

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

July 28th 2015

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

OTHERS PRESENT: HSA Bishop, ITM Ruggles, Supt. Elliott, Supt. Oakes, RD Monahan.

HSA Bishop arrived and gave the following report: (*see attached)

State County Finance – HSA Bishop discussed details from the last meeting. She stated that for the first time they sat down and worked together on a direction to go in with what to do with the long term care support systems. She stated that a small group of the Nursing Home Administrators are going to get together Monday to start a lean process to look at how a person gets from the community to the nursing home from the county's perspective. Once they map that out in the small group it will be presented to the State County Finance. She went on to discuss further details with the Commissioners.

HSA Bishop handed out the current application for social service funding. She asked the Commissioners to review it over the next two (2) or three (3) weeks and if they have any suggestions or changes to let her know. They had a discussion regarding the Commissioners visitation schedule for agencies, who will visit what agencies and when. HSA Bishop stated that she would go put together a sheet of which Commissioner will visit what agencies and return with that list.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
July 28, 2015

AO – Attorney's Office

- Resolved issue with Email software not opening client.
- Resolved password issue for users email.
- Worked with document archive vendor to resolve issues.
- Resolved Media issue.
- Completed training with Attorney on using media player exporting converted media.
- Reset Voice Mail settings for user.
- Resolved issue unable to read case related media from DVD.
- Setup profiles for new employees and completed basic computer training.
- Verified that email client and accounting software updates ran properly on all computers using them.

- Installed new VoIP telephone in Victim/Witness department removed unneeded switch that was previously there.
- Assisted employee with copying an audio file from their web based application, and then to burn it to a DVD.
- Relocated shared email distribution list from personal folder to public folder.
- Certain model phones were experiencing invalid and disabled buttons. I performed a power cycle on all of them, and logged them back into their extensions.
- Assisted County Attorney Saffo with RFP for Video Conferencing Courthouse System and will be technical liaison for project implementation and work with selected vendor.

AS – Alternative sentencing

- Completed system maintenance on laptop used by former Drug Counselor.
- Employees experienced unexpected reboot, after looking at the logs, issue was being caused by Windows updates, resolved
- Trained staff on how to retrieve voice messages remotely.

CE – Cooperative Extension

- Assisted with phone extension logon problems at 2 office locations.

CO – Commissioners Office

- Setup user profile for new Payroll Coordinator. Tested access to needed software, completed basic computer network orientation
- Replaced Monitor in Accounts Payable office.
- Recovered employee's document that wasn't saved before an automatic reboot.

DoC – Department of Corrections\Community Corrections

- Completed email training for new employees.
- Created new Group Policy to resolve printing issue from print server.
- Started installation of Inmate Computer Lab - Tested network connections for upcoming GED classroom, installed and configured new switch, reviewed wiring needs, met with technician from Charter to review location of Internet Modem for GED online testing access.
- Installed updates on system in Pharmacy System. (Medical)
- Assisted Admin employee with accessing embedded links in pdf's and printing them out.
- Laptop that was plugged into AC adapter had message saying “Not Charging” removed the drivers for the AC adapter and battery, and did a reboot, resolved.
- Replaced dead batteries that were in employee's wireless keyboard that would not type or operate correctly.

HR – Human Resources

- Created new Windows account and user profile for new employee.
- Logged in and set up profile on PC for new employee
- Installed 2 software trials of Photo ID software, HR staff is reviewing.

- Converted an email list from a document file to spreadsheet so staff could easily view and access a list.
- Verified that email client and accounting software updates ran properly on all computers using them.
- Exported an employee's personal email list to a HR contacts list.
- Updated employee's county email distribution list.

IT – Department of Information Technology

- Clean up of old and unneeded updates
- Update of software deployment server.
- Update of AV software on all pc and server systems.
- Adjusted automated scheduled reboots for some servers.
- Deployed monthly Microsoft security update's, Java and Adobe updates to all campus systems.
- Installed updates on all Servers.
- Updates installed on Domain Controllers.
- Replaced damaged layer 3 network switches, 2 at Nursing Home and 1 at White Building.
- Resolved minor phone issues after replacing network switches.
- Updated backup imaging software on all file servers.

MT – Maintenance

- Resolved backup issue on Maintenance HVAC server and HVC pc's.
- Resolved problem with software updates on Superintendent's laptop

RD – Registrar of Deeds

- Clear errant message light on phones for Deed's Department Voice mail box.

NH – Nursing Home

- Fixed issue with Nursing Home overhead paging system, port was damaged in switch and reconfigured and changed circuit over to new port.
- Resolved issue with Resident care software not printing report.
- Resolved screen orientation issue.
- Resolved issue with Label printer.
- Maintenance on Kiosks removed for renovations.
- Gave remote access to outside vendor to resolve database issues.
- Resolved issue with legacy software used for inventory and ordering to run on windows 7 system, removed and retired very old Windows 2000 PC.
- Resolved printer issue for HIM.
- Resolved Phone issue in Kitchen area.
- Moved PC system and printer to new office for acting Director of Nursing.
- Completed maintenance on In Service laptop and HIM tablet.
- Resolved issue with access to claims submission software.

- Re-terminated network drop in Profile Back Office, where printer is connected to. PC keeps losing connection to printer. I previously re-terminated the keystone on the other end in the switch room, and re-configured that network card in the printer.
- Routine resets of disabled PDA's.
- One of the kiosks could not connect. Turned out that the wireless adapter was disabled.
- Assisted one the Doctors on an online meeting, with EHR web access and software.
- Had to configure label printer settings on Unit Secretary's PC to print from Hospital's lab.
- Replaced CPU fan in one of the Admin desktops.
- Setup Voice Mail box for new hire in HIM
- Installed new software on Laundry PC.
- Performed maintenance and cleanup on one of the PC's that could not open browser or any applications.
- Installed inkjet printer on resident's laptop.
- Swapped out GBIC adapters, fiber cables, and copper patch cords from damaged POE switches to the new ones.
- Removed all POE injectors from the few phones that were not receiving power from the defective switch.

SO – Sheriff's Office\Dispatch

- Setup and Configured Scanning features and address book on new network multi function copier.
- Setup email user account special deputy, complete training.
- Resolved login issue for LPD officer
- Resolved issue with Bath PD with printing to label printer
- Assisted detective with file transfer issue.
- Set up larger dual monitors on one of the consoles in dispatch vault.
- One of the Deputy's PC's was getting a boot up error. Seemed that the BIOS battery was going dead. I swapped it with an identical box that was in the Deputy's Room. Need to find replacement.
- Changed CMOS battery in 4 of Deputy's PC's. Also performed maintenance on each machine.
- Assisted employee with Java update, needed for one of their software programs.
- Assisted Phone technician with balancing of analog phone circuits line levels for 911 numbers.

Commissioner Cryans then opened bids for the Video Conference Solution Courtroom Technology. Three (3) bids were received as follows:

Corporate Data & Voice Solution - \$21,373.36

Carousel Technologies gave two (2) bids on two pieces of equipment – \$28,374.49 and \$28,151.99

HB Communications - \$44,805.00

ITM Ruggles stated that he will discuss the bids with Atty. Saffo remotely and hopes to return by the end of the meeting with their recommendation.

Supt. Elliott arrived and gave the following report:

July 28, 2015

Commissioners Report

1. Population: In House: 87 F Unit: 41
 E Unit: 18
 D Unit: 18
 C Unit: 7
 Intake: 3

2. Community Corrections Report:

- a) Drug Court: Supervising (14) 2 * in custody
- b) Electronic Monitoring: Supervising (5)
- c) Daily Work Release: Supervising (1)
- d) Operation Impact: School summer vacation. No presentations this month.

e) Community Work Program: Community Corrections supervised work crews at the Ray Burton Museum in Bath, Franconia School, Plymouth Grange, Swiftwater Bridge, Bath common, and helped with the Haverhill fair set up and tear down.

3. General:

a) 100th Correctional Academy

Supt. Elliott stated that September 14th will be the start of the 100th Correctional Academy with a tentative graduation date of October 16th. He stated that it is looking like he will send two (2) officers to the academy.

b) Out of state training request

Supt. Elliot stated that he would like to send two (2) of his officers to South Dakota for a two (2) day training on their Zuercher system. He stated that they have gone to this training the past two (2) years and the officers come back each year with a lot of new knowledge that can be shared with their co-workers. He stated that he will be sending Sgt. Deem and Lt. Vannamee as they have been the two (2) to go each year.

Commissioner Lauer moved to approve the out of state travel request. Commissioner Richards seconded the motion and were all in favor

c) Farm stand

Supt. Elliott stated that the Farm Stand opened July 6th. They had a slow start due to wet weather but they are back up and running well now.

d) Segregation unit

Supt. Elliott stated that the juvenile that was in the segregation unit has been sent back to the juvenile detention center so the segregation unit is now back in normal operating conditions.

Commissioner Richards stated that they are not having a farm advisory committee meeting this month and asked Supt. Elliott to talk with Sgt. Webster regarding how they feel about the certificates for inmates who work on the farm.

Supt. Oakes arrived and gave the following report:

June 16 – July 27, 2015

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

Elevators – Stanley Elevator tech completed quarterly inspection of all elevators throughout the complex. All are in good working order

Lightning Event – Water tank level transducer shorted from lightning strike...*replaced transducer*. Maint/Farm Building and Biomass Building fire alarm panels experiencing Communication Line 2 TROUBLE following lightning storm...*Alarmco troubleshooting 7/28*

Lightening Protection System – I put an RFP to install a lightening protection system on the Nursing Home and Alternative Sentencing (AS) Building, repair the Admin Building one and install surge protection on the utility and generator circuits at the AS Building

Park Benches – In process of setting four new park benches around Nursing Home and Admin Building for residents

COURTHOUSE

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

Raised Planters – Base of concrete planters eroded from exposure to salt...in process of reconstructing with granite bases

Repointing & Resealing – Cleaning and sealing mostly complete...still working areas of repointing

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Generator – Remote annunciator on Meadow flashing battery charger failure and several other malfunctions. Troubleshoot generator and did not find any reported faults to be valid. *Replaced annunciator*

HVAC – ACCU 1 stages 3 and 4 will not stay running, thus AC for Meadow and Granite will not keep up on hot days...*North Country Mechanical troubleshooting 7/28*

HVAC – Heat Recovery Unit 4 covering South end of 69 Building not cooling properly...*replaced contactor for 1st stage of condensing unit*

HVAC – ACCU for Heat Recovery Unit 2 covering kitchen wing of 03 Building has bad high-pressure control...*replaced control*

HVAC – HRU 3 cooling coil kept freezing up...troubleshoot to clogged intake screen...removed leaves and lint buildup from screen

HVAC – Belimo zone valves throughout 69 Building are tired and worn out...in process of upgrading to new ones during project

Employee Entrance Doors – Outer doors will open but won't close...Doors Control, Inc tech replaced 2 OPTEX eye I Sensor heads, 2 safety beam sets and 1 safety beam control

Bathing tub– PVC manifold leaking where brass line comes from injector check valve. Leaks only when jet rinse is used. Installed new warranty manifold

Domestic Water Supply – Hot water temperatures too high in 69 Building...*replaced broken mixing valve in basement*

Hazardous Material Storage – Room's ceiling did not meet 1-hour fire rating...installed 2-layers of 5/8" gypsum and fire caulked edges and around light and sprinkler penetrations

Kitchen Equipment – Upper steamer will not operate...*troubleshoot to bad contactor – ordered part*

Kitchen Equipment – Upper convection oven died...*Replaced blower motor and gas valve*

Electric Beds – Replaced several actuators on various older style beds using cannibalized stock

Life Safety & Renovation Add Project

Schedule – estimate mid-September completion

Division of Work

Demolition – 95% complete on Maple

Concrete – 90% complete on Maple

Masonry – 90% complete on Maple

Metals – 90% complete on Maple

Wood Casework – All cabinets for the project are 100% constructed. None installed on Profile yet

Fire-stopping / Fireproofing – Profile 30% complete. Fire-stopping work within 03 Basement is 100% complete. Other areas throughout 03 Building are about 50% complete

Hollow Metal Frames, Wood Doors and Door Hardware – Awaiting installation

Gypsum – All walls and chases 40% complete on Profile

Wall Tile – Awaiting installation

Acoustical Ceiling Tile – Profile ceiling grid 0% complete an

Resilient Flooring – 0% complete on Profile

Resinous Flooring – Valley Floors to prep floors next week and CPI to pour floors week of 8/10

Painting and Polyurethane – Profile 0% complete.

Specialties (Toilet, bath and laundry accessories) – 0% complete

Counter Tops – Profile 0% complete

Basic Mechanical – Profile 10% complete

Fire Suppression – Profile 100% complete

Plumbing – rough plumbing 90% complete

HVAC – Profile 10% complete

Electrical – Profile 40% complete

Issues:

1. Asbestos abatement of floor tiles and mastic from old med-room floor...complete
2. Expansion crack across hallway floor...DeWolf Engineering inspected and provided repair detail

ADMINISTRATIVE BUILDING

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

HVAC – Room 236 Fan coil not working (getting communication error on Tracer Summit)...replaced fuse and fuse holder

DEPT OF CORRECTIONS

Electrical – Several emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. Interstate Electric removed electrical monitoring equipment and will analyze data to determine next step toward correction. Received report stating

monitored building feeds are normal. Requested contractor monitoring of problem circuits.
Reinstalled monitoring system for affected circuits...awaiting test results

HVAC – ERU-D1 air handler has a broken probe wire on one snow stop...trying to find source for replacement
part...*no change*

HVAC – Heat pump WHP-B2 has a dead short in one of the compressor units...Trane ordered warranty replacement compressor...*part back ordered*

HVAC – Heat pump HP-B15 is low on Freon...*Trane will not service due to inaccessibility. Turned over to HP Cummings to resolve...need to follow up with Dan Smith to resolve*

HVAC – Reheat Coil C5 Valve stuck open when computer system says it is closed...shorted wire. *Replaced wires to valve*

HVAC – Heat pump H4 High pressure switch/sensor failure...suspect too much Freon...*Awaiting Trane to fix*

HVAC – AHU-H1 Heat wheel failure. Burned contactor (Benshaw RSC-9) and overload relay (Benshaw SPO-22)... On 7/8 Trane tech troubleshot root cause of problem to bad heat wheel motor and control box...has to order parts

HVAC - WHP-C1 FOUND THE HIGH PRESSURE TRANSDUCER ON CIR B FAILING...*REPLACED TRANSDUCER AND VERIFIED OPERATION. Also found Circuit B reversing valve failure...Trane to ordered reversing valve rebuild kit*

HVAC – WHP-H1 FOUND THE HIGH PRESSURE TRANSDUCER ON CIR B FAILING...*REPLACED TRANSDUCER AND VERIFIED OPERATION.*

HVAC – WHP-A1 Low-pressure problem (possible bad sensor/switch or leak)...*Trane started troubleshooting 6/18 but ran out of time. On 7/8 Trane tech reprogrammed cooling set points (they were too low). Found reversing valve sticking. Trane to order rebuild kit*

HVAC – AHU-H1 Coil pump bearings noisy. Can't lube...need to replace TACO model 2400-20...*replaced pump*

Fire Alarm – Alarmco installed a new smoke detector in laundry...*still need device programmed by Simplex*

Freon Alarm Systems – All Freon alarm systems in mechanical rooms are overdue calibration...*CTI completed 6/17/15*

Kitchen Equipment – Skillet won't stay lit...ordered thermostat probe and thermostat

Kitchen Equipment – Walk-in cooler will not go below 40 degrees...North Country Mechanical found non-repairable hole in evaporator coil...*Replaced evaporator*

Kitchen Equipment - Hose reel ends frayed and coming apart. Integral unit needs replacement...*Replaced hose assembly*

BIOMASS PLANT

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

Feed System – Metering bin auger closest to boiler has bent screw... Heated up and bent back in place. Also Repiped fire suppression line for metering bin to ease access next time

Farm

Dairy Barn – Red COM light and Zone 1 Alarm light illuminated. Pushing any of the following buttons activates a general ALARM: zone, lamp, reset buttons. Signal silence button stops ALARM, but lights stay on. *Replaced circuit board*

Dairy Barn - NW end of hay barn has holes in floor...replaced numerous planks with PT wood

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

DRUG COURT BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

RD Monahan arrived to update the Commissioners on the controversy about the decision to remove the images of the documents from view. She stated that they have added twenty-five (25) additional accounts. They have taken roughly forty – five (45) phone calls and all but two (2) have ended positively. RD Monahan stated that she prefers if the Commissioners receive any calls about this matter that they be directed to her. She handed out information and business cards to the Commissioners to give to anyone who contacted them regarding the issue. She went on to discuss more about the changes with the Commissioners and answered various questions.

Commissioner Cryans asked if everyone had a chance to read the minutes from July 14th. Commissioner Lauer had one (1) edit.

Commissioner Lauer moved to approve the minutes from the July 14th meeting. Commissioner Cryans seconded the motion and all were in favor. Commissioner Richards abstained.

ED Libby submitted the MS 46 for all Commissioners to sign.

The Commissioners signed check registers 674-675; 1007-1012; 1210-1211.

ED Libby submitted a grant agreement for new Microcredit grant for Commissioner Cryans to initial and sign and Commissioner Lauer to sign.

Commissioner Richards asked if they were going to be having any Commissioner meetings on the road this fall. Commissioner Cryans stated that they will have one in Commissioner Lauer's district this year because they did not hold one in her district last year. Commissioner Lauer stated that she will work on finding a place to hold the meeting.

ED Libby discussed a list of appropriation transfers from year end in the amount of \$17,537 due to accrued payroll at the end of the year.

Commissioner Richards moved to approve the appropriation transfers. Commissioner Cryans seconded the motion and all were in favor. Martha moved mike seconded and all were in favor.

ED Libby stated that she had two (2) transfers that weren't on the list that were done from the allocation lines. The first was for \$2,037 and that was transferred between the nursing home allocated accounting services line and the allocated line in their budget. The other one is between Human Resources and the Nursing Home for \$800.

Commissioner Richards moved to approve the appropriation transfers. Commissioner Cryans seconded the motion and all were in favor.

ED Libby stated that the Commissioners need to complete the July evaluations for the DoC Superintendent and the Executive Director.

Commissioner Cryans and Commissioner Lauer stated that they both attended David Falkenham's going away party.

Commissioner Cryans stated that he, NHA Labore and HSA Bishop attended the State County Finance meeting.

ITM Ruggles arrived and stated that he had been in contact with Atty. Saffo and the vendors regarding the bids for the courtroom technology and he is recommending that the Commissioners accept Corporate Data & Voice Solution's low bid of \$21,373.36.

ED Libby asked if the vendor is aware that this has not been approved yet by the courts. ITM Ruggles stated that it was put into the RFP but he has not confirmed it with the vendor.

Commissioner Cryans asked ITM Ruggles to make sure they are aware that the bid is contingent on the courts approval.

Commissioner Richards moved to accept the Corporate Data & Voice Solutions bid in the amount of \$21,373.36 subject to the approval of the State of New Hampshire Administrative Office of the Courts. Commissioner Cryans seconded the motion and all were in favor.

RD Monahan came back to tell the Commissioners about the municipality piece to the changes that have been made in her department. She stated that last week she sent out a detailed email about how the towns will handle the changes that have been made. She stated that it is up to each town's government to decide who has access to their free account. There is an account number and password that is town sensitive. Towns have unlimited free access to these records, it is their decision who they it to.

11:10AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk

June 16, 2015

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report
- Recoveries

2.) Legislation:

- State/County Finance Meeting

3.) Other: