

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
November 28, 2017

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: IT Manager Brent Ruggles, Lt. Ryan Kelly, DoC Supt. Elliott

Lt. Kelly arrived to open bids for the purchase of three (3) 2018 Ford Police Interceptor Utility Vehicles. Two (2) bids were received and were as follows:

Lebanon Ford - \$29,772.00
Grappone Ford - \$29,342.00

Lt. Kelly stated that he would take time to review the bids and return with a recommendation.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
November 28th, 2017

AO – Attorney's Office

- Updated Employees print driver configuration to recognize all trays being used.
- Set up new Victim Witness PC for employee.
- Installed a movie making program and PDF editing PC on Attorneys laptop.
- Employee couldn't print from web-based software. Had to install the updated SQL add-on for the web browser.
- USB printer would not collate multiple copies of pdf's. Had to choose the print directly to printer option in the driver advanced settings.
- Added an employee's extension to the Victim Witness hunt group to reflect the staff change.
- Created a new extension to be used in the "Library" at the Admin Building.
- Had to troubleshoot why the existing phone would not boot up properly after creating a new extension and not retrieve a DHCP address.
- Assisted employee with re-recording phone greetings to reflect staff changes.
- Downloaded a public video for the office to have on DVD.
- Shared out a couple of Victim Witness staff's personal calendars with legal assistant.
- Set up new desktop printer for Attorney in Admin Building. Configured a Network port and connected in the AO VLAN.
- Fixed keyboard issue for one of the employees.
- Setup courtroom laptop for use by Attorney that had left their laptop at home.

- Resolved issue with attorney's Laptop not working correctly, firmware update corrected issue.
- Reinstalled scanning application for two users.
- Resolved viewing video from DVR for attorney.

AS – Alternative Sentencing

- Had a Dell Tech come on-site to replace on-board keyboard on and employee's laptop.
- Set up new Desktop for new Admin Assistant.

CE – UNH Cooperative Extension

CO – Commissioners Office

- Recording laptop in conference room would not record properly. It turned out the connector was broken on the microphone adapter. Was able to extract the broken piece and a new adapter and microphone was ordered and replaced.
- Replaced a wireless mouse/keyboard set for an employee.
- Resolved issue for Payroll Coordinator. Her computer was not displaying documents in the preview pane forcing her to open each one to review.

DoC – Department of Corrections\Community Corrections

- Phone in Kitchen was reported of having issues. Swapped it with the one in storage room. Then determined that the handset was defective and changed that.
- Charging port on SMU tablet failed. We swapped it with the spare. Panasonic was contacted and the unit was send out for repair.
- Medical employee reported that the label maker was not connected. After the weekend, another employee tried and seemed to work fine. Will have to try again when that employee is back in the office.
- Setup accounts for new hires.
- Closed accounts for separated employees.
- Sent requested information for Software vendor from retired system to deactivate for licensing agreement.
- Completed training with new hires.
- Installed two systems for medical.
- Completed install of kitchen inventory software update and add-on for Kitchen Supervisor.

HR – Human Resources

- Installed Duplexing upgrade unit on the ID Badge printer.
- Reinstalled ID Badge printer driver to allow dual-side print settings to be changed. Then configured settings in the software's template designer to print the template on both sides, just the way we wanted.
- Completed setup of a laptop to be used to test applicants' computer skills.
- Completed setup of accounts for Senior HR Generalist to work remotely when needed.
- Setup new Server to migrate and install software update for HR Scanned Documents.

HS – Human Services

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FA – Farm

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IT – Department of Information Technology

- Performed monthly Windows Updates on all PC's Laptops and Servers.
- Installed software update's for all NAS devices.
- Updated backup software used for offline flat file backup.
- Setup and configured new Anti-Virus Software to replace Kaspersky which will expire on December 25th, started testing and test deployment, plan to complete update to all campus computer systems before December 20.
- Assisted Commissioner Piper and Commissioner Ahern on getting Commissioner Piper's car jump started.

MT – Maintenance

- Resolved issue with web based app used for accessing HVAC control system.

RD – Registrar of Deeds

- Get Registrar of Deed's vendor contact for Cell Phone Booster for their office's customers.

NH – Nursing Home

- Created a command for the speech recognition software to automatically enter a disclosure message at the end of note dictated.
- Rerouted and re terminated jacks for fax and Ethernet cables in one of the units Back Offices, to reflect the new layout after they moved a couple desks around.
- Employee couldn't import resident's photos to web-based software as she normally could. Had to do with the Cache built up in the web browser being used.
- Installed new wireless Access Points in all Nursing Units and Activities.
- Created shared folder on the NH public drive for Dietary and NH admin staff to use.
- Setup accounts for new MDS coordinator.
- Completed setup of new system for activities aid.
- Set access to needed documents from former MDS coordinator for new MDS assistant.
- Completed update to software used for claims submission.
- Completed install of access to Heritage Health Care for MDS assistant.
- Assisted co-worker in moving network line to allow staff to move Unit Secretary's desk to improve efficiency.
- Resolved issue with printer loosing network setting. Adjustments were made to the network servers.
- Completed helping CFO in sending costs submission to Medicare. AV software was preventing submission from going through correctly.
- Resolved printing issue for CFO, printer needed cleaning

- Resolved issue for Heritage Health care staff, printer needed cleaning and tray was not setup correctly.
- Re-enabled accounts for Dietary Director.
- Move PC Equipment and phones - Craig Labore up to 2nd floor, In Service Director back to first floor, relocate 3 other Nursing Home employees to 2nd floor.
- Setup new Phone extension for 2nd shift Supervisor.

SO – Sheriff's Office\Dispatch

- Setup and configured new phone extension for a new Deputy to access voicemail.
- Worked with Communications Director on project to replace automated fax system, test and send and receive faxes to outside agencies.
- Set access to folder used by deputies for dispatch supervisors.
- Setup new account for new full time deputy and completed basic training.

Lt. Kelly returned from reviewing the bids and stated that he recommends accepting Grappone Ford's bid of \$29,342.00

Commissioner Piper moved to accept Grappone Ford's bid of \$29,342.00 for the purchase of three (3) 2018 Ford Police Interceptors. Commissioner Ahern seconded the motion and all were in favor.

Supt. Elliott arrived and gave the following report:

November 28, 2017

Commissioners Report

1. Population:	In House: 91	F Unit: 33
		E Unit: 15
		D Unit: 27
		C Unit: 14
		Intake: 2

Out of Facility: 28

2. Community Corrections Report:

a) Electronic Monitoring:	5
b) Daily Work Release:	0
c) FIRRM:	7
d) Pre Trial Services:	13

e) **Operation Impact:** Sgt. Larson conducted presentations at Landaff Blue School, French Pond School, Piermont School, Linwood, Warren School, Blue Mountain Union and North Country Academy. Lebanon Middle School also toured Jail and met with inmate speakers on two separate occasions.

f) **Community Work Program:** Sgt. Griffin supervised work crews on the County complex, Haverhill Rec building and delivered potato donations to various agencies.

General:

a) BDAS on site visit – Supt. Elliott stated that on November 16th BDAS completed their annual site visit and inspection. He explained that they go through both hard copy and electronic copies of the files, they interview current inmates who are currently enrolled in the program and a staff member. He stated that it went very well and he is expecting a letter from them in the next week or two (2).

b) Staff Narcan training – Supt. Elliott stated that all of his nurses are certified to administer Narcan but security staff is in the process of becoming certified to administer Narcan. He explained that it is a two (2) step process with the first being an online course and the second is a hands on course on how to assemble and administer the Narcan. He stated that the biggest issue that he has is that there is no nurse on staff from 11:30pm – 5:30am and with this training there will always be someone on staff certified to administer the Narcan.

c) Inmate transfer - Supt. Elliott stated that he was contacted by Coos County asking if they could transfer an inmate to Grafton County who is charged with second degree murder due their size and lack of classification abilities. The inmate has been at the Grafton County DoC since the end of October and he has had no disciplinary problems. Supt. Elliott stated that he is seeking the Commissioners approval to allow them to continue to house this inmate.

Commissioner Ahern moved to accept the transfer of the inmate from Coos County.
Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the November 21st meeting. Commissioner Piper had a few edits.

Commissioner Ahern moved to approve the minutes from November 21, 2017 as amended.
Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 28; 1077-1078.

Alternative Sentencing Director Gilding arrived and gave the following report:

Alternative Sentencing Programs Commissioners Report November 2017

Monthly Drug Treatment Court Report

Mission Statement

GCDCSP (Grafton County Drug Court Sentencing Program). The mission of the Grafton County Drug Court Sentencing Program is to improve community safety; decrease financial costs currently incurred by the criminal justice system; and assist non-violent criminal offenders in breaking the cycle of crime and addiction. The program participants are judicially supervised with frequent court appearances, random drug testing, community supervision and the utilization of evidence based treatment practices to address and transform the participant into healthy, productive, law-abiding citizens.

Program Statistics

Since its conception in 2007, **127 participants** have entered the GCDCSP.

64 participants have graduated (Most recent graduation was 11/13/17- 2 woman)

44 Participants have been terminated

Male Participants Program Statistics:

Total Admitted: 79

Completed: 44

Terminated: 24

Administratively Discharged: 2

Currently enrolled: 10

Absconded: 4

Female Participants Program Statistics:

Total Admitted: 48

Completed: 20

Currently Enrolled: 9

Administratively Discharged: 1

Terminated: 19

Participants currently enrolled: 19

*Last new participant entered the program on 11/03/17.

*25 Prospective Participants on the list with 10 applications approved for pleas. (Their entry time will vary depending on their charges and any pre- confinement sentences).

No currently incarcerated participants

Monthly Mental Health Court Report

Total MHC Participants: 34
Total Veteran Participants: 2/Plymouth 1/Littleton
Total Veterans being assessed for MHC: 3
Total MHC Applications Pending: 10
Total Participants Unsuccessfully Discharged: 1
Participant Graduations: 3

Monthly Adult Diversion Report

Total Participants: 24
Male Participants: 16
Female Participants: 8
Total Number of Prospective Participants: 16
Number of Intakes Completed in the Month of November: 4
Number of Participants in the Process of Acceptance: 6
Number of Successful Completions to Date: 10

Monthly Juvenile Restorative Justice Report

Total New Participants for CADY Central: 9
Total New Participants for GCJRJP: 7
Total New Participants for VCDP: 10

AS Director Gilding handed out the attached paperwork for the Commissioners to review.

County Administrator Libby submitted a Professional Service Agreement from Hadfield Associates for Commissioner Lauer to sign for the 2017 Micro CDBG.

CA Libby submitted the following CDBG Drawdown Requests for Commissioner Lauer to sign.

- WREN – 2017 Micro - \$52,783
- AHEAD – Better Homes - \$63,098

CA Libby stated to date they have collected taxes from five (5) towns totaling \$1,233,031.00. They have drawdown six (6) million from the Tax Anticipation note at this time.

CA Libby proposed not holding a meeting on December 26th. The Commissioners agreed to not hold a meeting that day. She also recommended moving the December 19th meeting later in the morning as they have their Employee Christmas Party that afternoon. They agreed to start the meeting at 11:00.

CA Libby requested a nonpublic session.

* 9:51 AM – Commissioner Ahern moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a) Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

*10:00AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion and all were in favor.

Atty. Saffo arrived to discuss two (2) grants that the County Attorney’s Office is looking to apply for. They traditionally receive \$25,000 from the VOCA grant. She explained that last year they had additional monies for an additional program. The VOCA grant for this year is a total of \$50,000 and that funding is expected to continue for three (3) years.

There is another supplemental grant under VOCA that they are looking to apply for that would allow them to make the part time Circuit Court Coordinator position into a full time position. This funding is expected to be consistent from the Federal Government for the next three (3) years. If the grant were to not be available they would evaluate the program to see whether it would be worth continuing to fund. The total for the grant is \$56,000 with a \$10,000 match for office space and supervision. She stated that there is no additional cost in her budget.

Commissioner Ahern noted his concerns regarding the judicial system and the lack of help for families and children. He stated that the system is not working. There are not enough DCYF workers. He further discussed his concerns and Atty. Saffo stated that she agrees completely with Commissioner Ahern and would be happy to sit with him to discuss these issues in more detail.

Commissioner Piper moved to approve the submission of the VOCA Grant and the Supplemental Grant under the VOCA grant. Commissioner Ahern seconded for discussion purposes.

Discussion:

Commissioner Ahern stated that he has noted his concerns. Commissioner Lauer stated that she sympathizes with Commissioner Ahern’s concerns and stated that she appreciates his passion for these issues. Commissioner Lauer stated that Commissioner Ahern’s passion speaks highly to his character.

The Commissioners voted on the motion and all were in favor.

10:27 AM Commissioner Ahern moved to temporarily adjourn this meeting for the purpose of consulting legal counsel. Commissioner Piper seconded the motion and all were in favor. Commissioner Lauer stated that they will now adjourn this public meeting for the purpose of consulting with legal counsel. The public must leave the meeting room and the door will be closed.

10:34 AM Commissioner Lauer reconvened the meeting.

Commissioner Issues:

Commissioner Ahern requested to go into nonpublic session.

* 10:36 AM – Commissioner Ahern moved to enter into non-public session for the purposes of consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community according to RSA 91-A:3, II (d) Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

*10:46AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion and all were in favor.


Work Session – Housing and Community Development Plan

The Commissioners reviewed the current Housing and Community Development Plan that was developed a number of years ago for the County’s CDBG applications. The plan will expire in March, 2018 and the Commissioners had wanted to review it thoroughly before its expiration. The Commissioners reviewed the sample HCDP that was supplied by CDFR as well as plans from several other counties. They went through each section of the plan. They thoroughly reviewed the narrative part and decided that they would check with each of the Regional Planning Commissions in their areas to see if each has a Regional Master Plan. They will review this further once they have this information. They reviewed each of the goals that their plan outlines and the objectives for each of the goals. They updated and made the necessary changes. After reviewing the entire document County Administrator Libby stated that she will make all the changes to the document that they discussed and create a working draft that they can review. She explained that before this new plan can be approved they will need to have a public hearing. Their current plan expires March 2018. She will check with Shelley Hadfield from Hadfield Associates to see when they will be doing the 2018 Micro Credit CDBG and they could

incorporate the public hearing in with those public hearings as long as the Commissioners were all in agreement with the final plan.

11:52 AM with no further business the meeting adjourned.

Respectfully Submitted,


Wendy A. Pipet,
Clerk