanks and monitoring systems and have reported their findings to DES. All systems tested well.

Above Ground Storage Tanks (fuel) – In the process of permitting the above ground storage tanks associated with the new jail project, we discovered that DES is now requiring us to permit all remaining above ground tanks (i.e. fuel, waste oil, transformers and elevator hydraulic reservoirs) throughout the remainder of the complex (660/1320 rule). The contractor doing the spill prevention/mitigation plans for the jail is also helping me with the plans for our other tanks.

DES Emissions Reporting – Currently we report our generator operating emissions (CO, NO_x, SO₂, PT, VOC) to DES at the end of each calendar year and are charged a fee based on the combined output. Next year we have to start reporting boiler emissions to DES, thus it will cost the county more money to operate. At this point I have no idea what the fee structure will look like. I will let you know when I find out.

Water Sampling – Our September water sample came back positive for total coliform. When re-sampled, the test came back negative, indicating an anomaly in the original sampling process (i.e. didn't clean faucet good enough, lab issue, specific cause unknown). Because we did not take all our repeat samples on the same day, DES rejected all the re-sampling results and made us take them over again. We complied with their request and the 2nd set of resamples that DES requested also came back negative. In a letter to the county dated October 19th, DES stated we were supposed to take 4 extra samples when we took our routine monthly sample in October. I failed to see this request, thus we took just the routine sample and it came back negative. In November we took another routine sample and it came back negative. However, yesterday I received a letter from DES stating I had committed a monitoring and reporting violation. To avoid being fined, my dept has to take 5 new make up water

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

samples for the month of Oct and complete a customer notification process per DES's direction.

COURTHOUSE

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

Generator Power – During an electrical brownout couple of weeks ago, one of the automatic transfer switches at the courthouse failed to function. We've troubleshot the problem and have been unable to duplicate the problem thus far. Ongoing troubleshooting is required. Update: Powers Generator Company in to analyze problem, were unable to duplicate the issue.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Repaired several electric beds that failed to operate due to worn out electrical/mechanical components. Non of the components were covered by warranty

Windows – Found several fogged panes caused by breakage of their thermal seal...replaced with warranty replacement panes

Lighting – Replaced several burned out lighting ballasts throughout

Dishwasher – Conveyor motor bearing seals failed...replaced gear/motor assembly

Electrical projects – Several staff areas lacked sufficient dedicated outlets to plug in support equipment, hence some staff were using extension cords as permanent wiring in direct violation of NFPA 72. John Tumosa, our Master electrician, installed new dedicated outlets in these locations to eliminate extension cord use

Fall Protection – We installed safety rails along the edge of the loading dock roof and upper roof near the make up air and exhaust fans to facilitate ease of maintenance in these two areas. Previously, anyone working in these areas had to wear fall-protection harnesses and lanyards

HVAC – Replaced failed electric motor in a Modine heater, which provided heat protection to an attic space to prevent sprinkler lines from freezing

HVAC – Replaced failed electric motor in kitchen dry-goods storage room AC evaporator

Kitchen Equipment – We replaced a fan motor on one of the dietary kitchen refrigerators on one of the units

Kitchen Equipment – Our hood Ansul fire suppression inspector completed the 6-month inspection of the kitchen hood Ansul system. All was found in good working order

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

ADMINISTRATIVE BUILDING (1930)

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

Exterior – Had contractor grind large maple stump below grade next to Deeds back porch steps. My staff brought in top soil and regarded area

HVAC – The heat exchanger wheel in heat recovery unit #2 started lost portions of its heat exchanging media causing it to go out of balance and fail. With the help of my staff, North Country Mechanical replaced the wheel assembly

OLD JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Plumbing – Cleared several clogs caused by inmates flushing foreign objects that shouldn't be flushed

Elevator – Rebuilt elevator door open switch

FARM

Milk Parlor - Milk Inspector suggested that the entry door be changed from swinging in to swinging out. Changed swing of door

Heifer Barn – Replaced two switches damaged by farm equipment. Relocated out of equipment path

Dairy Barn – Replaced bad power supply in main fire alarm pane to eliminate intermittent trouble alarm

MAINT/FARM BUILDING

Nothing to report

Community Correction

Nothing to report

VEHICLES & EQUIPMENT

Snow Removal Equipment – My staff installed a new shuttle valve in the farm's plow and replaced the joystick control circuit card on one of the maintenance dept's plows. We also replaced the starter motor on the dept's sander

OTHER

Training – I and three other staff attended an intermediate level blueprint training seminar a week ago

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Training – My staff and I have been providing hands-on fire extinguisher training to nursing home employees. Thus far we've trained approximately 30 staff

New Jail

Schedule – Inside is approximately 80% complete and outside is approximately 95% complete. Overall, the project is right on schedule.

Focus for next several weeks

- Close in ceilings in several locations
- Install rubber, VCT and tile floors
- Finish start up of heating equipment
- Installation of electronic security equipment

Significant Change Orders

- CP84 (SI077R) Additional cooling to mitigate electrical equipment heat loads in electrical rooms A126, B121 and F119
- CP86 (SI080) Addition of guardrails to protect propane tanks and main electrical feed to building and pave irregular spaces between generator and building
- CP98 (SI089) Installation of propane tanks, vapor recovery system and related piping
- CP103 (SI095) Addition of motorized dampers and control equipment in main electronic security room and main electrical rooms to prevent spread of clean agent fire protection. Addition of five hydronics pumps, associated VFD's and control equipment inadvertently dropped from CADD drawings prior to bid. Addition of makeup air to mechanical rooms for Freon evacuation systems. Installation of rigid ductwork in places were flex duct incorrectly specified
- CP104 (SI097R) Addition of smoke dampers, duct smoke detectors and controls in several ambiguous locations and removal of some speced equipment in supply ducts serving areas with smoke control systems
- Pending – Changes to main laundry dryer area to ensure adequate make up air to dryers and exhaust flows through lint collection system. Also looking at freeze protection of fire fighting water to dryers and lint collection system (Potential cost unknown at this time)

Grafton County Department of Information Technology
Monthly Summary Report
11/22/11

AO – Attorneys Office

- ⤴ Added Email account for new Attorney
- ⤴ Updates and Maintenance of Attorney(s) systems
- ⤴ Issue with file store of AO user email.
- ⤴ Setup Intern account in back office, Installed/Updated apps.
- ⤴ Issue with backup job needing new job to be created.
- ⤴ Meeting with software vendor rep.
- ⤴ Correct issue with users CD/DVD burning software.
- ⤴ Moved users to migrated computer systems to new Network\Domain.

CE – Cooperative Extension

- ⤴ Reset department router to get users back on internet.
- ⤴ Walk UNH Team through the NH to plan UNH Fiber run - NHOS\Network NH Now Federal Grant to UNH.

CO – Commissioners Office\Human Resources\Human Services\Conservation District\Treasurer

- ⤴ Created backup image of server(s) for domain.
- ⤴ Connect cabling for jmartino user to be able to move her system to a more ergonomic position.
- ⤴ CO user having issue printing PDF s from GOV site. Installed proper PDF software issue resolved.
- ⤴ Installation of new memory in jmartino's media center PC.
- ⤴ Migration of all users accounts, profiles and computers to new Network\Domain.
- ⤴ Migration of all CO network printers to new Network\Domain.
- ⤴ Issue with printer in HR reporting jam. No jam in printer. Error cleared from memory.
- ⤴ Users unable to scan from copier to email. Corrected network settings to correct issue.
- ⤴ Made system changes to allow HR director to view online training.
- ⤴ Changed PDF reader to allow HR user to view/print document from insurance site.
- ⤴ Reconfigure public WIFI Access Points on new core network.
- ⤴ Laptops for GoodWill lab put in place, tested and operational. Needed to do an unplanned expenditure of \$250 from IT Maintenance Budget to purchase cable locks and security software.
- ⤴ Payroll system printing to local printer corrected.
- ⤴ Source and Replace faulty part, Ring tone Generator, in the CO Comdial Phone system PBX.

DC – Department of Corrections\Drug Court\Community Corrections\Transition Team

- ⤴ Change toner in Counselors printer - Trained Counselor on how to do a Webinar.
- ⤴ Farm Software not connecting to software vendors servers. Contacted support working on the i. Files transferred so milk testing could be done. Network settings corrected to resolve issue.
- ⤴ Corrected file type associations for Nursing Department.
- ⤴ Recovered XLS file that had been accidentally deleted - recovered from backup
- ⤴ Lost Internet connection to DoC. Corrected issue by resetting fiber optic media transceivers to building.
- ⤴ Install PowerPoint-viewer for DC training officer. Cleanup old accounts on laptop.
- ⤴ Setup and configure new Email Account for new employees.

- ⤴ Moved photos for user to assemble time line albums of new jail project.
- ⤴ Set configuration for DC Superintendent to sync his email on new replacement cell phone.
- ⤴ Setup of user account for new member of Community Corrections.

IT – Department of Information Technology

- ⤴ Copy Backup PC Images to FS01 for retention
- ⤴ Worked with vendor to correct cable order correct. Cables needed for consolidation project.
- ⤴ Worked with tech from Fair-point to get new redundant Internet fail over DSL circuit installed.
- ⤴ Updated Room alert system firmware and new IP settings to work in new Network\Domain.
- ⤴ Review of Draft of IT Performance Audit from Melanson and Heath, add corrections where needed.
- ⤴ Software Update to Firewall and new help desk software.
- ⤴ Continue Work on Network Consolidation Project (separate report).
- ⤴ New Time Clock Project - Install network wiring to NH Time Clock, will re-utilize existing wiring in the CO and the SO building. Still need to install wiring to existing DoC time clock.
- ⤴ Review of Video Court Arraignment hardware that will be provided from the State for the new DoC
- ⤴ Special Thanks to Maintenance Superintendent Jim Oakes, John Tumosa and Richard Thompson for their assistance on the Campus Network Consolidation Project, their time and help have been instrumental in getting this project completed.
- ⤴ A VERY SPECIAL Thanks to my IT staff assistant, Barry Page. With my hip injury and being on crutches he has gone above and beyond the call of duty. I sincerely appreciate all his extra efforts and assistance on day to day helpdesk as well as our Network Consolidation Project.

MT – Maintenance

- ⤴ Migration of both Maintenance PC systems and User accounts to new Network\Domain
- ⤴ Update of Maintenance Tracer system
- ⤴ Scan Tracer system for virus None found.

RD – Registrar of Deeds

- ⤴ Removed Old CRT Monitors and Printers from basement Deeds area, place in Electronic Recycling rack in Maintenance Shop for proper disposal
- ⤴ Meet with Registrar of Deeds to review upcoming Contract renewal with Fidler\Connor and Connor.

NH – Nursing Home

- ⤴ Unit secretary having issue connecting to Network. Found PC cable unplugged.
- ⤴ Printer in Maple BO in need of a roller Kit. Contacted supply for service of printer.
- ⤴ Check mini-DVD s for content. DVD were not formatted and had no content. Formatted the discs so they could be used for recording of training sessions.
- ⤴ Install Version 8.7.5 Of AHT. Install of 8.7.5, CMU1, CMU2, CMU3 LTC working correctly after, Update required on all PDA s.
- ⤴ Update and complete maintenance on Profile RN PC system to correct performance issue.
- ⤴ Put links for staff development director to connect to Lab site , Omniview.
- ⤴ MDS and LNA s having Issue with ADL change MDS staff working with AHT to resolve issue.
- ⤴ Download of CDT code changes for AHT update installed.
- ⤴ RN(s) unable to print from Maple station. Local printer had been removed from station. Printer

reinstalled.

- ⤴ Printer on Profile needed Drum Replaced. Drum Replaced printer functioning normally.
- ⤴ User in MDS had multiple tabs of email. Cleared the tabs browser now fine.
- ⤴ User peripherals disconnected during weekend reconnected and now working.
- ⤴ Install switching equipment with vendor.
- ⤴ Move NH SVR s to accommodate Install of UPS system need ed for Consolidation project.
- ⤴ Printer in activities needed to be put back to factory setting s. Network settings restored. Now OK
- ⤴ User s in activities access to volunteer coordinators printer corrected.
- ⤴ Work with HIM to create backup job for Imageware needed to add filter.
- ⤴ Maple Unit Back Office - User lost connection to network . Faulty RJ45 moved user to alternate connection, plan to replace problematic wall jack.
- ⤴ MDS user s font LTC screen size changed system updated rebooted screen size now OK.
- ⤴ Issue with Activities Group printer IP needed to be changed due to IP conflict.
- ⤴ NH server(s) perform monthly maintenance - updates
- ⤴ MDS user needed font size changed for proper viewing.
- ⤴ Food Services Director had issue with printing set proper printers, added PDF printer to help with document downloads from FV website.
- ⤴ Securely transferred copy of LTC database to software vendor to resolve printing issue.
- ⤴ Maple Back Office - Removed fusing unit from printer to pull out paper jam.
- ⤴ Convert medical records from scanning software to PDF documents for export for legal case.

SO – Sheriff's Office\Dispatch

- ⤴ Console 3 IMC not Running when icon is clicked. path of the icon incorrect. Corrected IMC now fine. In checking the logs found a error related to IE8 being uninstalled IE7 being put back on system. Cleared registry entries that were causing the Error. Logs now clear.
- ⤴ Set proper setting to allow SO users to view WEBCAM to monitor protest event(s) taking place at Dartmouth collage.
- ⤴ Attempt to fix WEBCAM software to allow Dispatch Users to monitor Piermont Police Department Office and parking lot.
- ⤴ User locked out of account. Cleared account, reset password verified user could get in to account.
- ⤴ Resolve issues with ID Badge Card Printer - Queue Jammed.
- ⤴ Installed new 2000VA Eaton UPS in server room to support new network gear and server for upcoming Network\Domain Consolidation Project.

Campus Network Domain Consolidation Update

The following work has been completed for RFP 11-09 Campus Network Consolidation Project

- ⤴ Installation of all the new Fiber Optic segments has been completed, all fiber optic cable has been tested and is terminated to the various locations and departments, including the new DoC.
- ⤴ All new relay racks to house new L3 switches are bolted to floor and installed including the

new DoC.

- ^ New network Battery Backup Systems are installed thruout the Campus.
- ^ New Network Domain Servers and Core Router up and Operational.
- ^ The AO, CO, HR, HS, MT and IT departments systems are now migrated and have been consolidate onto the new network.
- ^ New phone sets have been selected for the new DoC facility final cost of phone sets was about half of projected.

Forward - Complete Campus Network Migration, Setup Network Infrastructure at new DoC and installation of new VOIP Phone System.

- ^ Next migrations will be the Existing DoC, NH and finally the SO\Dispatch networks which will complete RFP 11-09 Campus Network Consolidation. Planning to complete these by end of December.
- ^ Planning to Install new Battery Backup systems and Switch infrastructure at the new DoC the beginning of December and activate network service to the new building. Planning to have Network\Internet Service to the building in December to assist new staff and vendors with communications.
- ^ Phone Lines and Cable TV service has been ordered for the New DoC. Hoping to have some phone service up in Dec. to assist communications with Vendors on Site and new DoC staff.
- ^ Will be ordering new PC's and Server for the new DoC, looking to begin install and setup beginning of January.
- ^ New VOIP Phone System - tentatively scheduled to deploy in January will finalize schedule with Superintendent.