

GRAFTON COUNTY COMMISSIONER MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
February 25, 2020

PRESENT: Commissioners Lauer, Piper, Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: ITM Ruggles, DoC Supt. Elliott, Henry Herndon – Clean Energy NH.

Commissioner Lauer called the meeting to order at 9:00 AM and began with the Pledge of Allegiance.

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
February 24<sup>th</sup>, 2020

Summary:

- Selected replacement vendor for Layer 3 Network support. Prior vendor notified us he had changed jobs and would be no longer providing services. New vendor selected is Blue Spruce Networks from Durham NH. Hired new vendor came on site for one day to inspect and review current Fiber Optic Network at the Campus, reviewed security, backups, firmware versions of all equipment. Completed orientation of the campus Fiber Network and layout of network switches and routers across the campus
- Updated Accounting Software on accounting server and 27 computer systems on the campus to get update for Affordable Care Act module.
- ITM – Continue of completion of FY 2020-21 IT Budget, source and review quotes, conference calls webinars. Almost completed
- Attorney's Office Move – Completed move of 5 computer systems and phone systems to the new office space at the Courthouse
- Used Computers for Sale – Surplus used computers and laptops are ready for sale and sale will be held Wed-Sunday from the IT Office for the next 3 weeks. Computers and laptops to be sold as is with 30-day warranty.
- Admin Building and Farm Security Cameras. The ITM held a meeting with Admin Building Department Heads and Farm Manager to review need for security cameras at the Admin Building and Farm. Reviewed maps with groups and determined locations. Will be adding line item budget request in FY 2020-2021 budget for this system.

AO – Attorney's Office

- Created a Group Policy to deploy the Courtroom printer. Updated that Policy on all Attorney's laptops, so they have access to that printer.
- Attorney's laptop wouldn't charge. Confirmed that it was the AC adapter. Called Dell to get it taken care of with warranty. Also the screen had a defect in it. Scheduled a

dispatch to have it serviced.

- Attorney needed assistance playing surveillance videos. The folder containing the videos needed to be extracted first.
- Office Admin logged into another PC, and had to have the label writer added, and a URL Shortcut.
- Setup a newer laptop for traveling VicWit employee with updated OS.
- Whitelisted an email address that was coming from one of the local police agencies to the Case Intake address.
- Removed an old phone extension.
- Attorney's email app wouldn't show a shared calendar. I removed the email profile from the OS level and created a new one.
- Set up new laptop for VicWit employee with the new version of OS.
- Relocated VicWit to their new office location on 2<sup>nd</sup> floor of the Courthouse. Thank you to Maintenance for moving all the necessary furniture.
- Created new phone extension for p/t legal assistant. Copied one of the other Support Staff extensions button programming to get the side-car entries.
- New employee could not scan using the scanning software. Had to make that profile in the software as the default.
- Employee's print jobs were printing out 2-sided. Had to change that setting in the print driver.
- Support Staff employee's system was opening up PDF's when downloaded from Outlook. She didn't want it that way. Had to make a change in the browser, to change how it downloads files.
- Installed Fax Driver for the main office MFP on the VicWit computers.
- Installed a special video player for a proprietary surveillance system. Also assisted with opening the files with that new player.
- Worked with other IT team to relocate users to new area, setup computers and do cable management.
- Completed setup scanning to folder for new hire. Installed software provided by vendor to allow scanning from MFP.
- Resolved issue with web app prompting user to allow opening of document. Third party extension fixed issue.
- Completed additional setup after move of part time user.
- Completed task of verifying that an email from the court system was delivered to CA. The email was delivered and archived.
- Disabled AO accounts for Haverhill ASSISTANT COUNTY ATTORNEY.
- Completed update of Court transcriptions software for County Attorney.
- Resolved Email software issue for Assistant County Attorney. Software needed to be repaired.
- Completed making a separated employees email inbox folder available to CA and an assistant county attorney.
- Retrieved an email message for CA
- Reconnected an employee's equipment to their new desk position.
- Assisted an employee with recovering files after a computer program crashed.

- Worked with IT-1 to test conferencing software.

#### AS – Alternative Sentencing

- Changes made to the Tasks feature in an employee's webmail would not save. Opened Ticket with Tech Support, still open. Clearing the Web browser's cache resolved the issue.
- There was a print job that was stuck in the print queue. Even after deleting it, it was still hanging. The Print Spooler Service had to be restarted on the Print Server.
- Director no longer wanted the Staff's emails shared to her. I adjusted the Sharing options for each of the employees Inbox's.
- Upgraded four computers to the latest version of Windows 10.
- Assisted an employee that was having issues printing to her network connected printer.

#### CE – UNH Cooperative Extension

- no calls

#### CO – Commissioners' Office

- Updated Surveillance software on Administrator's laptop.
- Updated Accounting Software on server and workstations.
- Upgraded all computers except the director's computer to the latest version of Windows 10.
- Backed up the last computer to be updated to the latest version of its operating system.

#### DoC – Department of Corrections

- Assisted Captain with a shortcut to an external drive that wasn't recognized, on the surveillance PC.
- Changed the labels on a few of the side-car entries on the Admin 3 phone.
- Medical Coordinator could not print while logged in on her computer. Noticed she also couldn't browse to other devices. Disabled her domain account and re-enabled it, to resolve the issue.
- Set Network Adapter on Release PC to DHCP, to bypass the firewall rule of disallowing Internet usage.
- Supplied Captain with a higher storage space external drive for surveillance downloads.
- Updated all system OS's to the newest build.
- Investigated an issue with the SMU tablet not prompting a confirmation when opening doors.
- Copied central database over the SMU tablet to reflect new staff members to login.
- DOC Administrative Secretary had some documents that were too large to send through email. Put a copy of the documents on department heads desktops as needed.
- Resolved issue with unwanted icon on users' desktop. Changed users view to hide system files
- Processed a name change for an officer. A note was sent to their supervisor with instructions on how to change the user's email password.
- Removed the RAM and HDDs from old computers stored in the DoC. There were 31



desktop computers and no laptops.

- Trained a new employee to use the software commonly used on campus such as desktop login and email.
- Came up with a system to train new employees with a Sargent from the DoC.
- Worked with IT-3 to make great headway with deploying the latest update of operating systems to the computers in the DoC.
- Created a document to assist with the new system to train new employees in the DoC.

#### HR – Human Resources

- Created Domain and email accounts for new employee.
- Setup Profile of new employee on her PC.
- Added accounts for the new Generalist in the accounting and OCR Scanning software.
- Went over email and Network shares with the new Generalist. Also got her signed into Accounting software and made some minor changes with access and permissions.
- Added and entry in the MFP for the Generalist be able to scan-to-email. Also supplied her with a new wireless mouse/keyboard set.
- Employee couldn't print or open Printer Properties. A hard reboot of the printer resolved the issue.
- Assisted the director with getting a disc to play on one of their computers. There is a strong possibility that one of the discs is no longer readable.
- Recommended a new system for the director to play training videos for new employees.

#### FA – Farm

- Surveyed with Farm Manager on where new Surveillance cameras will be located.
- Upgraded the farm manager's computer to the latest version of Windows 10.

#### IT – Department of Information Technology

- Made VLAN change on one of our Layer 3 PoE Network Switches to accommodate a new Nursing Home Server.
- Started setting up new Servers.
- Reached out to Dell to get a Server Update Utility download.
- Completed transfer of backup software and jobs to new system to cut down on backup run times. New system was newer and faster.
- Completed setup of new deployment for OS upgrades while user is on their system.
- Completed adding GPO to a domain OU to block users from adding extensions and using fast user switching.
- Created deployment package to remove old version of Driver update app and install new version.
- Completed reduction in size of accounting software backups in data backup folder to improve file copy speed.
- Updated NAS devices OS.
- Assisted IT Manger in deploying update to accounting software.
- Completed review of OS updates and deployment.
- Completed deployment of Browser security updates.

- Removed separated employees from County wide email distribution list.
- Worked with IT-3 to reroute a phone line from an old routing board to a more updated phone switch.
- Completed training on how to use an encryption software for the mobile computers on campus.
- Discovered an issue with the mail server interacting with certain machines. The machines are unable to pull an updated file from the server in time for the client machine to perform certain actions, causing an error to pop up.
- Greatly organized the system used to deploy software to machines on our network. Multiple naming schemes and folder organizers used.
- Repurposed a laptop from another department to be used as an IT spare laptop.
- Fixed two computers by reusing parts that were newly discovered. These computers would have been scrap otherwise.

#### MT – Maintenance

- Modified GPO to try to resolve email issue for MT staff.
- Created profile for MT staff member on system used for controlling HVAC at Courthouse.
- Deployed update to third party software to allow staff to use HVAC software correctly.
- Upgraded the two relevant maintenance computers in the administration building to Windows 10.
- Updated and backed up the desktop in the maintenance area of the DoC to 1909.
- Oriented a new employee to the internal systems that they will be using for their new job.

#### NH – Nursing Home

- Whitelisted a URL of a CDC training site, on the Chromebooks.
- Employee was getting email returned when sending to one of their Reps. The last name in the email address was misspelled after copying it from a business card. Card was printed with the typo.
- Looked into updating the few Chromebooks used for the Surveyors. Those model devices are no longer accepting Updates from Google, as it has exceeded the expiration date for approved updates.
- Medical Records employee was concerned about a certain email she received. After investigation, it turned out to be legit, and had her decrypt the email.
- Noticed one of the Surveillance cameras was down. Determined which port that camera was plugged into, on the switch, and reseated the Ethernet cord.
- Helped a user connect to a Skype business meeting for the state.
- Upgraded 18 computers to the latest version of Windows 10.
- Assisted an employee with a printer tray jam.
- Assisted an employee with turning off the forwarding function on a phone of an ex-employee. The phone will be used as a conference phone going forward.
- Worked with IT-2 to discover the computing needs of an intern.
- Finished upgrading all computers to the latest version of their operating system.
- Worked with IT-2 to set up a new computer to handle transcription.

- Swapped out a UPS for a user in the NH.
- Removed an old encryption program from multiple computers and employed the computers to use one more native to the OS
- Worked with IT-2 to set up a laptop for an intern as well as orient them with the county's internal systems.
- Tested and turned on a UPS for a system found in the NH Lobby used for PowerPoint presentations

#### RD – Registrar of Deeds

- no calls

#### SO – Sheriff's Office\Dispatch

- Removed systems from domain to be used for local use only.
- Completed full new OS and upgrade of older system to be repurposed.
- Upgraded system used in evidence room to latest OS.
- Verified group membership of department computers for Director.
- Removed remote access ability for separated employee, also removed user from affiliated PD groups.
- Removed systems from domain to be used for local use only.
- Completed full new OS and upgrade of older system to be repurposed.
- Upgraded system used in evidence room to latest OS.
- Verified group membership of department computers for Director.
- Removed remote access ability for separated employee, also removed user from affiliated PD groups.

DoC Supt. Elliott arrived and gave the following report:

**February 25, 2020**

#### **Commissioners Report**

**1. Population:            In House: 81            F Unit: 30**  
**E Unit: 14**  
**D Unit: 18**  
**C Unit: 12**  
**Intake: 7**

**Out of Facility: 32**

**Intakes since 7/1/19: 676            Male: 444            Female: 232**

#### **2. Community Corrections Report:**

**a) Electronic Monitoring: 1**



**b) Daily Work Release: 0**

**c) FIRRM: 6** (5 level one- 1 level 2)

**d) Pre Trial Services: 13** - 1 on GPS monitoring

**e) Operation Impact:** See attached

**f) Community Work Program:**

Sergeant Griffin spent his time on the County complex supervising inmates shoveling snow, cleaning the pig cooker room, working on farm stand carts to sell vegetables and flowers, providing maintenance on lawn garden tractor along with doing daily chores of feeding the pigs and chickens, putting out the trash and recyclables and cleaning the calf barn.

**General:**

**a)** Request for out of state travel/training – Supt. Elliott stated that he would like to request out of state travel for Corporal Brooks to attend the Securus Technologies Summit in Dallas, Texas from May 4<sup>th</sup> – May 8<sup>th</sup>. The dates of the conference are May 5<sup>th</sup> – 7<sup>th</sup>. He stated that this company supplies the DoC with their electronic monitoring equipment and does the surveillance for them. They have reached out to Grafton County and asked to have someone attend this User Group Summit. Securus will pay airfare, lodging and meals. Supt. Elliott stated that they have been partnered with Securus for a very short time and this summit would benefit them by providing more in depth detail on knowledge of the products, utilizing and online applications more proficiently and exposure to the different platforms that they utilize. The cost to the DoC will be approximately \$945 for forty (40) hours of wages.

**MOTION:** Commissioner Piper moved to approve the out of state travel as requested by Supt. Elliott. Commissioner Morris seconded the motion and all were in favor.

**b)** 2019 community service work details – Supt. Elliott handed out a packet outlining all of the work details that were performed in 2019 for the Commissioners to review.

**c)** Non- public session pursuant to RSA 91-A:3 II (a)

**MOTION:** \* 9:20 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\* 9:22 AM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Piper 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 Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

d) New DOC Medical Coordinator – Supt. Elliott stated that their new Medical Coordinator will be starting at the end of March. He stated that she is very qualified and they are excited to have her on board.

Commissioner Lauer requested to go into nonpublic session.

**MOTION:** \* 9:25 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\* 9:45 AM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Piper 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 Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 18<sup>th</sup> meeting. Commissioner Piper stated that she deleted a sentence from the minutes as she had made a comment that should have been in nonpublic session.

**MOTION:** Commissioner Piper moved to approve the minutes as amended from the February 18<sup>th</sup> meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers: 40; 1125-1129.

CA Libby submitted a Certificate of Authority for the VOCA 7/1/2020 Grant. She stated that \$159,127.00 was approved and the Commissioners need to approve the Certificate of Authority to allow the County Attorney to execute the necessary documents and to except the funds and enter into the grant agreement with the New Hampshire Department of Justice.



**MOTION:** Commissioner Piper moved to accept the grant and authorize the County Attorney to execute the necessary documents. Commissioner Morris seconded the motion and all were in favor.

IDN Funding Request – CA Libby stated that they received a letter from DHHS Medicaid Director Henry Lipman that states that the State has re-evaluated the IDN funding based off the information that \$10 million will not be received from the counties and has stated that they can continue the program with a contribution of \$5 million for IDN Funding. The County has now been asked to contribute \$325,749.00 by March 20<sup>th</sup> of this year. Because they are giving advanced notice DHHS has requested that all ten (10) Counties submit the full \$10 million for their year 2020, which is the County's FY21. Grafton's contribution for FY 2021 would be \$651,498.00 that will be budgeted for and go through the budget approval process with the offset being increase Pro-Share revenue.

CA Libby stated that the first budgets are due Friday and she will have copies on Tuesday for the Commissioners. Their first budget meeting will be Thursday, March 5<sup>th</sup>.

Henry Herndon from Clean Energy NH arrived to meet with the Commissioners, CA Libby and Supt. Oakes to discuss clean energy with the Commissioners, the different programs they are currently working on throughout the state and various legislation that they are involved in as well. He stated that a lot of what they do is public education. They discussed the different possibilities that could happen for Grafton County if they were able to participate but noting that they are currently unable to participate because of Woodsville Water and Light. He answered questions from the group and gave them dates of different summits and conferences that they have upcoming if anyone is interested in attending. H. Herndon stated that he is always happy to be in contact with them and would like to be a partner with the public forum that Commissioner Morris has been working on putting together. They could discuss how to structure an agenda as well as who could be contacted for speakers. He stated that he appreciates the Commissioners inviting him to their meeting to have this discussion.

The Commissioners received a follow-up letter requesting a written response from Woodsville Water and Light the Commissioners discussed the letter and their response.

#### Review of January Financial Reports

Monthly Variance Report – CA Libby stated that everything looks really good. The Nursing Home revenue is up which is good; she doesn't see anything overly concerning. She stated that on the expense side things look really good as well. She has been through all the salary and benefit line items and has done projections for the end of the year. There should be enough within the Nursing budget to cover the over expenditure for the contracted nursing. The few departments that show over expended are not of any concern right now, some of them are timing items.

Prorated Report – CA Libby stated that they are under expended by \$1.7 million and have an unassigned fund balance of \$5.2 million.

CA Libby stated that the County is up \$2.5 million in its cash position this year than they were at this same time last year. She stated that by tracking this it will help her to track when they will have to borrow money.

CA Libby stated that she met with Erin Cotton from Congresswoman Kuster's Office. They discussed broad band, clean energy, what challenges the County faces and what resources she has to offer the County.

Commissioner Issues:

Commissioner Morris stated that she attended the Drug Court Graduation. There were four (4) graduates. She met with folks at Plymouth State University to start discussing how they got their solar array approved for their facility and also met with the Campton Selectboard. They offered their meeting room if she wants to do some kind of forum next September for renewable energy.

Commissioner Piper stated that CA Libby had sent them an email about HB1272 which prohibits state prisons from sending prisoners to private facilities. She offered Supt. Elliott's response to Kate Horgan. She stated that Kate reported that there wasn't an objection to counties being included in the bill from most respondents. Supt. Elliott's was the only response that actually argued against including counties in the legislation. He stated that he does not want to send inmates to private facilities because was he wanted to protect county inmates from privatization due to their record of care, etc. The Commissioners were all very happy to hear of Supt. Elliott's response and his concern for Grafton County inmates.

Commissioner Lauer stated that she sat in on the UNH Advisory Council interviews to replace Geoff Sewake for the Community & Economic Development Field Specialist. She stated that two (2) candidates were interviewed. She stated that last night the Advisory Council met at Littleton Food Coop and had a discussion of the food and agriculture. She noted that they are still interviewing for a dairy specialist for Mike Lunak's replacement.

11:19 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'MM Morris', with a long, sweeping flourish extending to the right.

Marcia Morris,  
Clerk