

COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy.  
North Haverhill, NH 03774  
Tuesday June 28, 2011

PRESENT: Commissioners Michael Cryans, Omer C. Ahern Jr. and Raymond Burton,  
Executive Director Clough and Secretary Martino.

OTHERS: Harold Brown

UNHCE Educator Deb Maes arrived.

9:05 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance led by  
D. Maes.

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

ITM Ruggles said that he was trying to secure some replacement parts for the Nursing  
Home PDA's now that HP has decided to no longer carry the product.

Commissioner Burton asked if the County can utilize the interactive TV in Cooperative  
Extension so that training can be done onsite. ITM Ruggles deferred that question to D.  
Maes who said that as long as it comes through Granite State Learning it can be viewed.

ITM Ruggles said they are doing webinars and interfacing with conference lines as often  
as possible. He said that the Nursing Home is video recording things now too.

Commissioner Burton asked if all employees' addresses could be accessed and Director  
Clough replied that the County does not give out home addresses.

Commissioner Cryans asked if IT is where it needs to be regarding the new Jail and ITM  
Ruggles replied that it may take some time when it comes to the installation of all the  
computers and he is expecting help from the Jail staff for that. He said that just un-  
boxing them is time consuming.

Commissioner Cryans asked if they were keeping up with technology and ITM Ruggles  
said he receives a lot of technology magazines and keeps up with things as best as  
possible. He said he would like to see PC replacement over the next five years.

D. Maes asked the Commissioners to use money from fiscal year 2011 to pay for out of  
state travel for UNHCE Educator K. Jablonski to travel to Omaha, Nebraska to a 4-H  
Leader's conference on October 21-28. K. Jablonski is the President for the 4-H in the  
State of New Hampshire.

Commissioner Ahern moved to approve the request which was seconded by

Commissioner Burton. All were in favor.

Commissioner Ahern said that this is a very unique program which helps a lot of children in the County and approves of this even though it is out of state travel.

**Grafton County Forester Dave Falkenham** arrived to go over the information for the upcoming timber sale. He passed out maps to the Commissioners to show them the areas where he has marked timber. Interested parties are to meet tomorrow to go over the sale and the entire bid information packet will be presented to them at that time. He said that if for some reason the bid prices don't seem equitable they can always be rejected until a time when the wood prices increase. He said he sent out about 80 invitations to loggers but expects only about 15-20 to show up. The cut range is July 22<sup>nd</sup> to October 21<sup>st</sup> which will get everyone out of the way for hunting season.

Forester Falkenham said he had a concern about the use of ATV's on the property during the logging period. He said that it would be his suggestion to restrict access during the time that loggers are in there by posting signs. He said that there is a liability for the County, the riders and the loggers if they're allowed in there.

Director Clough agreed and said it is in the best interest of the County to restrict access at that time.

Commissioner Burton asked what the loggers are responsible for on the property and Forester Falkenham said he would have to double check the contracts, though he said they do need to be insured.

Commissioner Ahern asked if D. Falkenham had spoken to Supt. Oakes regarding equipment near the water tank and he said they did discuss areas that would be used for the landing. Commissioner Ahern said he was concerned about crushing the water line to the tank.

Commissioner Ahern also suggested contacting the AVT clubs to let them know there would be postings on the property and said that the contract for the loggers should read "time is of the essence" in capital letters, bolded and underlined so there is no misconstruing the window of time.

Commissioner Cryans asked if everyone had read the minutes and if there were any changes or edit. An edit was made.

Commissioner Burton moved to approve the minutes as amended which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the check registers.

Director Clough informed the Commissioners that the large oak tree behind Deeds had a limb come down in the last storm so the whole tree is being taking down. Commissioner Burton asked where the wood was going and Director Clough said she would find that

out for them.

**Corrections Superintendent Glenn Libby** arrived with his report \*(see attached). There are 101 inmates in-house, 18 in Drug Court with 2 in custody and 7 inmates on the electronic monitoring.

Referring back to a letter that Commissioner Ahern had received, Supt. Libby said he had never been contacted by the mother or the inmate who wrote the letter. He said that since that inmate left there has been no missing laundry and no further plumbing problems.

Supt. Libby said he would like the Board of Commissioners to come up with a directive if they feel that the Farm should be charging the Jail for items such as vegetables and eggs. He said that it was brought to his attention that the Farm Manager feels that it should be that way despite the fact that the inmates provide the work.

Supt. Libby requested approval for out of state travel to Wisconsin for security control information. He said the travel will be for him and perhaps two other staff members. He said that he has money in his FY11 budget and will encumber the funds. He is not sure of the exact costs until he knows who will be going but expects it to be less than \$3000.

Commissioner Burton moved to approve the out of state travel which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Ahern asked if this trip could be paid for out of the Jail bond money and Supt. Libby said that it probably could but asked why they should use that money. Commissioner Ahern replied that if the trip was considered to be a part of the new facility then he feels that's where it should be allocated from. Supt. Libby said the money would be allocated properly coming from his budget. Director Clough also thought it should be paid for with money that is in Supt. Libby's budget as it is already slated for that.

Commissioner Ahern said he would caution Supt. Libby on frugality particularly while knowing that other people will be needed as replacement when others are away. Supt. Libby said he would hope the Commissioners are aware that he has the concerns of the taxpayers.

Commissioner Ahern moved to amend the motion to say that the money for the trip will come out of money that is allocated to the new Jail which was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Burton said that he would vote no on the amendment as he considers this to be micromanaging.

Commissioner Ahern said he would like to know exact costs and doesn't feel that just because there is money in the budget that it needs to be spent. He said he is not trying to

micromanage.

Commissioner Cryans said he is comfortable with the fact that there is money in the Corrections budget.

Commissioner Burton said that he would hope that Supt. Libby will come to the Board in the future when there needs to be training of both body and mind for inmates.

Commissioner Ahern said he didn't want anyone to think that he's opposed to training for security. Supt. Libby said it's not training per se but more of the design set up for the security equipment which can be customized to fit this facility. He said it is important to bringing the facility online and added that he didn't think that Commissioner Ahern was anti-training. Commissioner Ahern said he has confidence and faith in both Supt. Libby and his staff.

The vote was taken on the amendment. Commissioners Burton and Cryans were opposed and Commissioner Ahern was in favor.

The vote was taken on the motion and Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

Commissioner Cryans suggested that if Supt. Libby sees something new in the way of technology that he should consider proceeding with that rather than hanging on to the old.

Commissioner Burton asked if there were any overruns on the project and Supt. Libby said things are moving smoothly.

Supt. Libby commented that he had hoped that the Delegates from this area would have noticed that many of the local businesses have profited from the construction project. He said that during the budget process he had expected to make two presentations to the Executive Committee but they did not request to have him return.

Commissioner Ahern asked if Supt. Libby could provide him with inmate population by town and he replied that he would see if that report could be generated.

Commissioner Ahern asked if Supt. Libby planned to follow up with the mother who wrote the letter about her inmate son and he replied that he hadn't planned to since he was never personally contacted on the matter. Commissioner Ahern said he was concerned that there would be no response. Supt. Libby said that if Commissioner Ahern would like him to respond then he would attempt to contact her..

There was a discussion about the Delegation following up with study regarding staffing in the new Jail and Supt. Libby said he would suggest that the findings of the Delegation's study be binding.

Commissioner Cryans said he knows this will be a very busy year for Supt. Libby and wishes he and his staff the best of luck. He said he feels very lucky to have the Superintendent. Supt. Libby gave credit to his staff for their professionalism and said this

whole process has been frustrating but they will all do the best job possible.

Commissioner Burton said that he thought Grafton County did very well on its budget vote compared to other Counties. He said it could have been much worse.

**Human Services Administrator Nancy Bishop** arrived to asked the Board for direction in letting the social service agencies that were cut, know. The decision was to tell the agencies that it was highly unlikely that there would be funding in the future and that they would receive just the two quarterly payments.

Director Clough updated the Commissioners on the Prescription Drug plan saying that savings in the month of May were \$7724 for an average of \$15.09 or 29.35%. There were 219 users.

Commissioner Cryans signed the engagement letter for the audit with Melanson & Heath which will begin the week of July 25<sup>th</sup>.

A letter of retirement was received from Captain Paul Leavitt at the Sheriff's Dept which Director Clough read. After 50 years of public service P. Leavitt will retire on the 30<sup>th</sup> of July. Commissioner Burton asked that the letter become part of the minutes. \*(see attached)

A request from Dispatch for two separate out of state travels was presented. One was for Director Andross to attend the APCO conference in Philadelphia from August 6-11 and then there would be a Train the Trainer conference directly after that in the same place. The second request was for a Dispatcher to attend a conference in Maine for which he has received a scholarship and Director Andross would like to also attend that one too. Total for the two conferences would be approximately \$1800.

Commissioner Burton moved to approve the out of state travel which was seconded by Commissioner Cryans.

Commissioner Ahern said in light of the economic environment he would oppose the motion.

When the vote was taken, Commissioners Burton and Cryans were in favor and Commissioner Ahern opposed.

Director Clough said she would like to have the Commissioners meet with Dept. Heads in July to go over evaluations.

There will be no meeting on July 5<sup>th</sup>.

COMMISSIONER ISSUES:

Commissioner Burton presented the Administrative Team with a copy of the “The Red Book”, or the 2011 Manual of the General Court. All three Commissioners signed the book and it was presented to Director Clough.

Commissioner Burton asked Director Clough to create a draft motion for their August 16<sup>th</sup> meeting for the Commissioners on setting up a community advisory committee on the future of the existing Jail building. He offered suggestions on how the committee should be staffed and said that he would be willing to sit as chairman if desired.

The Commissioners commended Director Clough and staff for the preparation of the budget that was approved unanimously at the Delegation meeting yesterday.

Commissioner Ahern visited the Bridgewater Selectboard on the 23<sup>rd</sup> and said they were unhappy with the cost of the new Jail. He will go to Canaan this evening.

There was a discussion about whether or not a County employee left work to bring a piglet to the Bath school for their fundraiser. Commissioner Ahern asked a few questions about how long the pig was away and said that he was approached by someone who took issue with this and asked if this was the best use of a County employee’s time. Commissioner Burton said that he feels this is part of the good neighbor policy the County has with those up and down route 10, similar to when the County brings animals down to the Haverhill Fair.

Commissioner Cryans said that all three towns in his district, Hanover, Enfield and Lebanon, will be celebrating their 250<sup>th</sup> anniversary on the 4<sup>th</sup> of July.

The next Commissioners meeting will be held on the 12<sup>th</sup> of July. The Executive Committee will be meeting on the 18<sup>th</sup> of July but will not meet in the month of August.

After adjournment the Commissioners will tour the new Jail facility.

11:30 AM being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

Grafton County Department of Information Technology  
Monthly Summary Report  
6-28-11

AO – Attorneys Office

- ⤴ Install Sharpdesk for scanning of documents to Attorneys Laptop.
- ⤴ Worked with Brent to correct drive space issue on Server Share.
- ⤴ Laptops for AO obtained from the federal court in concord . One Laptop put in service batteries and software have been ordered and we expect Laptops will save purchasing new laptops of AO.

CE – Cooperative Extension

- ⤴ Voice Mail issues with transfers to Pam Gilbert, contact Bill Stearms phone tech in Littleton to come in and resolve.

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

- ⤴ Setup phone , acquired and provided Manual for Phone/Answering machine for Mental Health coordinator.
- ⤴ Applied thermal compound to CO Voice Mail Phone system processor to prevent any overheating.
- ⤴ Executive Director Hard Drive failure in Laptop replace.
- ⤴ Failed Battery Backup on CO office Server, order replacement.

DC – Department of Corrections\Drug Court\Community Corrections\Transition Team

- ⤴ Removed Fake AV malware from Laptop at the white building. System now appears clean of any infection.
- ⤴ Put LT Elliott's laptop back in-service after replacement of the Hard Drive, OS, Programs and setting.
- ⤴ Maintenance and adjustments of Web-cam.
- ⤴ Addition and deletion of Email accounts for Employees
- ⤴ Setup of Laptop for Meal coordinator.
- ⤴ Counselor's PC update PDF software and work thru report issues in OMS.

IT – Department of Information Technology

- ⤴ Volunteered time at Copper Cannon Camp Franconia Sunday afternoon and Monday night - IT Manager and Chris Harris, Co-owner of Profile Technology of Littleton, met with Pete Christnacht, Executive Director and volunteered time to extend network to connect PC systems at their new Admin building at the camp.
- ⤴ Repaired Walkies talkie used for IT Team communications on campus.

NH – Nursing Home

- ⤴ Disassembled PDA for screen replacement. Replacement screen ordered
- ⤴ Phone tracking system in the NH server room not responding to input. System required hard boot. System than came up OK. Updated AV software. set chkdsk and booted system. system appears fine, Functioning normally.
- ⤴ Activities Team wanted to know if they could Connect a VCR to their Projector. Checked to

input's available and confirmed that she could. Gave a quick how to lesson to Hailey. She felt comfortable that she could set everything up on her own. told Hailey to call if she needed help.

- ⤴ Update of AHT
- ⤴ Windows Security updates on AHT server.
- ⤴ Maple required reset as well as clearing of the Queue on the Host server. Printer seems to have an issue of going into sleep mode even though setting for sleep is disabled.
- ⤴ IT printer put in place until arrival of replacement printer on Maple wing. Host server also changed to resolve printing issues. IT printer will be removed and new printer installed as soon as it arrives.
- ⤴ Removed Temp IT printer, and installed New Brother on Meadow. Removed old ports and drivers from host system.
- ⤴ Cleared Paper Jam in Bookkeeping printer, required disassembly of printer.
- ⤴ Firefox updates turned off. Uninstalled 4.0 version due to compatibility issues. Rolled back to version 3.17 .
- ⤴ Update of Open Office for all Social Services systems to resolve document format issue. System , utilities also updated.
- ⤴ Meeting with retiring MDS administrator about transition of documents to her replacement.
- ⤴ Firefox corruption on Meadow back office Station. Completely removed Firefox. Reinstalled fresh copy of Firefox set defaults tested.
- ⤴ Corrected setting on PDA's throughout all floors.
- ⤴ Download of 6 dictations from Digital recorders for HIM while they were on vacation.
- ⤴ Removed deep paper Jam on Profile RN printer and cleaned.
- ⤴ Replaced faulty keyboard on Maple Unit.
- ⤴ Redeployment and configuration of printers for Granite and Maple.
- ⤴ Configuration of PC system for new MDS Margaret Gahn new MDS department head.
- ⤴ Conversion of Camera Media to DVD, making copies for backup.

#### MT – Maintenance

- ⤴ Power Supply failure in RTHOMPSON's PC, user issued spare system and replacement ordered

#### RD – Registrar of Deeds

- ⤴ Consult with Deeds on Document editors to streamline document handling.

#### SO – Sheriff's Office\Dispatch

- ⤴ Troubleshoot chronic record lock in IMC Software (last 2 weeks)
- ⤴ Updates for system hosting IMC backups,
- ⤴ Installation of Updated paging software.
- ⤴ Install Pervasive updates on all Sheriff and Dispatch Computer Systems.



**June 28, 2011**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 101</b>	<b>Maximum:</b>	<b>20</b>
		<b>Medium</b>	<b>21</b>
		<b>Minimum north:</b>	<b>16</b>
		<b>Minimum south:</b>	<b>12</b>
		<b>WHOC:</b>	<b>21</b>
		<b>Max/Handicap:</b>	<b>02</b>
		<b>Lockblock/Seg:</b>	<b>09</b>

**Weekenders: 11**

**Out of facility: 42**

**2. Community Corrections Report**

- a) **Drug Court – supervising (18) \*2 in custody**
- b) **Electronic Monitoring – supervising (7)**
- c) **Daily Work Release – supervising (0)**
- d) **Operation Impact –**
- e) **Community Work Program – farm/garden work**

**3. General**

- a) **Inmate issue (CW) - update**
  - 1) **never contacted by inmates mother**
  - 2) **released on 6/22/11**
  - 3) **there have been NO further issues with facility maintenance, missing laundry or plumbing issues**
- b) **Farm issues – discussion**
- c) **Out of State travel request**

**4. Commissioner Items**

- a) **None outstanding**

**Upcoming events:**