

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
June 26, 2018

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: Supt. Oakes, Supt. Elliott, ITM Ruggles

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

Supt. Oakes arrived to request approval to purchase exterior LED lighting at the DoC. He explained that each one is on approximately eleven (11) hours a day and burns about 400 watts per light. The lights he is looking to purchase burn 135 watts. He stated that the rest of the complex has been finished with the LED lights except for the DoC. The best pricing for these fixtures is through Grainger with an estimated total cost of \$14,000 for 17 fixtures and they would install these in house. He had this in his 2019 capital outlay that was put off. He has excess funds in his utility lines of \$16,000 and would like to spend the money to make this purchase. He noted that the savings would be a five (5) year pay back. Commissioner Piper stated that she feels this is a wise investment. Commissioner Ahern asked about the discounts that are available through Grainger for being a Farm Bureau member. Supt. Oakes stated that this price includes the discount for being a Farm Bureau member.

MOTION: Commissioner Piper moved to transfer money from the utility lines to purchase up to \$14,000 for LED light fixtures. Commissioner Ahern seconded the motion and all were in favor.

MOTION: Commissioner Ahern moved to sole source the purchase to Grainger based on their Farm Bureau membership and being able to get a discount. Commissioner Piper seconded the motion and all were in favor.

Supt. Oakes stated that as of today he has \$7,900 left in the repair and maintenance account in the DoC and he is looking to replace the interior lights at the DoC with LED lights. The life expectancy of these is 50,000 hours and the energy savings payback is one year. He stated that he is looking for approval to spend over \$5,000 on LED lighting to target all of the lighting at the Department of Corrections. He stated that he has received pricing through CED, Needham Electric, Rockingham and Grainger. He stated that CED has the best pricing for a good name brand light. Commissioner Ahern asked if Supt. Elliott has spoken with the DoC staff about these lights to make sure them within their safe security parameters. Supt. Oakes stated that there is nothing about these lights that would be of any concern.

MOTION: Commissioner Ahern moved to allow Supt. Oakes to spend over \$5,000 for interior LED lighting at the Department of Corrections. Commissioner Piper seconded the motion and all were in favor.

MOTION: Commissioner Ahern moved to sole source the purchase based on the estimates from CED in accordance with RSA 28:8.

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
June 26th, 2018

AO – Attorney’s Office

- Created install package to install new scanning software as required by web application vendor. Package was run and the application installed on all AO scanning systems.
- Reviewed and made corrections to CA laptop for performance issues.
- Informed AO Admins of error in Distribution list.
- Removed software from prior docking station that was causing issue with CA’s laptop.
- Investigated issue with Attorney's laptop Wi-Fi not turning on when working remotely.
- Performed maintenance on a laptop that was reported of being very slow and unresponsive.
- Added four new buttons on the Support Staff sidecars.
- Employees email program would not open and gave a message saying the Mail Store was corrupt. I reinstalled the Offline Connector and cleared the cache.
- Got the County Attorney to be able to print to printers while using a PC in the Admin Building.
- Cleared the cache of the email program on an employee’s laptop in Vic Wit.
- Set up one of the 'courtroom' laptops to be able to host a video conference meeting. It was also requested to have the audio recorded from the calls. An audio recording and editing software was installed.
- Worked with AO staff on a test Life Size video call with the participating parties.
- Replaced monitor for a Support Staff employee that was reported it was no longer working.

AS – Alternative sentencing

- Investigated issue when an employee dismisses a Calendar event in her Webmail.
- Fixed issue with Corrupt MS Word user profile.
- Updated drivers on users Laptop.
- Fixed issue with MS Word on another users laptop.

CE – Cooperative Extension

- Recovered a voicemail in the General mailbox from the day before that was deleted early that morning.

CO – Commissioners Office

- Completed drivers updates and maintenance on Audio Recording Laptop.

DoC – Department of Corrections

- Setup accounts for new hires.
- Replaced 8 old computers at DOC.
- Completed DOC medical coordinators system to connect to pharmacy used by DOC.
- Resolved issue with creating reports from inmate software. Issue had to do with conflict in default program setting.
- Worked with other IT staff to resolve display issue for LT.
- Removed malware from Kitchen computer
- Replaced phone cord on a phone in Medical.
- Issued new laptops to the employees for whom they are intended. Also set them all up with Dock Stations.
- Adjusted Group Policy to allow an Application to use the integrated microphone.
- Had issues reported of a USB printer in Medical powering off having bizarre behavior with the computer when attempting to print. Plugged the printer directly into the wall to eliminate any UPS/surge protector, and will see if the behavior changes.
- Programs stopped responding when Lieutenant tried to print. The print queue was full of print jobs that had to be removed. Restarted the Print Spooler on our Print Server and performed power reset on the printer.
- Rebooted the wireless AP in the Admin wing remotely from the Firewall.
- Looked back in past notes to find credentials for the kitchen staff to login to their food inventory application for budget yearend figures. Previously used app has been discontinued, but she has been logged into the newly installed app.
- Resolved text display issue on newly issued laptop with docking station. The font seemed blurry in certain applications. Had to upgrade the Display device software.

HR – Human Resources

- Employee reported first thing one morning that her station had no power and her UPS would not power on. Needed to replace battery in UPS.

IT – Department of Information Technology

- Deployed update for Browser to all campus systems.
- Completed update of NAS devices to latest OS version.
- Deployed updates for Browsers, applications to all campus computers.
- Reviewed and the approved windows updates to for Campus computers.
- Completed security updates on all PC Systems and Servers.
- Resolved issue with Windows Update Server. Files had become corrupt, reinstalled application.
- Rebooted three of the WAP's at the Courthouse. Degraded performance was reported in the hallway/offices behind the courtrooms.
- Replaced battery's for Server UPS.
- Installed Software update on Primary NAS device.
- Presented IT Budget to Executive Committee.

MT – Maintenance

- Resolved issue staff had accessing HVAC software. Issue was with user privileges.
- Completed updates to managers Laptop to improve performance.
- Reinstalled Accounting software update on Superintendent's laptop.
- Researched issue with Alert not being sent to pager.

RD – Registrar of Deeds

- Register of Deeds needed to borrow a communications cable for voice recorder.

NH – Nursing Home

- Resolved printer issue for NH CFO. Computer had lost communication with printer.
- Recovered Folder with Documents for Activities Department. Folder had been deleted.
- Set access rights for user account used by all MDS staff for meeting to requested shared folder.
- Completed delivery of invoice email that had been send to spam for activities staff member.
- Completed setup of scheduled reboots for all RN workstations to improve performance. Reboots will happen bi-weekly.
- Rebooted Chrome book that could not open the EHR account website.
- Installed an update for the Camera viewing software on one of the employee's computers.
- Replaced Chrome book charging cord on one of the med carts.
- Fixed issue with improper user permissions in Point Click Care.
- Setup 35 new email accounts for RN's and LPN's.
- New Video Security Camera installed in NH Transport Bus. Special Thanks to Dustin Taylor from Maintenance Department for his professional installation and wiring of the new camera.

SO – Sheriff's Office\Dispatch

- Deleted then recreated PD users account to resolve software performance issue.
- Confirmed PD users issue was with application used by sheriff's office and not remote connection.
- Began project on rebuilding user profiles PD for remote access.
- Worked with IT manager to resolve issue with AV software detecting dispatch software as false positive.
- Resolved issues for SO admin staff member. Some shortcuts had become corrupt.
- Completed work on LT's laptop to correct performance issues.
- Created account for new LPD officer to access the GSO.
- Completed repair of training laptop for Dispatch software.

Supt. Elliott arrived and gave the following report:

June 26, 2018

Commissioners Report

1. Population:	In House: 82	F Unit: 24
		E Unit: 21
		D Unit: 19
		C Unit: 15
		Intake: 3

Out of Facility: 33

2. Community Corrections Report:

a) **Electronic Monitoring:** 9
b) **Daily Work Release:** 0
c) **FIRRM:** 8 (5 FIRRM level 2- FIRRM level three)
d) **Pre Trial Services:** 17

e) **Operation Impact:** Sgt. Larson conducted presentations at the Woodsville Elementary School, Ashland Elementary School, Danbury Elementary School, Littleton High School and Lebanon Middle School. He also gave Jail tours and OPI presentations to Lebanon Middle School and Riverbend.

f) **Community Work Program:** Sgt. Griffin supervised work crews at the Landaff Fire Station and Horse Meadow Senior Center. He also supervised work crews in the garden and prepping/cleaning the barn for Farm and Forestry Day.

General:

a) **Municipal Facebook page** – Supt. Elliott stated that they are having a hard time getting people to apply for the open Correctional Officer positions. They have decided to create a Facebook page to try and get the information out there and display the other areas of corrections that people may not be aware of. They hope to shed light on what corrections really does as there is a lot of misperception out there.

b) **Operation Impact** – Supt. Elliott stated that there will be a retirement party for Chris Larson at noon on Thursday at the DoC. Sgt. Rachel Harness will take over Operation Impact on July 1st.

c) **Farm Stand/Garden** – Supt. Elliott stated that they plan to open around July 5th.

d) **Drug tracking report** – Supt. Elliott discussed the attached report with the Commissioners and answered questions.

MOTION: * 9:53 AM – Commissioner Piper moved to enter into non-public session for the purposes of Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county

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correctional superintendents or the commissioner of the department of corrections, or their designees per RSA 91-A:3, II (g) Commissioner Ahern seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Ahern "yes"; Commissioner Piper "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 Ahern 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 Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the June 19th meeting. All three (3) Commissioners had a couple edits.

MOTION: Commissioner Piper moved to approve the minutes from the June 19th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

The Commissioners signed check registers 69 & 70; 1201-1205.

The Commissioners opened bids for the 2018 Micro CDBG Administrator. One (1) bid was received and as follows:

Hadfield Associates - \$18,000

Commissioner Piper moved to accept Hadfield Associates bid of \$18,000. Commissioner Ahern seconded the motion and all were in favor.

Class Action – PILT – CA Libby explained that the Payments in Lieu of Taxes (PILT) payments have been underfunded in Fiscal Years 2015-2017. She stated that a county in Utah filed a lawsuit to get their funds back and were awarded those funds and it has now become a class action lawsuit to include all the counties across the country. She stated that she was a part of a conference call with NACo and an attorney that let all counties who receive PILT payments know they are eligible to opt into the class action suit. She stated that as a rule of thumb the amount of funds that the counties would receive can be estimated by adding the last three (3) years of PILT payments and what the county would get back is 1.33% of that. CA Libby stated that this means Grafton would be able to get back approximately \$5,000. Legal fees would also be taken out of that but they were told that the fees would not be more than the amount the county would be receiving back. After further discussion all the Commissioners are in support of joining the lawsuit.

MOTION: Commissioner Piper moved to enter into class action lawsuit for recovery of PILT funds that were underpaid. Commissioner Ahern seconded the motion and all were in favor.

University of New Hampshire Memorandum of Understanding – CA Libby handed out copies of the revised MOU with the University of New Hampshire with the corrections that the Commissioners requested.

MOTION: Commissioner Ahern moved to enter into the revised Memorandum of Understanding between the University of New Hampshire and Grafton County. Commissioner Piper seconded the motion and all were in favor.

CA Libby stated that she sent copies of the revised union contract with the changes that were negotiated to the Commissioners. Commissioner Ahern stated that he started reading it yesterday afternoon and was able to get through the first 19 pages. He expressed concerns about wording that says the employees will either join the union or pay the monthly collective bargaining service fee. He stated that he would like a clause that says the employee has been advised that they are not required to be a union member or pay the monthly fee as a term of employment. CA Libby stated that it is not their job to explain the union contract to the employees and it is not their place to inform employees about the union. She explained that an employee is given the employee handbook from HR and then they are given the Union Contract by the Union when they are hired and they have six (6) months to decide whether or not to join the union. The Commissioners further discussed the issue and Commissioner Ahern stated he would like more time to review the contract.

Farm & Forestry Day – CA Libby stated that they collected \$509.87 for 4H. She was told by the DoC Superintendent that approximately 400 hamburgers and 240 hotdogs were cooked, so they are estimating that there were around 600 people in attendance. She stated that all in all it was a very good day and they had positive feedback. There will be a recap meeting on July 10th. She stated that they should send out “thank you” notes to the people who played a role in making the event happen. Commissioner Lauer stated that the legislative breakfast was a disappointment, only three (3) reps attended.

CA Libby stated that she is anticipating getting the proshare payment this week. They are also having the interim audit tomorrow and Thursday. She will talk to the auditors about how to handle the money that will be received in FY18 and given back in FY19. She noted that the additional proshare money is a very nice help to the undesignated fund balance.

Commissioner Issues:

Commissioner Ahern asked for an update on the possibility of working with OnDemand to make a video of Grafton County. Commissioner Piper stated that she did not have a chance prior to their phone call with On Demand last week to look at their website. She stated that she since has and the advertising nature of the video struck her as they looked “canned” or somewhat like infomercials. Prior to their conversation she believed this was perceived as a PBS documentary on best places to live around the country but the video really showcase particular businesses or entities in order to advertise or exhibit their work or services. It seems to her now that OnDemand contacted them to see if the County would be interested in purchasing advertising services from them. She stated that On Demand is not associated with PBS. Commissioner Lauer

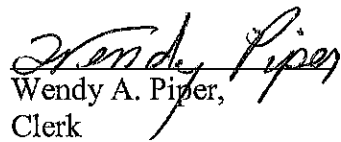
thanked Commissioner Piper for all the work that she put in thinking that this would be a good opportunity for Grafton County. Commissioner Piper stated that it seems that the company was soliciting and that was not the initial feeling she got from it.

Commissioner Piper attended the UVLSRPC annual meeting. She also attended the public hearing for the TIF district In Lebanon on June 20th.

Commissioner Lauer stated that Farm and Forestry Day was a big success and thanked everyone from the county who worked very hard to make it happen.

11:18 AM with no further business the meeting adjourned.

Respectfully Submitted,


Wendy A. Piper,
Clerk

Grafton County Department of Corrections
Monthly Program Department Update
May 2018

To: Superintendent Elliott
From: Sergeant Deem
Subject: Programs Update
Date: June 4, 2018

For the Month of May 2018 Programs department provided various services to over 45 different inmates for approximately 736 hours. Services include SUD groups and individual counseling, HiSET along with volunteer services such as AA, Individual Bible Study and Church Services.

May 2018 Population Average

- Average in house population- **90**
- Average Checked out- **43 (Including GCPTS)**
- Total Average – **133**

Individual Counseling- 16 Total Individual Counseling Hours

- Female- **8 hours**
- Male- **8 hours**

SUD Treatment Groups- 350 Total Group Hours

- Female- **92 hours**
- Male- **258 hours**

Vocational and Educational – 162 Total Group / Individual Instruction Hours

- Female- **51 hours**
- Male- **111 hours**

Volunteer Programs

- **AA- 66 Total hours**
 - Female- **30 hours**
 - Male- **36 hours**
- **Individual Bible Study- 29 Total hours**
 - Female- **27 hours**
 - Male- **2 hours**
- **Church Service- 11 Total hours**
 - Female- **0 hours**
 - Male- **11 hours**

FIRRM – Sentenced Participants

- **Third Graduate- Brent Barrett**
- **In House Level 1- 5**
- **EM- 3**

****Spring 2018 Crossroads Completed****