

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
February 26, 2019

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

OTHERS PRESENT: Maintenance Supt. Oakes, IT Manager Ruggles, DoC Supt. Elliott

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

Supt. Oakes arrived to discuss a bid waiver for the generator preventative maintenance contract. He stated that he is in the process of putting his budget together and he should be putting the generator preventative care out to bid as it is a contract over \$5,000. He stated that there are only limited agencies that provide this service due to our geographic location and he has gotten pricing from them and is coming to the board now to request a bid waiver for a three (3) year contract for the generator preventative maintenance. He has received three (3) quotes as follows:

Powers Generator - \$36,945.00
Milton Caterpillar - \$49,284.00
Cummins Sales & Service – \$ 8,974.00 for FY2020

Supt. Oakes noted that they have been using Powers Generator for the last seven (7) to nine (9) years. He also noted that the quote from Cummins Sales & Service does not have the same information as the other two (2) quotes. He explained that based on their load banking numbers it was much more expensive than the other two (2) companies therefore he did not get the numbers for the last two (2) years of the contract. He stated that he recommends that the Commissioners waive the bid process and select Powers Generator with their quote of \$36,945.00.

MOTION: Commissioner Piper moved to waive the bid process and accept the quote from Powers Generator in the amount of \$36,945.00 for three (3) years of Preventative Generator Maintenance based on the explanation from Supt. Oakes. Commissioner Morris seconded the motion and all were in favor.

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
February, 26th 2019

AO – Attorney's Office

- Re-furbished six old laptops for re-purposing.
- Completed setup of profile on Laptop for AO staff member to conduct video conference.
- Resolved email app issue for Attorney. Email profile had become corrupt. Also required removal and installation of connector application.
- Assisted Attorney with playback of Video for trial.
- Fixed Office Manager's dual screen layout. Somehow they got swapped.

- Set up an Ethernet connection for the County Attorney's desktop printer.
- Added the Courtroom printer to an Attorney's laptop.
- Put a new VicWit laptop into a DHCP Reservation to allow less restricted web access.
- Assisted an Attorney with playing videos provided by a local police agency.
- Sent the office manager a file as an attachment, while she was working from home remotely.
- Installed new Flash Player plug-in for Victim Witness laptop.
- Set up employee's laptop to print to a Victim Witness printer folder.
- Assisted with an audio file downloaded from the file sharing site. Had to find the correct audio player to playback.
- Resolved Support Staff employee receiving blue screen when first logging in, one morning.
- Resolved an ActiveX prompt on Victim Witness laptop.
- Set up Offline Files on one of the Attorney's laptops.
- Set up a Support Staff member with a folder in the CO printer for file retention.
- Attorney's laptop would not recognize external optical drives. OS Updates resolved this issue.
- A couple Support Staff employees had no sound outputs. Changed the default playback device.
- Performed a Registry edit to fix an issue of mapped drives disappearing.
- Changed properties in IP Reservations to reflect the MAC and name of newly issued computers.
- Exported a phone extension list from our VoIP software. Office Manager needed an updated list for verification
- Performed a firmware update on the two courtroom audio video codec's.
- Setup and deployed new desktop PC for Attorney's Office.
- Relocated IT Equipment for Office moves and staff relocation's.
- Setup and configured new laptop for Attorney's Office new hire.

AS – Alternative Sentencing

- Removed IT equipment and phones from AS offices for relocation to new offices and reinstalled.
- A phone rebooted into the wrong extension, after a phone switch reboot at the DoC.
- Issued AS Director a replacement laptop.
- A few offices and desks were relocated. Had to disconnect and reconnect all IT systems affected, to their new locations.
- Employee's web mail stopped responding when attempting to print out an email. Had to 'End Task' of other software that had crashed to resolve the issue.
- Adjust Voice Mail Greeting for AS staff.

CE – UNH Cooperative Extension

- no calls

CO – Commissioners Office

- Relocated Label maker from Admin Assistant's office to Common area. Move was to

make it always available to CO users.

- Installed software for Admin Assistant to scan in documents to OCR for editing.
- Employee got prompted because of an IP conflict. Couldn't find any duplicate IP's but did find the laptop did have two IP entries. One wireless, one LAN. Removed the wireless address, and performed the ipconfig commands.
- Deleted print jobs of the Commissioners MFP, and restarted the Print Spooler on the print server.
- Installed new replacement printer for Payroll, old printer had started to fail.
- Reconfigured user's profiles to access prior years in Accounting Software.

DoC – Department of Corrections

- Cleared printer QUE for admin printer. Users could not clear jobs.
- Setup profile for SGT on Laptop for special assignment.
- Completed setup of profile and copy of documents to laptop for Captain to do disciplinary hearing.
- Removed accounts of separated employees.
- Disabled and removed a couple domain and email accounts for a Correctional Officer.
- Resolved an issue with a label writer in Intake.
- Supplied lieutenant with a longer Ethernet cord to use in the Security Conference room.
- Renamed a couple labels on the phone side-car in Central Control.
- Classroom phone's 'Contacts' and 'Call Log' buttons would not respond, and only beep when pressed. A power cycle of the phone resolved the issue.
- Resolved an Error with an inkjet printer in the Video Arraignment room.
- Created a new phone extension for a sergeant, as he is getting his own office.
- Setup a laptop for a Sgt to use in one of the offices in the Programs hallway.

HR – Human Resources

- Retrieved a deleted document from the departments 'Public' Drive.

HS – Human Services

- Contacted software vendor to inquire on software package to run in Windows 10 Environment

FA – Farm

- Installed accounting software update on Farm Manager's laptop.

IT – Department of Information Technology

- Deployed monthly security updates to all workstations and laptops.
- Completed cleanup of WSUS server database.
- Refurbished retired Laptops for spare replacement units.
- Regained disk space on deployment server through maintenance and database cleanup.
- Deployed update for browser extension to view web content correctly and security.
- Updated AV web console in order for systems to reflect user. This is done to be able to know what user to contact about AV issue on their system.
- Researched and found scripts to use to cut down on the time it takes to configure a new

windows 10 system for deployment.

- Completed setup of laptop and profile for new hire.
- Attended meeting with IT manager to go over new budget with department heads.
- Restored an image of a fresh OS reinstall on an old AO Desktop.
- Performed Monthly Server Updates and reboots.
- Updated Anti-Virus Software versions of the all campus PC Systems.
- ITM – Meet with all Department heads and compile IT Budgets for all Departments for upcoming fiscal year, ongoing.
- ITM – Contact software vendors for updated software renewal quotes for upcoming fiscal year budget.

MT – Maintenance

- Transferred videos of HVAC issue at jail from staff phone to be sent to vendor for review.
- Removed Locks on files that had been opened by two users.
- Updated Accounting software for Administrator to access the software.
- ITM – Met with potential new HVAC Software vendor for Admin Building HVAC project.

NH – Nursing Home

- Replaced monitor on system on Maple RN station.
- Completed setup of new user account and system profile.
- Replaced phone in activities room.
- Replaced drum in fax machine used for lab requests.
- Obtained Quotes for new budget. Replacement of no longer supported software and equipment.
- Set lobby phones to enter a passcode to allow outbound calls.
- Configured new replacement Copier and added new print driver in our Print Server. Added and configured that new print driver on any users' computer who prints to in and has a print folder set up.
- Set up NH Administrators printer folder to require a pass code to access his printer folder. Also reconfigured his new print driver to print to that secured folder.
- Assisted a couple employees changing a setting in the print driver to allow color prints.
- Created domain and email accounts for a new LPN.
- Had to add the Lobby printer to the staffing laptop.
- Replaced keyboards on the two Maple Nurses Stations.
- Added printer to Bookkeeping PC, and set up the driver to print to the appropriate folder.

RD – Registrar of Deeds

- Install Anti-Virus software on new computers.
- Resolved issue with user(s) not able to access accounting software.
- Updated Check Scanning Software to work with Windows 10.
- ITM – Attend monthly Commissioners meeting per request of Register of Deeds to review technology updates in department.

SO – Sheriff's Office\Dispatch

PREA certified (Prison Rape Elimination ACT). This establishes policies and procedures to prevent, detect and eliminate sexual abuse and harassment of inmates in correctional facilities. He explained that in order to facilitate this certification he has brought in Sgt. Clark to gather all the necessary information and meeting with other facilities that have been certified in order to be prepared for their certification inspection in 2021. He stated that the inspection alone can cost anywhere from \$5,000-\$20,000. He discussed the topic more with the Commissioners and answered questions from them. He stated that it is beneficial long term for the department and county and he will keep the Commissioners posted as they move forward in the process.

d) Nonpublic session pursuant to RSA 91-A:3 II (e)

MOTION: * 9:26 AM Commissioner Piper moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A: 3, II (e) 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.

* 10:00 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 and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 19th meeting. Commissioner Lauer and Commissioner Piper had a couple of edits.

MOTION: Commissioner Piper moved to approve the minutes from the February 19th meeting as amended. Commissioner Lauer seconded the motion and all were in favor. Commissioner Morris abstained.

The Commissioners signed check register 1124.

CA Libby stated that the Commissioners had previously signed a CDBG Drawdown request for the Cottage Hospital Feasibility Study. She stated that there was an error in one of the numbers and therefore a corrected copy needs to be signed by Commissioner Lauer.

CA Libby stated that there will be a public hearing for Baker River Dam No. 8, Tuesday March 5th at 7pm in Dorchester.

CA Libby stated that last week she received a letter from DHHS asking the county to pay back the money that was agreed upon at the June 2018 Delegation meeting for funding for IDN's. She explained the calculation of the amount that was being returned to the State.

MOTION: Commissioner moved to release funds to the Department of Health and Human Services in the amount of \$162,861.68 as authorized by the Delegation at their meeting in June of 2018. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that the remaining \$181,819.12 that had been set aside by the Delegation that she had previously discussed putting into the Nursing Home Capital Reserve with the Commissioners will need Delegation approval and they do not meet until June. She stated that if the Commissioners are in agreement they will need to make that recommendation to the full Delegation.

CA Libby stated that Director of Communications Andross had submitted an overnight travel request for the Commissioners approval. The request is for staff to attend the 2019 New Hampshire Emergency Dispatchers Association Annual Training Conference at the Mountain View Grand in Whitefield, NH from April 7-10. The request states that some staff have both early morning and evening conference events and some will attend on day trips due to the proximity. The cost is up to \$1,440 and funds are available in the Dispatch operating budget.

MOTION: Commissioner Morris moved to approve the overnight travel request for Dispatch employees to attend the 2019 New Hampshire Emergency Dispatchers Association Annual Training Conference at the Mountain View Grand in Whitefield, NH from April 7-10. Commissioner Piper seconded the motion and all were in favor.

CA Libby stated that there is a proposed increase in county cap of 9.5% from \$114 million to \$127 million included in the Governor's proposed budget. Currently Grafton County accounts for approximately 6% of the cap expense. With this proposed increase the new cap for Grafton County would increase \$687,000 in FY2020. She stated that it is obviously very early in the state's budget process but she wanted to inform the Commissioners about the proposed CAP so they keep it in mind as they move forward.

CA Libby reminded the Commissioners of Nancy Bishop's retirement party on Monday March 4th from 1-3.

CA Libby noted to the Commissioners that the NHAC Steering Committee Survey that was sent out is due on March 6th.

CA Libby asked the Commissioners what they would like from Grafton Regional Development Corporation for their budget request for FY2020. Commissioner Piper stated that she believes the letter that the GRDC annually submits is thorough enough to provide needed financial information and the activities of the GRDC.

CA Libby stated that she had spoken with Rick Alpers from Primex regarding if there were ways that Primex could help with the County's Strategic Planning initiative. She stated that Primex does not do a full strategic plan but they do a mission, vision and goal setting process. CA Libby stated that the Commissioners can read over this information over the next week and decide if this is a route they want to go or put it on hold.

HR/Wellness/PR Position – CA Libby stated that she and HR Director Clough have developed a position that would be shared between Human Resources and the Commissioners’ Office. She handed out a job description to the Commissioners. This position would take over a number of the key functions that retiring Human Service Director Nancy Bishop does and it would incorporate other responsibilities that both departments are in need of. This position would be a lower pay grade than the HS Director position and there will be money in this fiscal year left over to cover it. She stated that she is looking for permission from the board to approve this position. The Commissioners agreed to review the position this week and discuss it at next week’s meeting.

CA Libby requested to go into nonpublic session.

MOTION: * 10:30 AM Commissioner Piper moved to enter into non-public session for the purposes Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present RSA 91-A: 3, II (1) 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.

* 10:38 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 and all were in favor.

Commissioner Issues:

Commissioner Morris stated that she is participating in the National Alliance on Mental Illness Trainings for State Police, EMS and Fire Departments on how to deal with the mentally ill and their family members on Friday.

Commissioner Lauer stated that she had an interview with NPR last Friday about County Government.

10:41 AM With no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk