

COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy.  
North Haverhill, NH 03774  
Tuesday July 26, 2011

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

9:06 AM Commissioner Cryans opened the meeting and Commissioner Burton led with the Pledge of Allegiance.

Director Clough passed out current job descriptions and updated resumes from Department Heads for the Commissioners to review.

Commissioner Cryans asked if everyone had a chance to read the minutes and if there were any changes or corrections.

Commissioner Ahern said that after the non-public session last week they did not move to seal the minutes and read the RSA (91-A:3-III) pertaining to sealing minutes and said that he didn't see where it couldn't be done at a later time. He said he feels they should be sealed. Commissioner Burton said that he feels all non-public minutes should be sealed.

Commissioner Burton moved to seal the minutes from the non-public session on July 19, 2011 which was seconded by Commissioner Ahern. Commissioners Burton and Ahern voted yes while Commissioner Cryans abstained.

Commissioner Burton moved to accept the minutes of July 19, 2011 as amended, which was seconded by Commissioner Ahern. Commissioners Burton and Ahern voted yes while Commissioner Cryans abstained.

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

The campus project for networking and getting things in order for the new Jail were discussed.

**Corrections Superintendent Glenn Libby** arrived with his report. \*(see attached)

There are 106 inmates in-house, 16 in Drug Court (4 in custody) and 6 on electronic monitoring.

The Farmstand is doing well though there have been a few complaints from seniors about the reduced discount. It was suggested that they write the Board of Commissioners. Supt. Libby attached a list of produce and eggs from the Farm that has been used in the Jail kitchen since January.

Commissioner Cryans commented that the last GED graduation was exceptional and congratulated Supt. Libby and his team who continually manage to pull these off.

Supt. Libby thanked the Commissioners for their support.

Commissioner Burton noted that Supt. Libby was the glue that held the Jail together and Supt. Libby said that it was his staff who are doing all the work and managing to keep it all together.

Commissioner Burton said that he had spoken confidentially to a nurse in the Jail who said that since the new budget, she feels less safe in the Jail.

Commissioner Burton had also spoken to a State employee in the Courthouse who suggested that a tour of the Jail for the people in the Courthouse would be a good idea. Commissioner Burton thought perhaps it could also include any town or County employee who might be interested and could be done after hours. Supt. Libby said he would work something out.

Commissioner Ahern asked if Supt. Libby might consider giving GED graduates a dictionary as a graduation gift and he said he had and that they might even have some available. Commissioner Burton said he supported that.

Commissioner Ahern asked if there was any reduction in staff at the current facility due to changes in the budget which might make the nurse feel uncomfortable and Supt. replied that there hasn't been any reduction but rather a change in the way the shifts are covered. He said that he's also lost some key personnel so many of the Officers are uncertified. He said they will have to do more academies and more training. He said he will address the concerns of this nurse and make sure that the staff feels safe.

H. Brown was recognized and asked Supt. Libby about the bonding process at the Jail because he had read in previous minutes that the Jail would no longer be taking bond payments from those being brought to the Jail.

Supt. Libby stated that the Jail will no longer act as bond agents as they had in the past. This is not something that is required by statute and is the true responsibility of the State to which the Jail will now relinquish responsibility to.

H. Brown asked how long a person would have to wait to get out of Jail and Supt. Libby said it would depend on how long it took a Bail Commissioner to come and post bail for the person. H. Brown said he felt there is an issue with this and feels the Jail should continue with the way it is statutorily supposed to and they should accommodate this procedure. He said the "buck stops with the Board of Commissioners" and they should insist that this practice continue. Supt. Libby said the County is not statutorily mandated to do this. He said Bail Commissioners are trained and paid to handle this function.

Commissioner Burton said that if Mr. Brown was concerned about this, Chief Justice Dalianis is scheduled to come to the Courthouse next Thursday and Mr. Brown could put something in writing for her at that time.

H. Brown asked if this change was due to budget cuts and Supt. Libby said that it's not all about the budget and that the Jail is trying to reduce the amount of cash that it handles. He said his staff is not bonded, or trained and transporting money to the bank puts them in a position of personal liability. He said the Bond Commissioners work on behalf of the

Court and it is their job for which they are paid.

Commissioner Ahern said that he felt good that the Jail has decided to discontinue taking bond money and there is a procedure, per legislation, that is in place to handle bonding of those being brought to the Jail. He said there is no sense in putting the County at risk.

Community Corrections has two vehicles that they put out to bid. Five bids were received.

<u>Bidder</u>	<u>2004 Crown Victoria</u>	<u>2005 Crown Victoria</u>
Fred Coley	\$856	\$856
Bay Ridge Motors	\$275	\$525
Wm. Doucette	\$257	\$357
Adv. Driving Security Inc.	\$500	\$400
Liberty Motors	\$329.99	\$329.99

Commissioner Ahern moved to award the bid for both the 2004 and 2005 Crown Victoria's to the highest bidder, F. Coley in the amount of \$856 each, which was seconded by Commissioner Burton. All were in favor.

**Treasurer Carol Elliott** arrived to review the County Investment Policy with the Commissioners. She said she had edited it slightly at the request of Commissioner Ahern. Primarily the wording of County Administrator was changed to Executive Director. Treasurer Elliott went over some items with the Commissioners and said that she had compared the document to those used by other counties and towns and this mirrored those closely.

Commissioner Cryans said that if Treasurer Elliott followed all the RSA's and reviewed the policy with other towns and counties then he was comfortable with the policy. Commissioner Burton noted Treasurer Elliott's many years of service which included 16 years as Grafton County Register of Deeds, 18 years as a town clerk, 6 years as Grafton County Treasurer, and 6 years as a town Treasurer. He said there is a huge accumulation of experience there and he has full confidence in the policy.

Commissioner Ahern said that not having seen the policy before he just wanted to ask the questions. He said it is good to have this policy and he appreciates the changes that Treasurer Elliott made and thanked her for her knowledge and expertise which is a benefit to the County.

Commissioner Burton moved to approve the Investment Policy presented by Treasurer Elliott which was seconded by Commissioner Ahern. All were in favor.

Director Clough presented the Commissioners the order for the TAN's which was signed by the Chairman of the Executive Committee and were authorized, by vote, by the Delegation to borrow up to \$5M. The order requires the signature of the Commissioners.

Commissioner Burton moved to approve the order for the Tax Anticipation Notes which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the order.

The Commissioners signed the Investment Policy for the Treasurer.

Maintenance Superintendent Oakes arrived.

\*10:32 AM - Commissioner Ahern then 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 Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and will now go into non-public session.

\*10:55 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

Commissioner Ahern moved to concur with the recommendation of the Maintenance Superintendent regarding one of his staff, which was seconded by Commissioner Burton. All were in favor.

Commissioner Ahern asked Supt. Oakes about succession, particularly with regard to the new Jail, should something befall him,. He replied that he has three people that he expects will be ready to go into the new Jail and he feels comfortable about that.

The Commissioners signed the check registers.

The Commissioners signed letters that will be sent to certain employees.

Commissioner Cryans signed the MS-46 Report.

Director Clough informed the Commissioners that the fiscal year 2012 cap had been set for Human Services and it is \$382K less than what was budgeted. She said that the HS budget should be under expended going forward.

County Attorney Lara Saffo and Human Resource Director Mike Simpson arrived.

11:05 AM – Commissioner Ahern moved to enter into non-public session for the purposes of discussing the hiring of any person as a public employee according to RSA 91-A:3, II (b). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern “yes”; Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and we will now go into non-public session.

\*11:30 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

Atty. Saffo said that she has learned that there is not going to be any open space available upstairs in the Courthouse but is still interested in using the area where the Human Services Office was, which is currently empty.

Commissioner Burton asked if the Law Library gets used and Atty. Saffo said that the books are outdated and she feels the space could be utilized differently but that it was best to ask the Bar Association.

Director Clough said that she was informed by Supt. Oakes that the Master Gardner’s just finished the last phase of the gardens and he had suggested that the Commissioners formally recognize them for what they have done at the County complex. She said that they have an annual meeting in Woodstock and Supt. Oakes suggested that would be a good time to do this since they would all be together. The Commissioners agreed it would be a good idea and will make arrangements.

Director Clough said that Supt. Oakes had made a request to Woodsville Water & Light to hold off on their hydrant fees for the Jail until October when the system actually goes online. WW&L had in return, asked for a formal notarized request from the Commissioners.

Commissioner Ahern moved to supply a formal notarized request to Woodsville Water & Light asking them to delay charging hydrant fees until October, 2011, which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the request which Director Clough notarized.

Director Clough informed the Commissioners that there have been vehicles left in the Courthouse parking lot over night on the weekend and the County contracts with the DMV to use the parking lot on weekends for their motorcycle training. Director Clough has drafted a memo which will go to all the employees at the Courthouse informing them that they may not leave their vehicles in the upper parking lot on the weekend. If a vehicle should be left there, it will be towed at the owner’s expense.

Commissioner Ahern moved to approve the memo to the Courthouse employees regarding overnight parking on the weekends which was seconded by Commissioner Burton. All were in favor.

Director Clough presented a request for educational assistance from an employee at the County Attorney's office who is working towards her degree in business.

Commissioner Burton moved to approve the educational assistance which was seconded by Commissioner Ahern. All were in favor.

An application for reimbursement to the towns and cities in which federal and state forest land is situated for forest land was signed by the Commissioners. The application is for the unincorporated town of Livermore

Director Clough informed the Commissioners that the suspension that was given to an employee last week is being appealed to the personnel committee of the County Delegation and Director Clough is working with Chairman Bulis to have a public hearing.

Director Clough informed the Commissioners that Melanson & Heath auditors are here doing the financial audit and there are members of the firm who are also here doing the performance audit.

#### COMMISSIONER ISSUES:

Commissioner Burton said that he spoke with Mr. Sullivan from Melanson & Heath and they would like a chance to speak with the Commissioners at some point.

Commissioner Burton will be attending the North Haverhill Fair.

Commissioner Ahern said that he was invited, as Commissioner, to Plymouth State University to attend a President's Tea for educators and visitors from Pakistan.

Commissioner Ahern said he was looking back at some old papers and saw a newspaper ad from the County for the sale of a truck with about 30K miles on it. He wondered why that could not have been kept for use at the Farm.

12:00 PM 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  
07/26/11

AO – Attorneys Office

- ⤴ Laptop training with SGOLDEN, review network connectivity
- ⤴ Assist Detective with video viewing issues and review of existing video's on DVD's for upcoming case.
- ⤴ Reinstall Sharpdesk software on AFARINA's system.
- ⤴ Helpdesk - Corrected issue with Ruth's JD software, and printing PDF's. Updated all IT approved applications as well as system firmware , bios, OS updates. Found DVD RW in system to be defective.
- ⤴ Assisted with download/upload for grant form for AG that had proprietary Adobe formatting.
- ⤴ Helpdesk - Corrected Wireless settings default application for PDF documents on Attorney Bleier's system.
- ⤴ Helpdesk - Checked the setting's for a bridge Program between JD and Outlook . All settings were correct.

CE – Cooperative Extension

- ⤴ No calls

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

- ⤴ Issues with CO Phone System Voice Mail continue, still looking at cause of failure.
- ⤴ FIX Microsoft Security Update Issue - Needed to restore desktops and document path for many users.
- ⤴ Replace faulty Hard Drives and reinstall Operating System and applications on receptionist's system.
- ⤴ Added Sharp Color Printer to Receptionist's system to allow proper printing of name badges.
- ⤴ Set file association for .DAT files to open with note pad for Leslie to edit certain payroll related files.
- ⤴ Helpdesk - Set zoom in IE to 75% to help KMURRAY view certain screens for Web based applications.
- ⤴ Installed a Local printer on KMURRRAYS PC to allow local printing from banking application.

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

- ⤴ Replaced Jen stones toner cartridge. Jen will need a new Drum soon. Life is down to approx 25 Percent.
- ⤴ Closed email accounts for Discharged Employees. Created Email accounts for New Employee.
- ⤴ Clean, refocused Web cam on Court House roof.
- ⤴ Installed PDF software for Chris Larson To be able to correctly print off reports from OMS Software.
- ⤴ Helpdesk - JCOMBS Laptop hard drive issue, system not booting repaired file set new boot block system now booting
- ⤴ Install Food Services Database Software and data from Laptop in need of repair to new laptop.

## IT – Department of Information Technology

- ⤴ Started scheduling and meeting with various Vendors for upcoming Network Consolidation Project.
- ⤴ Reviewed needed electric circuits in various data telco closets with Maintenance Manager and JTUMOS for upcoming Network Consolidation
- ⤴ Completed installation of 13 additional network circuits at the Nursing Home, installation completed by Interstate Electric.
- ⤴ Installed rails and mounted Laserfiche server in Server Rack enclosure.
- ⤴ Installed and configured additional Public WIFI access points at the CourtHouse to provide wireless access to Staff, Public and or Vendors. New area includes Grand Jury room, Messanine and EOC for emergency access to other safety agencies.
- ⤴ Replaced damaged backup drive for use on CO Server.
- ⤴ Meet with Communications Director and Dipatch Team to review rearrangement of Dispatch room and IT related wiring.
- ⤴ Meet with HS Director and Goodwill Industries regarding setup of Laptop Lab for Employment Assistance Grant on 2nd floor, review network availability and laptops and printer.
- ⤴ Install new Automated Network Inventory and Helpdesk software on server FS01.

## MT – Maintenance

- ⤴ Replaced dead PC for Maintenance Supervisor RTHOMPSON.
- ⤴ Email training with new Maintenance Staff Electrician John Tumosa.
- ⤴ Ordered replacement Laptop for Maintenance Manager JOAKES.

## RD – Registrar of Deeds

- ⤴ Helpdesk - Unlock Email account for user.

## NH – Nursing Home

- ⤴ Utilized old PC system to install in Kitchen Managers office for assistant to use.
- ⤴ Changed log on script for Michelle J. to remove no longer needed drive mapping.
- ⤴ Meet with MDS Administrator about AHT issues, submit copy of database to AHT (software vendor) for analysis.
- ⤴ Setup Equipment for NH staff to view training Webinar on new MDS guidelines and regulations.
- ⤴ Email training with MDS Coordinator on how to create distribution list.
- ⤴ Training with MDS Coordinator on file transfer process to transmit claims.
- ⤴ Corrected Computer wire placement for MDS Administrator to work comfortably.
- ⤴ Helpdesk Support for PDA setting's changed by users through out the month.
- ⤴ Corrected issue printing of Lab reports for Cottage Hospital software on Granite system.
- ⤴ Helpdesk - Activities Director had printing issue that turned out to be document issue, resovled.
- ⤴ Replaced keyboard's on Profile Nurses stations.
- ⤴ Replaced Toner cartridge for Granite RN stations and set default printing.
- ⤴ Training - Showed Health Information Director on how to create a PDF from the Cottage lab

VPN to be latter printed on the local LAN.

- ⤴ Installed 2 AHT Software Update's.
- ⤴ Repair faulty network connection to Desktop PC in Purchasing Department.
- ⤴ Nursing Home Administrator having trouble with SKYPE. Reinstall application and camera drivers, resolved.

SO – Sheriff's Office\Dispatch

- ⤴ Make Profile changes on all Dispatch Consoles.
- ⤴ Assisted Sheriff with Email issue, resolved.
- ⤴ Detective James having a printing issue on the Complaints printer. (Okidata). Cleared the Jobs in the printer Que

**July 26, 2011**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 106</b>	<b>Maximum:</b>	<b>19</b>
		<b>Medium</b>	<b>24</b>
		<b>Minimum north:</b>	<b>15</b>
		<b>Minimum south:</b>	<b>10</b>
		<b>WHOC:</b>	<b>24</b>
		<b>Max/Handicap:</b>	<b>03</b>
		<b>Lockblock/Seg:</b>	<b>11</b>

**Weekenders: 9**

**Out of facility: 43**

**2. Community Corrections Report**

- a) **Drug Court – supervising (16) \*4 in custody**
- b) **Electronic Monitoring – supervising (6)**
- c) **Daily Work Release – supervising (0)**
- d) **Operation Impact – Sgt. Larson is helping out with transports**
- e) **Community Work Program – farm/garden work – Helping with fair**

**3. General**

- a) **Farm Stand report - update**
- b) **Jail kitchen report – attached – Commissioner input?**

**4. Commissioner Items**

- a) **Commissioner Ahern – none**
- b) **Commissioner Burton – none**
- c) **Commissioner Cryans – none**
- d) **Are there any Commissioner concerns? - input sought**

**Upcoming events:**