

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
July 23, 2019

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

OTHERS PRESENT: IT Manager Ruggles, Supt. Elliott, Supt. Oakes, Alternative Sentencing Director DePalo

EXCUSED: Commissioner Piper

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

IT Manager Ruggles arrived and presented the following report:

Grafton County Department of Information Technology
Monthly Summary Report
July 23rd, 2019

AO – Attorney's Office

- Completed removal of browser extensions and system maintenance on laptop used by AO Office Manager when not onsite.
- Detective's office phone would not power on. The PoE port which that phone was connected and the phone itself, both had failed due to lightning strike from storm.
- Worked with VicWit employee on investigating an issue with custom settings not retaining in the website they use.
- Retrieved a few deleted voicemails from the voicemail server for user.
- Setup Case Intake PC to be able to print to the front printer.
- Sharp MFP Fax machine would not send or receive faxes. Shut the main power off and back on. All the received jobs started to then print out. Timing of problem coincided with lightning storm.
- Forced an email delivery that an attorney got a bounce back for when replying to an email. Originally got blocked because of an embedded hyperlink in the recipients email signature.
- Updated Flash Player on Vic Wit PC.
- Created a PDF of a receipt that was embedded into an email that needed to be printed out.
- Attorney reported delays when typing with her USB keyboard. Changed the batteries in that keyboard.
- She also reported a certain web browser would take too long to open any page. Cleared the cache and cookies in that browser.
- Created a folder in the Vic Wit Network folder for staff to share and view files. Also created a shortcut on their Desktops.
- Uploads would fail when employee would try to copy it from Network folder to the web

program. It would work when the items copied from her local Desktop. Will need to investigate the Permissions of the Network folders.

- Got a few employees swapped over to a new web browser, and will see how it performs.
- Attorney would send emails w/ attachments, and would get stuck in the email Program's Outbox. There were OS Updates that were pending a restart of the computer.
- Worked with users on issues with problems uploading documents to case management software.
- IT came up with new process to save encrypted PDF files to PBK as non-encrypted.

AS – Alternative Sentencing

-

CE – UNH Cooperative Extension

- Reset Voice mail password for Forester at Cooperative Extension.

CO – Commissioners Office

- County Administrator could not login to the video camera client. Noticed Ethernet cable was plugged directly into laptop changed it to plug directly into docking station Ethernet port and updated DHCP reservation to reflect change

DoC – Department of Corrections

- Created Accounts for new CO's
- Disabled accounts for separated CO's
- Food supplier's now uses a new inventory App for tablet. Had to find where to bring up Reports and email as a spreadsheet.
- Renamed employees Domain account to reflect her new married name. Then had to completely remove her Profile on her PC then have her login with new credentials.
- Replaced UPS at the Lobby workstation, and replaced the battery in the old one.
- Handed a newly setup laptop to Programs. They are awaiting a new cart to be set up and monitor mounted, for one of the classrooms.
- Setup new laptop for the Sgt. to use for Outreach.
- Installed a third-party calculator on LT's laptop.
- Had a report from Medical of the phone having a broken dial-tone. The phone was being forwarded to the Medical Coordinator's extension.
- Nurse couldn't print MAR Labels to the label printer within the Pharmacy Terminal Server Session. Chose the correct printer for the MAR Labels in the Printer Configuration.
- Assisted Sergeant at DoC with fixing issue with laptop, no internet access and unable to access inmate software.
- Continue work with outside Vendors on getting Interface in place for new EMAR Software.

HR – Human Resources

- Completed cleanup and removal of unneeded software to resolve word processing issue for HR staff member.

- Resolved email issue for HR director. Browser needed clearing of cache.
- Resolved connectivity issue for HR director laptop had wireless and wired on. Disabled the wireless corrected DNS.
- Supplied Employee's new PC with an external DVD drive.
- Copied Desktop items from HR/Finance Assistant's PC to on that she was using down in HR. Also put any other necessary program shortcuts on the Desktop.
- Fixed the print driver for the ID card printer on HR Generalist new PC. It wouldn't connect to the Ethernet printer, and there was a new driver update.
- Installed new Media Player on employees PC, so it could play a certain DVD.
- Installed new PDF software on all HR systems.

FA – Farm

- Per request from Farm Manager removed certain software from Farm PC.

IT – Department of Information Technology

- Worked with Accounting team and rolled over 2018-19 Fiscal Year in Accounting Software.
- Closed out IT Budget for fiscal year submitted all invoices and request for encumbrance for EMAR project at Jail.
- Performed Monthly OS security updates.
- Installed Anti-Virus software on new servers.
- Rebooted Anti-Virus relay server to correct connectivity issue to Active Directory.
- Serviced printers that were replaced at the NH. The printers will be used as spares or repurposed.
- Worked with department manager to setup NAS device to be used for disaster recovery.
- Installed additional memory for new NAS.
- Completed run of diagnostic utility to send information to AV vendor to correct websites that were incorrectly categorized.
- Updated OS on NAS devices.
- Deployed application security updates
- Deployed Browser Security updates
- Removed AV from retired PC systems to regain AV license.
- Removed batteries from a few rack mounted UPS's, and took all our bad batteries and empty UPS's cases down to Maintenance.
- Contacted computer manufacturer, as a brand new laptop had a defective keyboard, out of the box.
- Created a local profile on the maintenance HVAC server, for access of remote support.
- Rebooted one of the 2nd floor WAP's in the Admin Building.
- Received the replacement laptop, and got the other one shipped back.
- Performed Monthly OS Updates.
- Got the correct SMTP configuration on the Voicemail Server for email notifications.
- Purchased software licenses for help desk software.
- Renewed software licensing on primary email anti-virus and spam server.

MT – Maintenance

- Provide remote assistance to new HVAC software vendor to troubleshoot issues and review current HVAC system.

NH – Nursing Home

- Completed adding printer for Resident Appointment Coordinator after host computer for printer had changed.
- Added requested websites to allowed sites for RN staff.
- Resolved issue for NH admissions RN in viewing Calendar.
- Completed install of scanning software for HIM Director.
- Created folder for NH evaluation folder per request of the Director of Nursing. Folder will be used for collaboration with other RN admin staff.
- Installed two new replacement systems. Two remaining to complete replacement project.
- Worked with associate to resolve AV install issue on laptop.
- Disable accounts for separated staff member in Social Services.
- Completed adding hold folders on copier/printer for admin staff.
- Removed extension's from activities member's browser.
- Replaced Monitor for Activities aid.
- Completed setup of account for NH admin staff to submit bank deposits.
- Assisted HIM director with finding and downloading a Form for use with residents.
- Removed former employees email account.
- Set up 2-in-1 tablet/laptop to replace NH Administrators laptop.
- Disconnected Unit Secretary's computer and phone, so maintenance can move the desk out of the way to work on water line.
- Set up Offline Files on Administrator's 2-in-1, installed Stylus pen software, and set him up to print to the Lobby printer.
- Converted an HR in service training video recording for use on web site.
- Replaced the two Network connected printers at two of the Units nurses stations. Configured driver install on network print server.
- Investigated an issue an employee reported about issues with her desk phone sometimes not ringing. Performed a reboot on the phone.
- Issued one of the spare EMAR Chromebooks to a Nursing Unit because they were short one.
- Reported that one of the EMAR Chromebooks wasn't working properly. After investigation, it seemed to be a bad mouse. Replaced mouse.
- PC in Activities had to have the resolution adjusted, so the display fit the whole screen.
- Installed trail of PDF to excel software on business managers PC.

RD – Registrar of Deeds

- Reviewed issue with backup jobs not working, contacted vendor and requested instructions on how to fix this so we could build in house policy and train IT and Deeds staff on how to fix this vs. wait for call back to decrease downtime.

SO – Sheriff's Office\Dispatch

- Completed setup of requested accounts for new LPD Prosecutors.

Medical Coordinator Interviews – Supt. Elliott stated that Auralie Achilles is retiring at the end of August. They will be starting interviews tomorrow to fill her position. He stated that he wants to get someone started as soon as possible so they will have time to train with Auralie.

Inmate Transfer to SPU – Supt. Elliott stated that they have had a mentally ill inmate who has been in their custody for over 400 days. He recently began to have swelling from his knee down that resulted in lesions and he needed to be brought to the hospital to be treated. He would not take his antibiotics as prescribed because he thought they were trying to poison him. Supt. Elliott stated that they were unable to give him the antibiotics that he needed and the DOC had to repeatedly send him to the hospital. He stated that they coordinated with the County Attorney’s Office to temporarily transfer this inmate to the Secured Psychiatric Unit in Concord as they have more options to force inmates to take medications. He has been there since last Thursday; they do not have a timeframe that he will be back but he wanted to inform the Commissioners with what was going on.

Federal Inmates – Supt. Elliott stated that he was contacted by the US Marshal Service to inquire if Grafton County would house one (1) federal inmate. He stated that he doesn’t have enough information about what the requirements would be to take this inmate. He stated that they will be meeting with the US Marshal Service to discuss these details as he is not comfortable taking this inmate as of yet. He stated that he will keep the Commissioners posted.

More Updated Policies Coming – Supt. Elliott stated that next week he will send out the updated Community Corrections Policies for the Commissioners to approve at his August meeting. He noted that they will also be updating the inmate handbook.

Alternative Sentencing Director DePalo arrived and presented the following report:

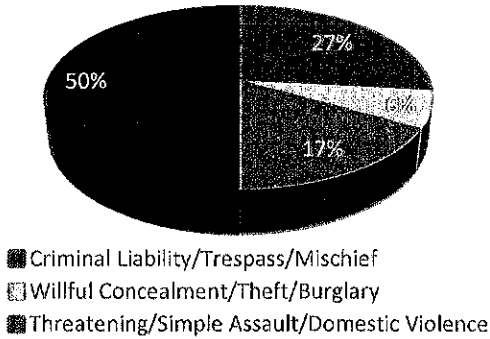
Director’s Report: June was a busy month with many programmatic changes. The programs MLADC left his position on the 12th and job posting went out to multiple sources. While the program has no LADC/MLADC the Director is handling all counseling and assessments as well as normal assigned duties.

Juvenile Restorative Justice

Grafton County Juvenile Restorative Justice Program is to promote community-based alternatives to the formal court process that; promote positive youth development, safer communities, integrates restorative justice practices, intervenes at the earliest possible opportunity and promotes reduction in juvenile crime and recidivism

| Program | Active Participants | New Participants | Completed | Cases Returned |
|---------------|---------------------|------------------|-----------|----------------|
| CADY | 6 | 1 | 1 | 1 |
| VCD | 8 | 0 | 0 | 1 |
| GCJRJ | 9 | 4 | 0 | 0 |
| TOTALS | 23 | 5 | 1 | 2 |

Charges



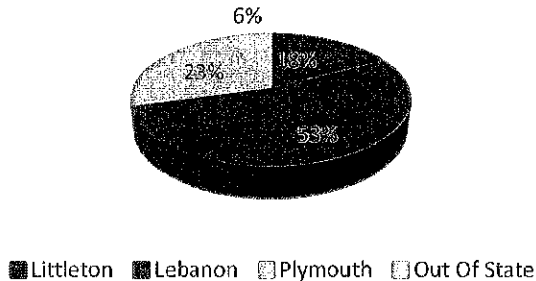
The juvenile program is obtaining more referrals due to school vacation. We are struggling to get panels scheduled due to the Directors schedule and the panel members. We currently have 7 panel members and would like to be around 10 members so we can have more panels completed each month.

Adult Diversion & Program

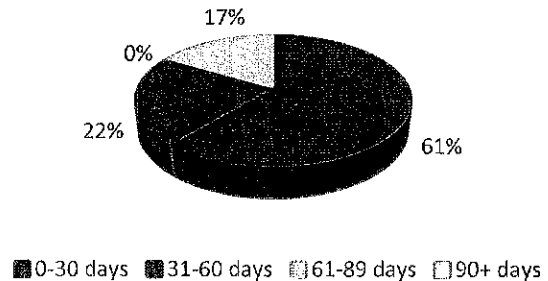
Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and other punitive sanctions including fines, probation and incarceration.

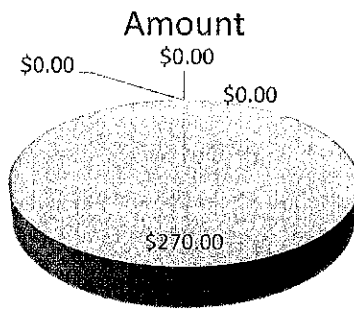
| Active Participants | New Participants | Graduated | Fees | Prospective Participants |
|---------------------|------------------|-----------|-------|--------------------------|
| 15 | 2 | 0 | \$270 | 13 |

Geographics



Plea to Acceptance





■ Positive UA's ■ Missed Appointment Fees ■ Late Appointment Fees ■ Program Fees

Adult Diversion is going well. Referrals continue to trickle in but we are looking for a better way to obtain contact information as the Discovery usually has an old number on it. We are expecting 5 participants to graduate in Aug

Misdemeanor Diversion has 3 participants and no current perspectives.

C.A.R.E

We currently have 10 participants in the program, with 3 perspectives. Probation and Parole has stated this program has been extremely helpful in ensuring clients are being seen and being randomly tested for illegal substances. Since starting the program we have gotten 4 people into detox/aftercare, 8 clients insurance, and 2 clients into MAT programming.

Mental Health Court

Grafton County Mental Health Court seeks to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with a mental health illness. Our goal is to promote prompt intervention, education, treatment and recovery in order to improve the quality of the individual's life, reduce recidivism and improve community safety

| Location | Active Participants | New Participants | Veteran Participants | Prospective Participants | Completed |
|------------------|---------------------|------------------|----------------------|--------------------------|-----------|
| ASSERT Littleton | 6 | 1 | 1 | 1 | 0 |
| HOH Lebanon | 9 | 0 | 2 | 6 | 0 |
| PMHC Plymouth | 4 | 0 | 0 | 3 | 0 |
| TOTALS | 19 | 1 | 3 | 10 | 0 |

MHC Coordinator is working with the director to ensure all policies, procedures and files are up to date and in black and white. Due to MHC Coordinator working solely on this court much of the information hasn't been transferred from brain to paper. MHC continues to work with area mental health agencies to ensure contracts are being followed and our client's well-being remains in the forefront.

Budget Report

June Revenue is average for services rendered.

| | JAN | FEB | MAR | APR | MAY | JUN |
|-------------------|------------|------------|------------|------------|-------------|------------|
| JRJ | \$300.00 | \$125.00 | --- | --- | \$6,000.00 | \$100.00 |
| AD | \$905.00 | \$510.00 | \$395.00 | \$515.00 | \$840.00 | \$270.00 |
| MISSED | --- | \$65.00 | \$65.00 | --- | \$24.00 | |
| LATE | --- | --- | --- | --- | --- | |
| + UA's | \$100.00 | \$50.00 | \$50.00 | --- | --- | |
| MRT | --- | --- | --- | \$105.00 | \$35.00 | |
| CARE | --- | --- | --- | --- | --- | |
| MISSED | --- | --- | --- | --- | --- | |
| + UA's | --- | --- | --- | --- | --- | |
| BDAS | \$2,475.00 | \$2,129.60 | \$1,678.60 | \$2,675.20 | \$4,900.50 | \$3,249.40 |
| Monthly Totals | \$3,780.00 | \$2,879.00 | \$2,188.60 | \$3,295.20 | \$11,799.50 | \$3,619.40 |

AS Director DePalo handed out a proposal for a Phase Program for Mental Health Court. She stated that the purpose of this document is propose a change in the current Mental Health Court process. After researching programs throughout the country it has been noted that "best practices" suggest a 4-5 phase program. She stated that this program has been talked about and approved on their end and now needs the Commissioners' approval. There are specific guidelines for each phase and checklists of items that the participants need to understand and comply with before moving on to the next phase. The participants will then meet with the team to request to move up to the next phase. AS Director DePalo stated that these phases will coach and help the participants through their disease. This will also help the case managers know what to talk about and when to talk about it which will help them know when a participant is ready to move to the next phase or be ready to graduate. She stated that their hope is to implement this program beginning in August and she has a plan to help the case managers decide what phase that currently participants will fall into.

MOTION: Commissioner Morris moved to accept the Phase Program for Mental Health Court. Commissioner Lauer seconded the motion and all were in favor.

Supt. Oakes arrived and presented the following report:

COMPLEX

Elevators – Stanley elevator completed our quarterly inspections...no discrepancies were noted

Sprinklers – Hampshire Fire Protection completed our quarterly inspections/tests of all our facility sprinkler systems. All passed

Shipping Container Storage – Peeled section of topsoil behind biomass plant to prep for crushed stone bed to support container.

Pavement – I met with four paving contractors to discuss our paving project. Bids are due 7/22 and are to be opened 7/23

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

HVAC

- Air handler AC1 discharge air sensor reading about 15 degrees lower than it should be, causing air conditioning to turn off prematurely. Replaced sensor and wiring to no effect. Alliance Building Automation (ABA) technician programmed offset in Building Automation System (BAS) to compensate.
- Air handler AC1 DX cooling stages 1, 3 and 5 will not cycle back on when needed after shut down from last cooling cycle. Need to go to roof to reset relays to get it to run again. Working with North Country Mechanical (NCM) to troubleshoot root cause

Parking Lot - In process of pressure-washing cracks in pavement and sealing cracks when pavement is dry. Completed main lot, lower lot and entrance drive.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC – Condensing unit ACCU3 that supports 69 Building cooling had Freon leak on circuit A. North Country Mechanical brazed cracked line and reserviced Freon. Also has broken pressure switch. NCM bypassed as temporary measure until a new switch can be installed.

Windows – Numerous windows throughout facility are fogged from bad seals...replaced 12 thus far

Security Doors - RH double door that enters Maple from Annex was dragging on the floor and not closing all the way. Periodically causing other door to not close all the way and alarm. Trimmed 1/8" off of the bottom

Laundry - Lowest ozone generator making chirping noises...Daniels Equipment Co. rebuilt lower unit

Central Baths

- Profile Penner tub had broken shower wand...replaced wand
- Profile Penner tub had broken lift chair control...replaced control

- Granite Apollo tub 3-way selector valve bad, causing tub cleaning solution to dispense during baths...replaced selector valve

Kitchen

- Dishwasher Pressure Reducing Valve (PRV) internal components failed...replaced PRV
- Commercial blender had bad bearings in blender assembly...replaced blender assembly
- Upper steamer door won't stay shut...replaced door latching mechanism

Plumbing - 6" iron pipe in ceiling above Maple Fax/copy ceiling cracked at hub...condensate leaking down wall. Cut out bad section of pipe and installed new section with special seals

Sprinkler System – Dry system air leak at 2" connection above purchasing...Hampshire Fire is scheduled to repair leak

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC

- Air handler HRU1, that supports South end of building, had worn exhaust fan sheave...replaced sheave
- Air conditioner AC2, that supports the Extension Conference Room, had condensate leaking from condensate drain pan and soaking ceiling below by Administrator's bathroom, causing paint to peel. Unclogged line and fixed broken fitting. Still need to spackle ceiling and paint.
- Rooms 140 and 234 fan coil actuators stuck closed and not allowing passage of cool water for cooling room...replaced actuators
- Deeds Server Room AC system compressor failed. System was 15-years old and this was 3rd compressor to fail in its lifetime. NCM and my staff completed replacing the entire AC system

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Laundry – LH dryer not working in reverse...replaced contactor coil

HVAC

- Air handler ERU-F1 outside air damper actuator going bad (noisy)...replaced actuator

- Air handler ERU-C1 energy wheel has a lot of play...bearings worn...assessing what parts to order
- Heat pump B9 in ALARM. Code indicates low pressure alarm. Pressure fine, either bad low pressure switch or bad temp sensor. Controls wired in series. Access very difficult...assessing best way to access suspect parts
- Refrigerant Evacuation Fan REF-C1...motor overheats and shuts down...ordered new motor

Clean Agent Fire Suppression Systems – Interstate Fire Protection completed the 6-month inspections of our systems...no discrepancies noted.

Plumbing - Inmate broke faucet spout in C105 Dayroom...part is on hand but CO's requested holding off on replacing until problem inmate is released

Sewer Pump Station - Lag float was powered on all the time and the only way it turned off was when lowest float that turned off pumps was activated. Once that lowest float starts to rise again, the lag float turns on the lag pump, thus it is creating a short cycle effect. Replace float.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Dairy Barn

- Double pane window in birthing stall area broke...removed broken glass. Will replace before winter
- Bulk tank RH condensing compressor tripping off and causing milk cooling process to take much longer. NCM troubleshot to compressor failure...installed new compressor
- Rinnai on-demand hot water heaters (ODHWH) have been experiencing proliferation of maintenance issues due to extended age...replaced all three units and installed master controller
- Mechanical Room security was a concern of the Farm Manager. Installed a new vented entrance door with locking capability
- Middle section West elevation needs painting. Prep was done last fall. Started job and pump sprayer compressor failed. Ordered new equipment
- Trim on South section on North elevation needs painting. Prep was done last fall.

Greenhouse

- PRV internal components failed...installed rebuild kit to repair
- Thermostat that controls exhaust fans failed...replaced thermostat

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Boiler Room – Installed auto vent in West facing door to facilitate cooling of space

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC

- Furnace economizer doesn't work...NCM has parts on hand. Awaiting scheduling.
- South section of building gets hot when SE corner office door was closed. Determined thermostat in SE office, which controls the South section of the building, had to be moved to a more central location for that zone. Moved thermostat to open breakroom area and issue went away.

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Kubota RTV – Starting failing...replaced starter

John Deere 4115 Tractor – Large rust holes proliferated fenders...replaced fenders

1-ton Ford – Replaced all six tires and completed annual transmission flush and service

Sander – Cleaned, oiled and put away for summer

V-plow – Disassembled, inspected, welded cracks in frame, welded new shield retainers for wings, replaced center pivot pin and ram actuator pins. Put away for summer.

OTHER

Outbuilding Disassembly – Keeper Barns is backed up on other work so it anticipates a mid-to-late August start of our project instead of the 3rd week in July as originally planned. I sent them an agreement for signature and requested insurance for the project. Once I get these documents back, I will issue a Notice to Proceed, and they can start any time after that.

New Truck – St. J. Auto wanted to deliver the truck next week, minus the steps. Apparently they are awaiting the steps from MOPAR, which are a week or so from delivery. I told them not to deliver the truck until everything specified was installed and operational. Tentative delivery sometime in the next 2-weeks.

Automatic Transfer Switches Proposals (Preventative Maintenance of 11 ATS's) – Supt. Oakes stated that in his budget this fiscal year he had budgeted for preventive maintenance of eleven (11) ATS's. They have not done it in the past and it should be done periodically. He stated that there are not many companies out there who provide this service. He received two (2) quotes as follows:

- Weld Power Generator: \$4,950 / Did not perform on site visit to see ATS's / less comprehensive inspection and test. Have never used this company so their service quality is unknown
- ASCO Power Services: \$5,639 / Did perform on site visit to view ATS's / more comprehensive inspection and test. Used this company in the past for emergency repair and they were very responsive and were thoroughly knowledgeable

Supt. Oakes stated that he is recommending ASCO because even though they are more expensive, he has worked with them in the past and feels they will do a better job.

MOTION: Commissioner Morris moved to accept ASCO Power Service's bid of \$5,639.00. Commissioner Lauer seconded the motion and all were in favor.

Air filter Proposals – Supt. Oakes stated that he also solicited proposals from three (3) vendors for their standard annual filter order that covers all our building needs for the next year. The bids are as follows:

| | |
|------------|------------------|
| \$7,816.56 | Grainger |
| \$6,598.56 | Air Filter Sales |
| \$5,328.00 | Airex |

Supt. Oakes stated that he recommends that the Commissioner accepts Airex as they have used them the last few years and they have been the lowest bid.

MOTION: Commissioner Morris moved to accept Airex's bid of \$5,328.00. Commissioner Lauer seconded the motion and all were in favor.

HVAC/Refrigeration Posting – One applicant thus far.

Supt. Oakes stated that they also need to open bids for the paving project. The Commissioners opened the bids. One (1) bid was received as follows:

Paving Bids – Blaktop – Base Bid \$132,603.97 two (2) alternates were included: \$3,501.55 and \$1,885.45 for a total of \$5,387. The total bid included the alternates was \$137,990.97.

Supt. Oakes reviewed the bid and stated that they have used Blaktop before for another project and recommends them.

MOTION: Commissioner Morris moved to approve Blacktop's total bid of \$137,990.97. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the July 18th meeting. Commissioner Lauer had a couple of grammatical edits.

MOTION: Commissioner Morris moved to approve the minutes from the July 18th meeting as amended. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners opened bids for the sale of the two (2) Farm trucks. Six (6) bids were received for the following two (2) vehicles:

| Bidder | 2003 Chevrolet 2500 with an 8' Fisher Plow | 2006 Chevrolet 1500 |
|-----------------|---|----------------------------|
| Dennis McLam | \$25.00 | \$10.00 |
| Francis Strout | \$950.00 | - |
| Nancy Dyer | - | \$100.00 |
| Mike Carbonneau | \$800.00 | \$200.00 |

MOTION: Commissioner Morris moved to accept Francis Strout's high bid of \$950.00 for the 2003 Chevrolet 2500 with an 8' Fisher Plow. Commissioner Lauer seconded the motion and all were in favor.

MOTION: Commissioner Morris moved to accept Mike Carbonneau's high bid of \$200 for the 2006 Chevrolet 1500. Commissioner Lauer seconded the motion and all were in favor.

CA Libby stated that they received one (1) bid for the Administration of the 2019 Microenterprise CDBG. The bid was as follows:

Hadfield Associates - \$25,000 for Administration and Grant Writing.

CA Libby stated that Hadfield Associates has always administered the Microenterprise CDBG and has vast experience and she definitely would recommend the Commissioners accept her bid.

MOTION: Commissioner Morris moved to accept Hadfield Associate's bid of \$25,000. Commissioner Lauer seconded the motion and all were in favor.

CA Libby reminded the Commissioners that there is no meeting next week.

CA Libby requested to go into nonpublic session.

MOTION: * 10:19 AM Commissioner Morris moved to enter into non-public session for the purposes of 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 according to RSA 91-A: 3, II (1) Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

* 10:24 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Morris 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. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Commissioner Morris asked about the Farm Advisory Committee and where it stands. CA Libby stated that she is trying to close out FY19 and then she will be looking into the Advisory Committee. She discussed members that FM Knapton has requested, she will be following up on this soon. CA Libby stated that she anticipates having a first meeting in August.

Commissioner Lauer stated that she was contacted by Kristin Ross from the Grafton County Bar Association and they have set up a meeting for 10:00 next Tuesday with the County Attorney to go through the courthouse.

10:29 AM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk

Grafton County Department of Corrections
Monthly Program Department Update
June 2019

To: Superintendent Elliott

From: Sergeant Deem

Subject: Programs Update

Date: July 5, 2019

For the Month of June 2019 Programs department provided various services to over 31 different inmates for approximately 372 hours. Services include SUD groups and individual counseling, HiSET along with volunteer services such as AA, Individual Bible Study and Church Services.

June 2018 Population Average

- Average in house population- 55
- Average Checked out- 40 (Including GCPTS)
- Total Average – 95

Individual Counseling- 42 Total Individual Counseling Hours

- Female- 30 hours
- Male- 12 hours

SUD Treatment Groups- 251 Total Group Hours

- Female- 163 hours
- Male- 88 hours

Vocational and Educational – 3 Total Group / Individual Instruction Hours

- Female- 0 hours
- Male- 3 hours

Volunteer Programs

- AA- 33 Total hours
 - Female- 23 hours
 - Male- 10 hours
- Individual Bible Study- 11 Total hours
 - Female- 11 hours
 - Male- 0 hours
- Church Service- 34 Total hours
 - Female- 6 hours
 - Male- 28 hours

FIRRM – Sentenced Active Participants Total – 8

- In House Level I – 3
- In House Discipline – 1
- Level II – 2
- Level III- 2
- Successful Completion – 12