

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday September 21, 2010

PRESENT: Commissioners Michael Cryans and Martha Richards, Executive Director Clough and Secretary Martino

EXCUSED: Commissioner Ray Burton

OTHERS PRESENT: H. Brown and J. Chamberlain

Commissioner Cryans opened the meeting at 9:01 AM

Farm Manager Kimball, Supt. Libby, Sheriff Dutile and Supt. Oakes arrived to discuss the County property. FM Kimball wanted to let the Commissioners know that he was opposed to putting up a gate across the road going up to the upper fields as was discussed at the Commissioners meeting on August 24th. Supt. Libby was in agreement with that and said that County land should be accessible though he added that rules should be employed.

FM Kimball said that he had met with Gregg Jellison who is the Fish & Game Conservation Officer who also agreed that there should be rules but the land should be kept open.

Originally, the suggestion of having a gate came from the fact that the water tower had been vandalized with graffiti and the gate was a way of deterring people from driving up there and creating trouble. There was also concern about the condition of the road. Sheriff Dutile said that the County can either be proactive or reactive but in order for him to be able to take any kind of action, he would need to know which way they wanted to go. He said he would support what the Commissioners decided.

Supt. Oakes said that he thought the road should be carefully monitored because of the need for maintenance of it. He said he also wants to make sure that the water tank is protected.

There was more discussion about whether or not to even have a gate. Supt. Libby said that there are some "old timers" in the area that would be hard pressed to have to walk up the hill and he felt the area should be left open for them.

Supt. Libby suggested appointing a board to come up with some recommendations as to how the land issue should be addressed. Commissioner Richards said she thought that a committee should be formed and that members of the community should be on it

Commissioner Cryans asked Supt. Oakes what he thought since the discussion had originated with him. He said that he would be receptive to having a committee and getting input.

Sheriff Dutile said that whatever they decided there needs to be some kind of signage otherwise nothing can be enforced.

Commissioner Richards asked if Supt. Oakes and the Sheriff thought that there would be any further vandalism and the Sheriff said that as long as people go up there and there's something to vandalize, it will happen. He said that there's always repairs needed at the shooting range, which is another area that needs some rules.

Commissioner Cryans said that he would like to see this sorted out because he doesn't think things should remain as they are and that there should be some rules in place. He said that he would like to have Commissioner Burton weigh in on this as the County land is in his district. He voiced the opinion that he didn't think it was necessary to bring a committee together to do this and asked that the Sheriff, Supt. Libby, Supt. Oakes and FM Kimball get together and sort this out as quickly as possible. He asked Director Clough if she had any opinion in regard to this matter and she said not at this time.

Commissioner Richards introduced Marylou Kranbeer, who is the wife of the now deceased Steve Huntington who used to work in Congressman Hodes office. She now work for the Congressman as a Community Representative and thought it would be a good idea to sit in on a meeting.

IT Manager Brent Ruggles arrived and presented a summary recap of what has been going on over the last month in the IT Dept. *(see attached)

Commissioner Cryans asked if the Nursing Home was in good shape technologically and he replied that it was. Commissioner Cryans said that the Nursing Home was using the hand held PDA's long before many others, even today. ITM Ruggles said that the PDA's have eliminated a huge amount of paperwork which translates into money. He said that a new update was just done which seemed to have eliminated a lot of trouble calls.

Commissioner Cryans asked about video arraignment over at the Jail and Director Clough replied that it is supposed to be set up for both video arraignment and for visitation and that Supt. Libby is looking further into that. She said that the state was supposed to be funding the equipment but has since heard that they have backed out. Commissioner Richards asked if NIC knew of some kind of grant funding that could be found and Director Clough said that that NIC is actually just coming to work with the transition team but she will ask them when they come.

J. Chamberlain asked the IT Manager if the County could use Netbooks rather than standard computers or laptops since they save money. ITM Ruggles said that it has been looked into but there are some limitations as to what a miniature computer can do. He said he would like to see them evolve a little further before choosing to purchase.

H. Brown told the Commissioners that they need to remember their oath and said that video arraignment is in conflict with the Constitution and the accused has the right to face his accuser. He said that rights of the people override the costs.

Commissioner Richards moved to approve the minutes from September 7, 2010 which was seconded by Commissioner Cryans. All were in favor.

The Commissioners signed the check registers.

Human Resource Director Mike Simpson and Director of Nursing Renee Shields arrived. HRD Simpson went over the job vacancies with the Commissioners which included a full time LPN for Corrections and part time Correctional Officers. Commissioner Cryans asked if there were still a lot of people applying for jobs and HRD Simpson said there was.

HRD Simpson passed out newly revised Employee Handbooks to Commissioners Richards and Cryans for their acceptance signature.

- Union negotiations should be wrapping up soon.
- HRD Simpson and Clerk W. Hubbard attended an orientation given by Primex.
- HRD Simpson attended an HR Affiliate meeting where a salary survey was created in order to be sure that the County salaries are competitive.

HRD Simpson informed the Commissioners that as of January 1st, the Seniority First Health Plan will no longer be available through Harvard Pilgrim for the retirees. Commissioner Cryans said that this concerns him saying that this was probably in the works for some time and Primex likely knew about it when they talked the County into accepting and offering it to retirees. He said this is a pool of people who have already had a huge change to their insurance and now comes another. He asked HRD Simpson to call Primex and asked if this program can be kept until July. Director Clough said that can't happen and said it was Harvard Pilgrim who is doing away with the program. She said that they knew that the rates would change but not that the whole program would be eliminated.

Commissioner Cryans said that he doesn't really see that the Seniority First plan was truly a viable alternative plan to begin with if it was just going to go away. Director Clough said that she agreed and felt that the County was sold a bill of goods knowing this change was coming. Commissioner Cryans said he would definitely like Primex to know how the County feels about this and the disappointment of it.

There was a discussion as to how the situation would be handled with the retirees and how an alternate plan could be offered. HRD Simpson wanted to get a letter out to them as quickly as possible in order to inform them of the issue. Director Clough said that it was important that the retirees understand why there is a need for the change. Informational meeting would then be set up to provide people with the alternative choice(s)

Commissioner Cryans was still a bit miffed with Primex and said that this could be a real nightmare for them and that this seemed a lot like a "bait and switch" to him. He said they brought everyone in and now they want to change.

*10:34 AM - Commissioner Richards 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 Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards "yes"; Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and they will now go into non-public session.

*11:22 AM– Commissioner Cryans declared the meeting back in public session and to seal the minutes of that session. The Commissioners then moved on to the next item of business

Commissioner Richards moved to concur with Nursing Home Administrator Bolander on the 40 hour suspension of two Nursing Home employees which was seconded by Commissioner Cryans. All were in favor.

Commissioner Richards moved to concur with Nursing Home Administrator Bolander on the 10 day suspension of a Nursing Home employee which was seconded by Commissioner Cryans. All were in favor.

Grafton County Attorney Lara Saffo arrived to discuss the Mental Health Court grant with the Commissioners. There was a discussion as to which Department the Mental Health Coordinator would fall under and who their Dept. Head would be. This will be a 28 hour a week position and Atty. Saffo said that it could be a contracted position if that's what the County suggested. Director Clough said that she thought the person should be a part-time County position but not under her supervision as she just wasn't as informed about Mental Health Court as the County Attorney's office was. She said that possibly an Alternative Sentencing structure, which included the Drug Court, and under the supervision of the County Attorney's office should be considered.

Commissioner Cryans suggested just dealing with the current issue and recommended that the Mental Health Court be under the purview of the County Attorney's office. Atty. Saffo agreed with that and said that she would like to put together a hiring committee and a get a job description together in order to get things moving.

Atty. Saffo said that she is going to be attending the National Drug Court conference and plans to lobby for more Drug Court money.

Director Clough presented a request from D. Maes in UNHCE for out of state travel to Maine.

Commissioner Richards moved to approve the out of state travel for D. Maes which was seconded by Commissioner Cryans. All were in favor.

Director Clough presented an out of state travel request for H. Bryant of UNHCE to travel to Maine Oct. 20-22 for training. Cost would be \$100.

Commissioner Richards moved to approve the out of state travel for H. Bryant which was seconded by Commissioner Cryans. All were in favor.

Commissioner Cryans signed the AHEAD Town and Country II CDBG grant documents. Commissioner Richards signed the verification of the certificate.

The Commissioners reviewed and signed the MS-45 to the Dept of Revenue on the FY11 budget.

Commissioner Cryans signed the NCIC Environmental paperwork.

Director Clough read a letter from the Conservation District thanking the Commissioners for providing office space for their Administrative staff member, allowing them to keep office hours here in North Haverhill.

Commissioner Cryans signed a letter of engagement from Devine Millimet for the work done on the TAN's. Director Clough said that they should be borrowing money around the first of October.

Director Clough gave the Commissioners the August report on the Prescription Drug program. The average savings was \$12.78 or 27.35%. Total month's savings was \$8001 and there were 260 users.

Director Clough presented and out of state travel request from Director T. Andross to attend the APCO Atlantic Chapter conference in Albany New York October 3-6.

Commissioner Richards moved to approve the out of state travel which was seconded by Commissioner Cryans. All were in favor.

The Commissioners signed a new group II position certification form.

The Sheriff's Dept. has another grant opportunity which they will be applying for which is for maintenance and upgrade on their emergency trailer. Grant is through homeland security.

The County will hold their annual Pumpkin Day on October 5th this year.

12:00 PM Being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Department of Information Technology
Monthly Project Summary Recap
9-20-10

- ▲ Nursing Home – Replace existing American Health Tech SQL Server
 - Installation of new HP Proliant Windows 2008 Server
 - Migration of existing Amercian Health Tech Database
 - Update all NH 51 PC's and laptops to new version of the client software
- ▲ Nursing Home – Upgrade Cisco Wireless Access Points from WEP to WPA encryption
 - Install new Cisco Firmware to 6 Cisco 1231G Access Points and reconfigure for WPA
 - Reconfigure 34 existing PDA's Handhelds network configuration.
- ▲ Nursing Home – Replace existing 34 PDA's with new HP IPAQ 211's
- ▲ Nursing Home – Install and configure 2 new Seiko label printers to work with Cottage Hospital Lab Orders/Reports Module.
- ▲ Nursing Home – Work with MDS office on the new MDS 3.0 module access.
- ▲ Nursing Home – Setup and configure 5 hand held recorders for Doctors to use with new Medical Records Dictation software.
- ▲ Nursing Home – Work with new Restorative Manager and department users to phase out Wordperfect and convert documents to Open Office software

- ▲ Attorneys Office – Install new DVD CD Duplicator
- ▲ Attorneys Office – Configure Back Office Laptops for Interns to use.
- ▲ Attorneys Office – Procure, setup and install new Laptop for Attorney Fitzgerald
- ▲ Attorneys Office – Setup new PC workstation for receptionist Dawn Burleson
- ▲ Attorneys Office – Install new CD Burner in PC for Dawn Burleson, train user.

- ▲ Maintenance – Replace Jim Oakes aging color inkjet printer with new one.
- ▲ Maintenance – Work with Jim Oakes on replacement of old Nursing Home HVAC system, meet with Trane Tech Support and review software requirements.
- ▲ Maintenance – Setup email account and train Lead Custodian, Brenda

- ▲ CO – Configure Cell phone to receive email for Executive Director to provide real time access to urgent email
- ▲ CO – Replace defective network core switch for CO's network.

- ▲ DOC – Barry replaced faulty Fiber Optic Converter that links the DOC to campus Fiber Optic Internet Service while I was out on Vacation.
- ▲ DOC – Configure Superintendents cell phone to receive email from our email server
- ▲ DOC – IT Manager requested to join new DOC Facility Transition Team
- ▲ DOC – Provide user training to Transition Team members for email, storage of documents, recording of time in Kerio Mail Server Calendars.
- ▲ DOC – White Building, install and configure secure wireless access point to provide network access to staff at the White Building.

- ▲ SO – Dispatch\911 Center - Fix corrupted user Profile configuration for Console 1
- ▲ SO – Dispatch\911 Center - Maintenance and repair on Console 3 Automatic Updates not working.

- ✦ SO – Littleton VPN, install and configure new printer driver for Kyocera Printer on Terminal Server TS01, work with Jamie and Lori at LPD to ensure proper local configuration.
- ✦ Campus – Wireless Secure Public Internet Access setup at CO building and core central area of Nursing Home.
- ✦ IT Department – Continue Work on RFP for network consolidation.
- ✦ IT Department – Continue research on VOIP systems for new DOC facility.
- ✦ IT Department – Configure and deploy new email certificate for Email Server.
- ✦ IT Department – Install update for Kerio Mail Server
- ✦ IT Department – Install Windows Software Update Services on FS01.