

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday February 28, 2012

PRESENT: Commissioners Cryans, Omer C. Ahern Jr.(participation via telephone) and Raymond Burton, Director Clough and Secretary Martino.

9:05 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Commissioner Ahern who was unable to physically attend was called so that he could participate by phone, at his request.

Sheriff Dutile was in attendance to talk about the NH Highway Safety grant which is applied for annually and allows the department to do seat belt checks. He gave some statistics on the programs saying that in the last two years, violations have decreased.

Commissioner Ahern moved to approve the request for the NH Highway Safety grant in the amount of \$3225 which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans signed the grant application.

Sheriff Dutile informed the Board that Steve Lafave was sworn in as the new Chief of Police in Plymouth last evening, which he attended.

Commissioner Cryans asked if everyone had read the minutes and if anyone had any changes or edits. None were noted.

Commissioner Burton moved to approve the minutes from February 21, 2012 which was seconded by Commissioner Ahern. All were in favor.

Director Clough presented a corporate affidavit for Commissioner Cryans to sign which stated that Grafton County was the owner of the property and had the authority to construct a biomass plant in the area suggested. Commissioner Cryans signed the affidavit.

A letter was received from the Lebanon Police Department thanking the Sheriff's Office for the coverage they offered while Lebanon PD attended their annual department meeting out of the city. The Sheriff sends five deputies to Lebanon for coverage and has done this for a number of years.

Director Clough informed the Commissioners that in the lawsuit brought forth by Mr. Haas against the Sheriff's Dept., the Supreme Court ruled in favor of Grafton County, upholding the Superior Court ruling.

Director Clough and the Commissioners had a brief discussion regarding the post employment benefits. Approximately \$13M would account for all the employees currently employed, who would receive benefits, which is different from the actual potential retirees. Commissioner Cryans didn't feel that was a realistic number because not all employees paying into the system will reach retirement with the County. There was a discussion about if there is need to fund at least part of the liability because it will affect the way the County will be allowed to borrow money. Director Clough said that this all stems from GASB 45 and that perhaps she would contact the actuaries from Jefferson Solutions and see if they would be available to meet with the Commissioners and help explain their report. She said it is a conversation that needs to be had going forward.

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

ITM Ruggles said that there is a new conferencing system that was purchased by UNH and resides in Cooperative Extension which Office Manager Deb Maes has offered to the County for use. He said that it is the same type of system that will be used at the new Correctional Facility for their video arraignments.

Commissioner Burton asked about connection to other Counties and areas up and down the valley so that there could be joint meetings. ITM Ruggles said he would have to find out about that.

Commissioner Burton asked if all the technology equipment will be up and running at the Jail at the time of opening and ITM Ruggles said that he expected it to be.

Commissioner Ahern asked if there will be two of the same systems at the County for video and ITM Ruggles said yes and no. He said that the Jail will not be able to tie into the UNH system and UNH will not be able to tie into the Courts, which makes them separate, although using the same technology.

ITM Ruggles said that he had put out an RFQ for computers for the new Correctional Facility and he presented the responses from four companies. These are very specific computers for the work stations.

Global: was not able to meet the specifications

CDW: could not comply with the request

Government Connections: no reply

Dell: \$36,923.26

ITM Ruggles recommended that Dell be awarded the bid.

Commissioner Burton moved to accept the bid from Dell for new computers for the new Correctional Facility in the amount of \$36,923.26 which was seconded by Commissioner Ahern. All were in favor.

Christine Walker from Upper Valley Lake Sunapee Regional Planning Commission(ULVLSRP)and Michael King from North Country Council came to update the Commissioners on what was going on with their agencies in relation to the

County.

M. King passed out information which included an annual report, a member services booklet and a list of projects that NCC was working on in Grafton County in the way of planning and economic development.

Commissioner Burton said that he supports the continued agricultural use of the Ammonoosuc waterway and surrounding areas in the way of animal husbandry and the growth of hay and other crops and that the public waterways should remain open to the public and that he encourages citizen participation in these matters.

C. Walker wanted to go over the UVLSRPC website with the Board and showed them how the interactive site could be used to view various projects in different stages of change.

There was a discussion about how the two agencies are funded noting that very little (1%) comes from the state.

Ms. Walker also distributed maps on the region and a brochure on housing availability, all of which can be accessed from their website at www.uvlsrpc.org

The Commissioners noted the importance of planning commissions and all that they do for the state of New Hampshire. C. Walker said that if there were no agencies like this to help municipalities there would be a number of legal issues between them and the developers.

Christine Walker and Mike King were thanked for coming in and bringing all their information.

Director Clough asked the Commissioners to sign off on the appointment of the new assistant attorney at the County Attorney's office for Atty. Saffo. Commissioners Cryans and Burton signed the appointment.

Corrections Superintendent Libby arrived with his report *(see attached) and began with the census of 95 in-house and 22 being supervised in Drug Court with 7 of those people being in custody. Supt. Libby said that 5 absconded supervision last evening and needed to be tracked down by the Supervision team with assistance from Lebanon PD.

Supt. Libby provided two packets of information. One was the Farm Stand Report for FY12 and the other was the Community Service Report for January – December. The comprehensive reports tallied the amounts of produce, sales, donations discounts and use of produce by the Jail and work projects by inmates and the man hours that were put into those projects.

A lawsuit that was brought against the County by a former inmate and was adjudicated in Merrimack County on the 15th and 16th of February, resulted in a win for Grafton County.

Supt. Libby wanted the Board to know that the RFP for the FY13 Governor's Commission grant has not been released and if for some reason the state doesn't fund the

grant the County will have to consider picking up the cost of the program. He said that the RSAT funds may dry up as well.

There was further discussion about whether the state was going to be funding these grants and Commissioner Cryans said he had an interest too. Supt. Libby said that in his opinion, he feels the state is going to wait and see if those who normally received these grants can find a way to fund them themselves so that the state doesn't have to. Commissioner Burton will see if he can find any answers out about this.

Supt. Libby said he is still dissatisfied with the way the transition is going and that is because of the lack of personnel. He said there is currently a person in the facility 24/7 now as security getting ready for opening. He also said that moving into the facility may be put off for a month or more depending on the training. He said he is keeping that option open.

Commissioner Burton asked how or if Supt. Libby was planning to document the project so that anyone who was interested in how it all went could see how it happened. Supt. Libby replied that with all that he has going on for the next two months; documentation is not on his radar.

COMMISSIONER ISSUES:

Commissioner Burton attended the annual meeting of Cottage Hospital and said that HR Director Mike Simpson was elected to their board of trustees.

Commissioner Burton attended a farewell party for Ann Marie and Joel Godston who are from the area and are moving away.

Governor & Council will be holding their County Government month celebration with a G & C Breakfast on the 18th of April beginning at 8:00 AM.

12:03 PM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Department of Information Technology
Monthly Summary Report
2-28-12

AO – Attorneys Office

- ⤴ Return laptop for AO office. JD merge issue resolved.
- ⤴ install Flipshare for Office manger on laptop.
- ⤴ JD not working on attn laptop - found connection/cable to laptop was not working or correct now JD working fine.
- ⤴ Setup systems for AO
- ⤴ change user profiles on the shapdesk admin software to dns name vs ip improving connectivity
- ⤴ Check printer settings for user. All printers printing correctly. Left test prints with the user
- ⤴ Install of new system for User - Install of scanner for user
- ⤴ redirect user files , change sharpdesk destination
- ⤴ link Kodak scanner to sharp desk
- ⤴ Move cabling that goes to AO printers to avoid switch for the printers getting unplugged. changed port that the switch uses and moved the switch itself to a better location. printers all tested and working .
- ⤴ Update MS office on two users system
- ⤴ Removed and re-installed PDF software found to be corrupt. Now working and printing correctly.
- ⤴ Moved in replacement TV for viewing taped interviews into Grand Jury room.

CE – Cooperative Extension

- ⤴ Fixed network connectivity to the new Cisco C20 Video Conferencing System

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

- ⤴ User having issue with printing. Resolved with correction of RDP settings ?
- ⤴ Cardboard cleaned out.
- ⤴ Payroll PC system hard drive failed yesterday, relocated Leslie to alternate system, Barry was able to recover data and replaced hard drive, took about 2.5 hours. Grafton County employees will get paid this week!!

DC – Department of Corrections

- ⤴ Download drivers install software on laptop - setup printer in basement for Counselor
- ⤴ Correct users access to Files on server
- ⤴ Reactivated and verified returning user at DC Email account
- ⤴ Check users laptop for errors. went through users laptop for errors . updated apps , drivers. Instructed user on how to use shaprdesk to email documents ran AV utility and removed some files.
- ⤴ Install second switch in server room.
- ⤴ Laptop for training officer joined to domain – updated.
- ⤴ Setup Webinar for medical.

NH – Nursing

- ⤴ installed two updates one was a full server update the other a CMU. First install required Tech Support from AHT
- ⤴ Install new system for FV Admin
- ⤴ User having issue with OO. Removed OO cleaned registry drive window - application updates. Installed new copy of software now seems OK.
- ⤴ Setup account for new NHADMIN
- ⤴ Transfer files for retiring ADMIN staff
- ⤴ Help with file creation - location for MDS original submission
- ⤴ user having issue with OO. Update corrected issue.
- ⤴ PDA s with issues corrected.
- ⤴ User having issue with browser and Email. Switched Browser default to IE now working fine.
- ⤴ Move files for MDS to re-Submit claim
- ⤴ Replaced keyboard key letters worn off
- ⤴ Install AHT update. Windows updates. clean registry , CHKDSK , defrag
- ⤴ Setup systems with speakers software to allow users to do online training.
- ⤴ Setup account for new NH Director and train on scanning.
- ⤴ Setup additional accounts for SS users.

MT – Maintenance

- ⤴ Delivered New Maint PC and Lapto systems to vendor

RD – Registrar of Deeds

- ⤴ User had malware on system, scanned and removed.
- ⤴ Check on Caller ID for Deeds Phones.

SO – Sheriff's Office\Dispatch

- ⤴ Repair ML900 Mobil Laptop
- ⤴ Replaced UPS in dispatch area.

IT - GCIT

- ⤴ Clean NOC server room, organize contents.
- ⤴ Run new network cable for proper connection to temperature\power alert system in NOC.
- ⤴ Installed drives for NAS multidisk backup system.
- ⤴ Core VOIP phone system has been installed at the new jail, some wall mount phones installed waiting for desktop furniture to install remaining phones and schedule on site training for DoC staff.
- ⤴ Install 1 additional Network Switch needed in Server closet, setup redundancy for switches at 2 closets
- ⤴ NH - User accounts migrated last Saturday, still need to migrate workstations
- ⤴ Start Software install for new Time Clock System
- ⤴ Migration of SO network starting tomorrow
- ⤴ Assist DoC staff with many IT related Punch List items for new DoC
- ⤴ Work with various Subcontractors at new DoC to assist with connection of network devices.