

COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy.  
North Haverhill, NH 03774  
Tuesday September 20, 2011

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

9:08 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance led by IT Manager Brent Ruggles.

**Information Technology Manager Brent Ruggles** went over his report \*(see attached), with the Commissioners.

Commissioner Burton asked ITM Ruggles about unused equipment on the property and what the plans might be for those items. ITM Ruggles said the plan is to recycle most of them.

Commissioner Ahern asked if ITM Ruggles thought it was necessary to do some computer training with employees and he replied that he would like to do more, but his time is limited right now with the new Jail and the campus networking. He said that he thought the Goodwill computer lab could be utilized in the future.

Commissioner Ahern asked if ITM Ruggles thought that it would be a good idea if new applicants were to take some kind of pre-aptitude test for computer literacy when they applied for a job and ITM Ruggles said he has spoken to HR about that exact thing.

Commissioner Cryans asked how things are moving along technologically with the Jail and ITM Ruggles replied they were going fine.

**Corrections Superintendent Glenn Libby** arrived with his report \*(see attached). There are 99 inmates in-house, 21 in Drug Court with 1 in custody and 8 inmates on electronic monitoring.

Things are going well in regard to transitioning.

The recent trip to Wisconsin to go over the security operations and training went well. Three people attended and a lot of good information was learned. Supt. Libby said the out of state travel came in under what was anticipated.

A Corrections Academy will begin on October 10th and will be held at the County.

There will be a GED graduation next Wednesday at 10:00 AM

Commissioner Burton informed Supt. Libby that he had a compliment from someone regarding the inmate that works at the Farmstand.

Commissioner Burton asked if public safety was being compromised due to the staffing changes at the Jail and Supt. Libby said that they have had to do a number of intakes and releases all on the same day, which ties up a number of staff members and said that there are times that inmates go unsupervised and yes, that is a concern to him.

Commissioner Ahern commended the inmates that worked with UNH Educator H. Bryant re-covering the greenhouse as H. Bryant said they were very helpful and very polite. Supt. Libby said he would pass that information on to Sgt. Webster who was in charge of the detail.

There was a discussion about the Executive Committee's sub-committee on Jail staffing and Commissioner Cryans said he hoped Supt. Libby would avail himself should there be any questions. Supt. Libby replied that he has always made himself available, particularly during the budget process for which the Chairman was not receptive to. He said that he actually looks forward to both staff committee and the performance audit results and said that he feels that they will both conclude that Grafton County does a lot more with less staff and added that he would hope they would make the right decision about that going forward.

Bids were received for Furniture, Fixtures and Equipment for the new Jail and the two that were received were opened by the Commissioners.

Donnegan System Inc. (bid on two sections out of three) 2: \$18,951.18  
1: \$ 11,736.38

WB Mason 1: \$239,286.48  
2: \$ 20,228  
3: \$ 16,610

Supt. Libby said he would need to review these quotes before making a recommendation. Commissioner Ahern asked about looking at the federal government warehouses and Supt. Libby said he has looked and these items are specific to Correctional Facilities and need to be constructed differently. Commissioner Cryans said he hoped that Supt. Libby didn't waste a lot of time looking all over for products that might work and that he didn't really want to see a low quality product in the new facility.

**Human Resource Director Mike Simpson** arrived to review changes made to the Employee Handbook. Items were reviewed and there were some discussions along the way.

HRD Simpson suggested removing the perfect attendance bonus as he did not think this was a very good program. Since it was negotiated between the Commissioners and the Employee Council to begin with, it would have to go over with them (Employee Council) for final agreement. HRD Simpson said he didn't want to take something away

without having some other kind of offer in its place and suggested reinstating longevity for this year. He showed the Commissioners calculations which indicated that the cost of the perfect attendance, which was only benefited by a small number of employees, was very close to the cost of reinstating the longevity, which would accommodate a much larger portion of employees. He said in his opinion it would go much further to boost morale.

Commissioner Cryans asked Director Clough what she thought about this and she replied that she would certainly not want to make any decisions without speaking to the Employee Council first.

Commissioner Cryans said he believes in the perfect attendance bonus and Director Clough said the program is flawed and each Dept. Head interprets it differently so the fairness of it is in question. HRD Simpson said he has never been a fan of this program. There was a discussion as to whether or not the Commissioners could even make this decision since the Executive Committee had removed the funding for longevity from this budget. Director Clough said that longevity is a policy of the Commissioners and if the funding is there, then they have the authority to unfreeze it.

There were still parties that needed to be spoken with in regard to the policy changes and Commissioner Cryans suggested that if any of the Commissioners had recommendations that they should get them to HRD Simpson prior to the next meeting.

Commissioner Ahern noted that he had cancelled the meeting at PSU on the 18<sup>th</sup> of October saying that he feels that it very time consuming for both the hosts and the Dept. Heads and costly to the County as well for travel.

Maintenance Superintendent Jim Oakes and Martha Richards arrived for the opening of the RFP/RFQ for the architecture/engineering for the biomass project. Two bids were received.

<u>SMRT</u>	\$310,562 (heating) \$377,123 (includes power)
<u>Banwell Architects</u>	\$179,000 (heating) \$248,000 (includes power) Documents, travel and extras: \$8500-11,000

Supt. Oakes said that the alternative energy committee will be meeting tomorrow to go over everything and then they could bring a recommendation back to the Commissioners.

Commissioner Ahern introduced Amin Kalaf, from Bristol as his guest who had come to discuss helping the County find additional grant funding for the biomass project. There was an initial discussion to determine exactly what kind of study was done in the way of figuring out what sort of financial benefit the County would receive by changing over to a biomass system. All that information was in the reports that the alternative energy committee had been working on, which Mr. Kalaf said he would have to review.

When all was said and done, Mr. Kalaf suggested that the County hire him to be a consultant and to bring more employees into the County which would result in more taxes being paid. Commissioner Ahern spoke up and said that the County already has an Economic Development Council and so what Mr. Kalaf is proposing is not necessary. He said what he had hoped was that Mr. Kalaf had some suggestions as to the procurement of grant money for the biomass project.

M. Richards asked Mr. Kalaf what his track record was for getting grants and he said that he has never been on that side of government and that he has not pursued any. He added that without compensation he would not be able to help the County. Commissioner Cryans asked what kind of compensation he had in mind and Mr. Kalaf said that between \$55K and \$60K annually would be acceptable.

There was some further discussion and the Commissioners thanked Mr. Kalaf for attending. No agreement was made.

M. Richards said she would continue to search for funding through other sources.

Commissioner Cryans asked if everyone had a chance to read the minutes and if there were any changes. None were noted.

Commissioner Ahern moved to approve the minutes as amended which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Director Clough gave the Commissioners an update on the Prescription Drug Discount program for the month of August saying that there was a savings of \$8782, for an average of \$14.74 or 31.3%. There were 242 utilizers.

Commissioner Burton signed the final MS45 form for Dept. of Revenue which closes out 2011.

The Commissioners initialed a modification to a Dept. of Safety grant that was originally signed by the Commissioners in April.

### **COMMISSIONER ISSUES:**

Commissioner Burton said that he does not intend to give up on his proposal to keep the Dept. of Agriculture as a separate entity and will be working with others for more support.

Commissioner Ahern will be meeting with interested parties in Rumney on the 23<sup>rd</sup> at 6:30 PM, with the goal of reopening the Rumney rest area.

Commissioner Ahern attended a meeting in Plymouth of people interested in building a homeless shelter for Veterans. He said that he will continue to remain involved.

Commissioner Ahern plans to meet with a few more towns in his district.

Commissioner Cryans gave a brief overview of the Board's tour last week in Lebanon in which they visited DHMC, Centerra Park and the down town area of route 12A. He said that an estimated 300-500 people have been put out of work and that some stores may not reopen.

Commissioner Cryans said he would like to have Cindy Swart come to the next Executive Committee meeting when they discuss Social Service agencies. He said that even if she does charge for the consultation, it would be worth it. There was further discussion about this. Commissioner Ahern said that he feels that the Executive Committee wants to have a philosophical discussion about the agencies and that all the information is already available to the committee. He added that this is their meeting and he didn't feel the Commissioners should be inviting someone on their behalf, particularly since the Executive Committee had specifically agreed not to extend an invitation but to only inform Ms. Swart that they would be discussing Social Service agencies and if she wanted to come, she could.

Commissioner Cryans said he feels it is important and that she should be here. He asked that the Board think about it and that he would like to make a motion next meeting with the hopes of passing the vote.

12:25 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  
9-20-11

AO – Attorneys Office

- ⤴ Install software application for Attorney to view video

CE – Cooperative Extension

- ⤴ No Calls

IT – Information Technology

- ⤴ IT Department staff has been very busy on the campus network consolidation project
- ⤴ Assist Interstate Electric technicians with installation of new fiber optic cable installations for network consolidation project, Fiber Optic Cable has been installed between telco closets at the new DoC facility
- ⤴ Install new Battery Backup Units and Switch Racks in Data Telco closets
- ⤴ Work with Network Engineer on design of new Layer 3 switch network, configuration and installation of new switches.
- ⤴ All fiber optic cabling has been installed across the campus, approximately 65% of the network hardware is installed, tentative completion of project by mid October.
- ⤴ Procure additional DSL failover Internet Circuit due to outage from Hurricane Irene
- ⤴ Workers Comp claim - IT Manager injured doing lifting of large heavy boxes

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

- ⤴ Corrected Terminal server connection for HR user
- ⤴ Setup laptop for recording of meeting and burn audio CD
- ⤴ Installed utility for HR user to do maintenance on scanner.
- ⤴ Replaced Executive Directors laptop A/C power adapter.

DC – Department of Corrections

- ⤴ Assist Corrections Staff with getting pictures of the new DoC facility requested by Executive Director
- ⤴ Setup laptop from transition team now used for DC RN unneeded software uninstalled. Updates maintenance done. User given training on PDF s , power point , Kerio.
- ⤴ Disable accounts for former employees.
- ⤴ Replaced existing PC system with new system at the farm office. Setup new accounts for all Farm Staff and nighttime watchman, review of login logoff process and training.
- ⤴ Instructed training officer on how to retrieve videos from flipshare device.

NH – Nursing Home

- ⤴ Software update for American Health Tech software.
- ⤴ Update all PDA s due to software change in American Healthtech
- ⤴ Review with Health Information Manager on how to create PDF from Cottage Lab Net to print locally to file.
- ⤴ Discovered power strip for PDAs unplugged. PDA battery's flat. Plugged back in charged PDAs
- ⤴ Setup new email and user account for the new Food Services Director, Steve Meisel and complete training and computer\network orientation

- ⤴ Replaced bad network cable on activities users WS.
- ⤴ Corrected corrupt system files on Activities users system that were preventing LTC running properly
- ⤴ Retrieved Billing submission file created by MDS director accidentally placed in wrong folder, review file management on saving to proper location.
- ⤴ Replaced laser printer in activities due to hardware failure from generator test making it not operational.
- ⤴ Meeting with In Service Director and Nursing to discuss PDA issues.
- ⤴ Replaced Printer paper tray damaged by user
- ⤴ Cow system on profile updates installed maintenance performed.
- ⤴ Setup and configured additional network printer for Assistant in purchasing.
- ⤴ Several systems restored after Power generator testing.

MT – Maintenance

- ⤴ Setup and installed new Laptop for maintenance manager .
- ⤴ Scanned HVAC system's for possible Malware virus, none found.

RD – Registrar of Deeds

- ⤴ No calls

SO – Sheriff's Office\Dispatch

- ⤴ Install new Ethernet wiring feed for the Sheriff's PC
- ⤴ Console 2 system restored to working order after system files became corrupt last Friday night.
- ⤴ Swap out damaged network equipment rack to be shipped back to vendor
- ⤴ Corrected setting for Director of Communications laptop to get sound from laptop
- ⤴ Civil complaint user having issue with system shutting down on its own . Found power strips not correctly connected . APC backup drained. Needs replacement..
- ⤴ Anti Virus update on evidence system .

Yours in Service,

Brent Ruggles  
Grafton County  
Information Technology Manager

September 20, 2011

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 99</b>	<b>Maximum:</b>	<b>24</b>
		<b>Medium</b>	<b>22</b>
		<b>Minimum north:</b>	<b>11</b>
		<b>Minimum south:</b>	<b>09</b>
		<b>WHOC:</b>	<b>20</b>
		<b>Max/Handicap:</b>	<b>02</b>
		<b>Lockblock/Seg:</b>	<b>12</b>
	<b>Weekenders: 7</b>	<b>Out of facility: 38</b>	

**2. Community Corrections Report**

- a) Drug Court – supervising (21) \*1 in custody
- b) Electronic Monitoring – supervising (8)
- c) Daily Work Release – supervising (0)
- d) Operation Impact – gearing up for October presentations
- e) Community Work Program – On the County Complex

**3. General**

- a) New facility
  - 1) Jail transition – update
  - 2) Security Electronics Training
- b) Staffing – update
  - 1) Part time officers continuing orientation training
  - 2) Captain Lafond/HR – Littleton Job Fair
  - 3) Academy approved to start 10/10/11
  - 4) New staffing schedule

**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:**

**GED Graduation – Wednesday September 28, 2011 @ 10am**