

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

December 22<sup>nd</sup> 2015

PRESENT: Commissioners Cryans, Lauer and Richards. ED Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: Captain Chad Morris, ITM Ruggles, ASD Amero

Commissioner Cryans called the meeting to order at 12:36pm and began with the Pledge of Allegiance led by Captain Morris.

Captain Morris arrived to open bids for the purchase of three (3) new Cruiser for the Sheriff's Department. ED Libby stated that they have done the bids differently this time. They have solicited bids for four (4) separate vehicles. Once the Sheriff reviews all the bids they will then decide which combination of three (3) vehicles they will purchase. The bids were as follows:

	Ford Escape	Ford Escape	Police Interceptor	Police Interceptor	Police Interceptor
Dealer	SE FWD	SE AWD	Utility	Sedan FWD	Sedan AWD
North Country Ford	\$ 23,925.00	\$ 25,475.00	\$ 28,200.00	\$ 25,600.00	\$ 26,600.00
Irwin Auto	\$ 21,849.00	\$ 23,389.00	\$ 27,361.00	\$ 24,800.00	\$ 25,800.00
Grappone Ford	\$ 22,666.00	\$ 24,206.00	\$ 27,761.00	\$ 25,200.00	\$ 26,201.00
Meredith Ford *	\$ 23,324.74	\$ 24,864.74	\$ 28,361.74	\$ 25,600.74	\$ 26,601.74
Twin State Ford **	\$ 23,649.00	\$ 25,189.00	\$ 27,890.00	\$ 25,350.00	\$ 26,925.00
* Additional \$100 Title Fee for each vehicle					
** Additional \$299 Doc Fee for each vehicle					

Captain Morris stated that he would review these bids with the Sheriff and they would return at a later date with their recommendation. ED Libby stated that the Commissioners do not meet again until January 5<sup>th</sup>.

NHA Labore arrived and requested to go into nonpublic session.

\*12:48 AM - Commissioner Richards 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 Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes". Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*12:57 AM Commissioner Cryans declared the meeting back in public session.

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

Commissioner Richards moved to accept the recommendation by NHA Labore to make an exception to the Employee Handbook policy 3:4 Job Postings/Transfers/Promotions. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from the December 15<sup>th</sup> meeting.

Commissioner Lauer moved to approve the minutes from December 15<sup>th</sup>. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 713-714; 1094-1097; 1099.

Tax Collections – ED Libby stated that the collected all tax checks but Landaff. Their taxes are \$79,035.00. TAN Update - She stated that they borrowed a total of \$5,050,000 and paid it back on December 15<sup>th</sup>. The interest was \$6,092.10.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
December 22<sup>nd</sup> 2015

AO – Attorney’s Office

- Renamed extension from for a replaced employee.
- Set up and tested LifeSize Video Codec system.
- Managed wire and cable runs on both of the AV carts. Also mounted cameras.
- Got the first video codec system connected to the Cloud, and now synchs with our account. Made a couple video calls to confirm success.
- Assisted employee with installing proprietary software for media. The system needed elevated privileges to complete the install.
- Employee was getting an error message when trying to open a document from their web-based prosecution software.
- Fixed “Button Programming” issue for extension that was set on a deleted extension name.
- Met with employee on initial training with video codec and voice calling client software.
- Found and moved ex-employee's personal folder to another accessible location, and gave

appropriate permissions for another employee.

- Assisted one of the attorney's with creating his cloud-based video conference account and install client software.
- Training with new hire.
- Installed software for file sharing with outside agencies.
- Laptop training with user on UN-docking and docking laptop.
- Resolved calendar sync issue with web application.
- Resolved issue for user to get to CD/DVD media.
- Contacted document software vendor to correct printing issue.
- Installed wireless keyboard and mouse for new hire.
- Resolved outlook issues for some users.

#### AS – Alternative sentencing

- Assisted an employee remotely with turning on wifi radio on laptop and connecting to the necessary signal.
- Supplied employee with an Ethernet cable to work remotely.
- Fixed IP phone dilemma which I extended ring times before VM pickup.

#### CE – Cooperative Extension

- Renamed an extension for a new employee.
- Set up employee to re-record the auto-attendant greeting, as a new employee is on the extension list.
- Modified the Button Programming for all the User extensions, which I added the new employee to that list.

#### CO – Commissioners Office

- Performed fresh install of Windows 7 on an Treasurer's computer. Determined compatible memory to order and install to increase performance.
- Changed toner

#### DoC – Department of Corrections\Community Corrections

- Printer drum needed in Programs. A whole new printer was ordered, and a temporary printer was deployed and installed on laptop in that classroom.
- Verified Network drop and active connections in the Professional Visitation Rooms.
- Had to log into computer and open up LED's for updated to be performed.
- Looked into and changes to be made to daytime Auto-attendant, as there are old employees listed in the directory.
- Made changes to system in POD to manage network access
- Resolved IE issue affecting Web-mail access.
- Resolved time sync issue for Surveillance system.
- Resolved sound issue for Control on secondary system.
- Worked with vendor to correct issue on farm herd software database.

#### HR – Human Resources

- Resolved wireless issue for HR.
- Resolved scanning software issue the software was not recognizing the scanner.

#### IT – Department of Information Technology

- Configured port assignment on layer 3 switches for the 2 new clusters for virtual servers.
- Connected and configured network cables from new virtual servers to network core.
- Performed initial setup of one of the wifi Access Points that were purchased for Courtrooms 1 & 2.
- Disabled unused radio on all Wireless Access Points, and set other radio to only broadcast single protocol.
- Server maintenance and updates.
- Update of imaging software on servers.
- Windows updates for the whole campus.
- Adobe updates for the campus
- JAVA updates for the campus.
- NAS appliances updated.
- Removed Microsoft update that was causing random email issues.

#### MT – Maintenance

- Created new phone extension for Biomass, set up and installed phone and laptop at Biomass building.
- Swapped IP phone in Biomass with one that was replaced with a defective one.
- Icon for HVAC software would not work for all users. It was a permission issue restricting access to that shortcut.
- Installed MS Office update for admin staff.

#### RD – Registrar of Deeds

- Reset password for remote access for Registrar of Deeds.

#### NH – Nursing Home

- Routine toner change on one of the nurses stations
- Doctor experienced a missing icon and start menu entry for her Naturally Speaking software. Had to browse to her program files and retrieve it.
- Longer ethernet cord was needed for conference call during software demo. Brought over a 85' cord.
- Fax machine had a paper jam in the paper tray, preventing it from operating.
- Assisted staff with connecting tablet to TV, and accessing webinar.
- Modified calendar rights and removed an unused one.
- Fixed paper size guide on printer's paper tray.
- Removed malware that was causing issues with IE and email client.
- Resolved connectivity issue with RN station user had accidentally disconnected cable.
- Resident Management software update.
- Changed toner for MDS office.
- Added calendar for Director of Nursing.

- Changed toner for profile.
- Resolved FAX machine issue – removed a label from rollers.
- Resolved FAX machine issue – paper jam.
- Resolved Kiosk connectivity issue
- Replaced defective monitor at RN workstation.
- Start of update of updating office suite for departments.

#### SO – Sheriff's Office\Dispatch

- Talked Bailiff through how to bring up the needed calendar and changing between views.
- Added all Deputy's to scan-to-email address book on Sheriff's Office MFP.
- Resolved issue with document software not opening.
- Resolved issue with perimeter camera system software not starting up.
- Resolved issue with dispatch printer not printing.
- Reset of RDP server with updates.

ASD Amero arrived and gave the following report: (\*see attached)

\*1:37PM Commissioner Richards moved to enter into non-public session for the purposes of Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Lauer “yes”; Commissioner Richards “yes”. Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*1:55PM Commissioner Cryans declared the meeting back in public session.

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

2:00PM with no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk