

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

June 30<sup>th</sup> 2015

PRESENT: Commissioners Cryans, Richards and Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: Craig Labore, Lara Saffo, Brent Ruggles, Tom Elliott, Lucille Amero, Donna Cramer, Kelley Monahan, Bill Bolton, Robert Fillion

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

NHA Labore arrived and requested to go into nonpublic session.

\*9:03 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:09 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards moved to approve the grade change and promotion as requested by NHA Labore. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Cryans asked how the residents move to the Maple Unit went. NHA Labore stated that the move went very well. They started at 7:00am and were done just after 8:00am. NHA Labore discussed an issue with the shower draining out onto the floors due to a wrong pitch in the shower floors but stated that it is going to be taken care of. He stated that there is also an issue with the water lines to the juice machine. He said they are currently giving the residents bottled juice and are taking care of that issue as well.

NHA Labore discussed details from the County Finance Meeting with the Commissioners.

Atty. Saffo arrived to ask permission to close her down office for a staff retreat on July 10<sup>th</sup>. She stated that there are no trials in the month of July but they will be able to be reached if needed. The theme of this year's retreat is team work and innovation.

Commissioner Lauer moved to close the Attorney's Office on July 10<sup>th</sup> as requested by Atty. Saffo for their staff retreat. Commissioner Richards seconded the motion and all were in favor.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
6-30-2015

AO – Attorney's Office

- Had to re-register all office phones manually, after switch rebooted from power failure.
- Another VoIP phone was requested, and we determined best connection procedure.
- Ordered a VoIP phone to put in place as requested, and will use "switch" port to feed MFP.
- Assisted employee with issue playing videos and not hearing audio.
- Change of email address for AmeriCorps Volunteer to a Generic named account.
- Setup email account for Interns.
- Setup accounts for new staff.
- Completed basic network\computer orientation training with new hires.
- Added printer from the courtroom to attorneys laptops.

AS – Alternative Sentencing

- POE switch failed, and had to swap some ports around for VoIP phones to power on. Had to put a couple POE injectors in place as well.
- Network card on MFP seemed to fail. Contacted WB Mason and had one of the Techs come onsite and perform service on it.
- Setup installed and configured Server to run new assessment testing software.
- Opened ticket to VoIP service provider, as a certain extension is having multiple issues.
- Issue was resolved.
- Installed fresh server OS on unused standalone box, for software and database for client shared program.
- Installed the assessment software on the new server, and tested it on a couple client installs as well.
- Deployed new server to its permanent location in the Server Room.
- Verified that the client software can talk to the database on the server.
- Set up 2 users laptops with docking stations.
- Resolved laptop NIC connection issue with no internet access. Rolled back driver and re-installed latest one again.

CE – Cooperative Extension

- Adjust Remote Access Software on 3 computers

#### CO – Commissioners' Office

- Employee was concerned that she heard “beeping” coming from her station, after she attempted to copy a document. It seemed she tripped a breaker. Called maintenance
- Resolved issue for executive directors email not processing with attachments.
- Execute IT exit procedure, disable software accounts, setup auto-reply and setup monitoring of email.
- Relocated PC system and printer in AP office.
- Completed Fiscal IT Audit form for External Auditors.

#### DoC – Department of Corrections\Community Corrections

- Swapped out battery pack in in DVR room battery backup system.
- Resolved issue with Touchscreen PC in one of the inmate units.
- Resolved issue with Wireless Tablet in one of the inmate units.
- Setup email for user to work with correctional facility software
- Completed refresher course with DoC admin staff on the door control system.
- Did basic network\computer orientation training with new hires.
- Changed accounts for user after name change.

#### HS – Human Services

- Installed and setup new Laser Printer.

#### HR – Human Resources

- Execute IT exit procedure, disable software accounts, setup auto-reply and setup monitoring of incoming email.
- Resolved password issue for user
- Resolved DNS error on user system.
- Assist with Badge ID Printing software.

#### IT – Department of Information Technology

- Triage, repair, reconfigure, patch and fix Network Switches and Phone Systems damaged from Electrical Storm – Took 4 days to get all backup and running.
- Located and labeled and verified all physical servers, recorded location in IT inventory software.
- Created database backup for one of the new Servers.
- Call in last Sat. - Worked with IT Manager to resolve VOIP Phone system issue with incoming calls.
- Installed imaging software on additional servers
- Install software update on 2 IT Servers, one to deploy automatic updates, one for inventory software.
- Changed url for Department heads to connect to time clock and financial software.
- Resolved automatic updates on IT department laptop
- Worked with IT manager to resolve drive space issue on NAS device.

#### MT – Maintenance

- Setup HVAC systems to allow access to maintenance logs.
- Setup imaging software on HVAC systems.

#### RD – Registrar of Deeds

- Swap external WAN Connection - after hours.
- Adjust Remote Access Software for new WAN on 3 computers.

#### NH – Nursing Home

- Routine resets on disabled PDA's
- Routine toner change in FAX machine on one of NH Units
- Researched and shopped around for protective case and stylus for dietary tablet.
- Had to relocate many connections in Server Room from one switch to another, as one of them does not give POE anymore.
- Assisted Doctor with failed dictating device for speech recognition software.
- Replaced battery in wireless mouse at Unit Secretary station.
- Replaced PC fan in PC. The original one was ticking.
- Resolved issue with transcription software.
- Resolved issue for user accessing documents.
- Put PDA s back in service after being repaired by vendor another after OS failure.
- Worked with Vendor to resolve issue with LNA s accessing the software to document care.
- Established remote access for Vendor to do work on NH resident record software.
- Did retraining on Windows, Kerio use for user returning to work.
- Resolved pdf opening in email issue.
- Disassemble Kiosks, perform fan and case cleaning and vacuum install updates and reinstall to Maple unit.
- Move all Computers, Printers, Phones, Wireless PDA's from Profile down to Maple Unit.
- Removed Touch Screen Kiosks from Profile Unit to allow demolition/renovations work.
- Resolved password issue for user to get to resident care software website.
- AHT update.
- Resolved DNS issue for claims server.
- Setup new Secured Remote Access Server.

#### SO – Sheriff's Office\Dispatch

- Integrated NIC failed on one of the PC's, and had to install a PCI-Express NIC, with current IP
- Contacted Dell Support, and they gave me an update for the failed NIC card, and it seemed to work.
- Worked with vendor to resolve issue with accident reports in software used by PD s.
- Resolved issue with file extensions.
- Changed over from old to new external WAN circuit for SO and Dispatch.

Yours in Service,  
Brent Ruggles  
IT Manager  
Grafton County Department of Information Technology

Supt. Elliott arrived and gave the following report:

June 30, 2015

Commissioners Report

1. Population:            In House: 84            F Unit: 29  
   E Unit: 21  
   D Unit: 20  
   C Unit: 11  
   Intake: 3
2. Community Corrections Report:
  - a) Drug Court:            Supervising (15) 2\* in custody
  - b) Electronic Monitoring: Supervising (6)
  - c) Daily Work Release: Supervising (1)
  - d) Operation Impact:    Sgt. Larson conducted presentations at Woodsville Elementary, Blue Mountain Union and Newfound Middle School.
  
  - e) Community Work Program: Community Corrections supervised work crews at the Plymouth Grange Hall, Habitat for Humanity in Holderness, Lafayette School, Orfordville Town Hall and Ray Burton Museum.
3. General:
  - a) HISET graduation  
- Supt. Elliott stated that their graduation is being held tonight at 6pm. There are between 10-14 graduates for tonight's ceremony and they have had forty (40) people this fiscal year graduate
  - b) Department Standard Operating Procedures  
- Supt. Elliott stated that he is in the process of revising the Department of Corrections handbook and hopes to have it done by September
  - c) Salvaged vehicle  
- Supt. Elliott stated that he had Stockley's from Lisbon come take the old van. They received \$100 in salvage for the vehicle and it is no longer on the property.
  - d) Pre-trial Parenting class  
- Supt. Elliott stated that this class is two (2) weeks long, with ten (10) sessions that was finished up last Friday. The curriculum is from Purdue University and is taught by Sgt. Deem and Angela Thomas Jones. They had eight (8) males and nine (9) females graduated.

ASD Amero arrived and gave the following report:

Alternative Sentencing Programs Commissioners Report June 30, 2015

Monthly Drug Court Report June 30, 2015

Total Participants: 15  
Female: 6  
Male: 9  
Total Prospective Clients on List: 5  
Total Clients Terminated: 0

Monthly Mental Health Court Report June 30, 2015

Total Participants: 19  
Total Prospective Clients on List: 18  
Total Participants Unsuccessfully Discharged: 0  
Veterans Being Assessed for MHC/with the VA: 3  
Participant Graduations: 1

Monthly Juvenile Restorative Justice Report June 30, 2015

Total New Participants for CADY Central: 1  
Total New Participants for CADY North: 0  
Total New Participants for VCDP: 7

We are accredited.

Commissioner Cryans thanked ED Libby, department heads and staff for their work on the FY16 budget.

Commissioner Cryans asked if everyone had a chance to read the minutes from June 16<sup>th</sup>.

Commissioner Richards moved to approve the minutes from the June 16<sup>th</sup> meeting.  
Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 669-670; 1199-1207.

ED Libby submitted a CDFA Drawdown Request for the 2014 Micro Credit grant in the amount of \$31,991.00.

ED Libby stated that part of the timber sale that is going to take place is crossing a wetland location on the property and they have to fill out a wetlands forestry notification.

HRD Cramer arrived and discussed the revisions and updates to the employee handbook with the Commissioners and answered various questions.

Commissioner Lauer moved to approve the recommended changes to the employee handbook. Commissioner Richards seconded the motion and all were in favor.

RD Monahan arrived with HRD Cramer and requested to go into nonpublic session.

\*11:06 PM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A: 3, II (a). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*11:28 PM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

\*11:28 PM - Commissioner Richards moved to enter into non-public session for the purposes of consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community according to RSA 91-A:3, II (d) Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*11:44 PM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

ED Libby submitted the PA-28 Inventory of Taxable Property Form for Livermore for all Commissioners to sign.

ED Libby then submitted an Application for reimbursement to towns/cities in which federal and state forest land is situated for all three (3) Commissioners to sign

Request from Conservation District – ED Libby stated that the Commissioners received an email from Pam Gilbert stating that the Conservation District would like to talk to about moving to the

county complex full time once the nursing home project is completed. They would need more space than they have now. Commissioner Cryans asked ED Libby to get more information about what they may pay for rent in Orford. ED Libby stated that they are interested in moving into the offices here in the basement but this is deeds space and would like to find out what RD Monahan has planned for this space once the construction in the nursing home is completed.

ED Libby gave the Commissioners the timber sale supervision agreement that Dave Falkenham has drafted for their review. They reviewed and discussed the agreement. They stated that they are concerned that hours are not listed in the agreement and all agreed they would like the time reduced to eight (8) hours a week. ED Libby stated that if a qualified forester is hired in time they will not need this agreement.

FY2015 PILT – ED Libby stated that this year they had budgeted \$90,000 and received \$113,000.

FY2015 Abandon Property Receipt – ED Libby stated that they had budgeted \$20,000 and received \$119,000. The yearend revenues are looking very nice.

FY2016 Workers Comp Premium Holiday –ED Libby stated that they budgeted \$50,000 this year and received \$98,982.91. Our premium is \$217,588.36.

Interim Audit – ED Libby stated that the auditors were here two (2) weeks ago. Everything went well and they will be back 27<sup>th</sup> – 30<sup>th</sup> for the yearend audit.

Payroll Coordinator Position – ED Libby stated that she has filled the payroll coordinator position. The new hire comes with nineteen (19) years of payroll experience at SAU and is certified in the software that we use. She stated that she will be staffed next week at the latest and that it should be a smooth transition.

Commissioner Richards stated that she will try to make it to HISET graduation tonight. She then stated that she wanted to discuss farm advisory meeting/5 year plan meeting and when the next meeting will be held. It had been stated that it would be held on July 29<sup>th</sup> but due to the lack of information regarding the meeting and with Commissioner Richards being on vacation they will reschedule for some time in August.

Commissioner Cryans stated that he attended the County State Finance Meeting and they had previously discussed details from that meeting when NHA Labore was here.

Mr. Fillion stated that he would like to make comments about things he has observed. He stated that he has been to a dozen meetings and until today he was the only citizen of the county. He also stated that he estimates that there are over 3,000 counties and 95% of them operate libraries but Grafton County doesn't consider it appropriate to do so.

B. Bolton stated that they put the meetings on the public access channels in Plymouth. Commissioner Lauer stated that there are no local public access channels here in the area.



12:21 with no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk