

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

September 24, 2019

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

OTHERS PRESENT: IT Manager Ruggles, Supt. Elliott, AS Director DePalo, County Attorney Hornick. Alternative Sentencing Intern Sarah Chickering.

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

IT Manager Ruggles arrived and gave the following report:

Monthly Summary Report  
September 24<sup>th</sup>, 2019

Summary: Extensive training and orientation on IT systems, servers, network systems, security software as well as completing various tours of all the departments and their IT systems has been completed by all IT team members with our new IT Help Desk Support specialist Jason Richardson, we are getting there but we still have more to cover and will continue more training in October. Jason has completed complete a completed reorganization of our supply\work room and supply closet. Work on these tasks was excellent and both rooms are immaculate and well organized now and were completed quickly. Jason is also now completing help desk tasks on his own. He is shadowing Barry and Joey on setup and installation of new systems.

More computers were replaced at Alternative Sentencing and the Farm. Courtroom systems were also rebuilt for the Attorneys Office. 2 new scanners were installed in the Financial Department at the Administration Building. New equipment, one scanner and 2 digital signature pads have been ordered to complete the DoC Emar project.

Bids were accepted to upgrade the Campus Windows Server from 2008R2 to 2019. Note that Windows 2008R2 will be end of life on Jan. 20<sup>th</sup> 2019

9 New Systems have arrived to replace older Windows 7 Systems at the Sheriff's Office.

AO – Attorney's Office

- Completed upgrade of memory, OS, drive on two laptops used for the courtroom.
- Created accounts for new attorney.
- Completed setup of user profile on system for new attorney.
- Updated web application needed to display content on some web pages.
- Completed setup and configuration of two laptops for lawyers to use when need in the courtroom.

- Setup employees Profile on Support Staff PC, she was using while other employee was out.
- Removed employee from Victim Witness phone hunt group, as she has a different position.
- Made some changes to Support Staff side cars.
- Support Staff employee's PC's didn't recognize the external DVD player. Performed a registry hack to fix that issue.
- Upgraded Attorney's laptop to a new OS version, and installed the latest drivers for the dock station, as the current one it had would work properly. Also ordered more RAM and an SSD for that laptop, which will be replaced for better performance.
- Attorney forgot her laptop one morning. She grabbed one of the spare 'Courtroom' laptops, and I got her Profile built on it with the necessary printers and Desktop shortcuts.
- Support Staff could not print after the print to the office MFP. She had many jobs stuck in the queue.
- Worked with Support Staff employee to re-record the Auto-Attendant greeting.
- Updated a third-party video player software.
- Support Staff reported her PC running very slow upon logging in, in the morning. Disabled a few unnecessary Startup programs.
- Attorney called about a concerning email. It looked malicious, so had her delete it and then remove it from the Deleted Folder.
- Checked that an employee's printer drivers were set to default to Black & White.
- Re-recorded another Auto-Attendant menu greeting, to reflect the new Attorney that started.
- Installed a medial player program on Attorney's laptop.
- Set up a second laptop in the image of the laptop that I worked with IT-2 to set up
- Created a backup image of the first laptop through Macrium Reflect
- Helped an employee with content sizing issues within a web browser
- Helped an employee with a recurring dialogue about adobe plug-in services for Microsoft Office
- Completed change on all AO systems implementing a fix on all of the computers to solve a pending document upload issue. Could not get to 3 computers but showed one of the employees how to implement the fix and they covered the last 3

#### AS – Alternative Sentencing

- Installed replacement Dymo Label printer on Administration system, older label printer had expired.
- Replaced expired laptop battery in Case Managers laptop with new battery.

#### CE – UNH Cooperative Extension

- no calls

#### CO – Commissioners Office

- Had to make changes to employee's new laptop, and find a setting in the new MFP to



allow a document to scan as both a .pdf and converted .doc.

- Upgraded employee's old laptop to new OS version and it will now be used in the Conference Room to record the Meeting Minutes.
- Labeled AP and Payroll HP Laser-jet m501 printers with support labels.
- Made sure HR director's old laptop was labeled and decommissioned
- Installed a Panasonic scanner in Payroll office, tested to make sure that the scanner works
- Worked with Payroll employee to configure settings of scanner to fit different need based scenarios
- Reset employee's password and had them change it on login
- Set up scanner in employee's office and configured it similar to the other Panasonic scanners

#### DoC – Department of Corrections

- Adjusted Active Directory Network Settings for JSUTHLAND to access Corrections software for training.
- Setup new laptops for Medical for the Doctor to use and Nurses to do med pass.
- Cell phone Network Extender lost signal. Reseated all the connections and did a power cycle on it.
- Nurse couldn't connect to the remote sessions of the new Hosted EHR. Had to allow pop-ups from the browser, inform her where to run that downloaded remote session file.
- Took a laptop from the computer lab, to use in the Law Library for an inmate to view case discoveries. Had to configure the Desktop on that device for the necessary applications to be allowed to launch.
- Certain computer would not play a training website properly. It turned out that site relied on Internet Explorer to run the training session. Told the Training Sgt. To have the staff use Explorer rather than Chrome.
- Created domain and email accounts for a new kitchen employee.
- Shadowed IT-1 with investigating a prompt from Dell to install software. The prompt was verified to be from Dell Support Assist so we authenticated the prompt and then updated the computer through Dell Command Update and then installed the remote connection software.

#### HR – Human Resources

- HR Assistant needed to edit a .doc that wasn't in plain text. It was more of a permanent image. Printed the document out and scanned it to her email as a .doc, but was still not in plain text. She ended up re-typing the document.

#### FA – Farm

- Disabled accounts for separated staff member.
- Replaced system used at the farm.
- Completed network change on Farm PC to allow current Firewall rule to work properly to allow system to connect to Herd Management software.
- Shadowed IT-2 with disabling access privileges to Active Directory and Kerio Email services for an employee

- Worked with IT-2 to replace the FARM computer, IT-2 hooked the computer up and I installed the printer and the appropriate software
- Decommissioned the FARM computer by uninstalling the Bitdefender program and disjoining the computer from the network

#### IT – Department of Information Technology

- Deployed Monthly OS security updates.
- Updated OS on NAS devices.
- Deployed Browser security updates.
- Resolved issue with backup software with connection to host.
- Resolved update issue on mail server.
- Changed to software used to back up the HVAC systems.
- Stopped deployment of another window update that was causing major issues.
- Resolved communications issue between 2 systems and AV server.
- Contacted software vendor to resolve issue with software updates deployments not downloading.
- Did training with new hire on various IT duties.
- Completed update of remote connection software on clients.
- Performed monthly OS Updates on all servers.
- Expanded the range of an IP Address Rule on our Firewall, to accommodate new IT employee's laptop.
- Added new IT laptop to a DHCP Reservation.
- Replaced dead battery in Tripp-Lite UPS
- Created a boot-able install disk and resource pool for imaging computers
- Built service cart for IT Department
- Removed Hard Drive and memory, to be recycled by maintenance, from Dell Latitude E5500
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- Built service cart for IT Department
- Removed Hard Drive and memory, to be recycled by maintenance, from Dell Latitude E5500
- Started and finished reorganizing stock and supplies in IT-4 office
  - Finished closet in the IT-4 office
  - Finished organizing tool bag
  - Finished labeling previously unlabeled pieces of software on CDs and DVDs then organized them in office closet
  - Finished organizing IT-4 Office
- Restocked supply room with computer cleaning supplies and safety equipment
- Cleaned battery terminals of Tripp-Lite UPS to get the Tripp-Lite to charge again

#### MT – Maintenance

- Replaced Laptop with Desktop in DOC MT office.
- Replaced Laptop used for troubleshooting by MT staff at the DOC.
- Completed adding additional shortcuts for MT staff member.

- Replaced Desktop used by MT staff in the admin building.
- Resolved boot issue on HVAC control system. Additionally, replaced Hard drive.
- Removed UN-supported backup software from HVAC systems and installed new Imaging software.

#### NH – Nursing Home

- Replaced UPS X 3
- Moved computer and monitor to new location for admissions RN.
- Completed setup of scan to folder and scan to email for admissions RN.
- Reset password for user.
- Setup accounts for new user.
- Resolved access to government site for user. New client software needed to be installed.
- Completed training on available websites for NH and HIM staff.
- Assisted HIM director with getting to webinar.
- Completed training with new hire.
- Removed no longer supported backup software from in service director's laptop.
- Resolved issue for admissions RN to access website that only supports IE.
- Did training with user to connect to switch between wired and wireless
- Blocked a couple numbers from calling into the main line.
- Made up a long Ethernet cord to run around the perimeter of an office. Employee relocated into a new office.
- Trained with Nurse with using email. Confirmed she could login and had her reset her password.
- Updated list of Nurses email put in the additional "All Nurses" email group.
- Disabled a Firewall Security Setting momentarily, for MDS employees to run a download from a certain website.
- Called a vendor to get a data sheet or list of certain URL's and IP addresses. After periodically updates on a rehab website, MDS cannot run program. Made changes to our firewall to allow these exceptions.
- Removed old print driver from NH Admin's laptop, and re-added the new one.
- Labeled Nursing Unit Brother 6200 printers with support labels. One printer for each NH section
- Replaced a non-working Tripp-Lite in the MDS office, the battery in the Tripp-Lite was replaced and the terminals were cleaned of corrosion
- Investigated a printer jamming issue in MDS office, found out that the printer needs a new drum, there wasn't a replacement drum to be used so a request for purchase was sent to the purchasing agent
  - Drum replacement did not work, the printer continued to ask to replace the drum, printer was brought back into IT-4 office to be looked at further
  - After further inspection, the fuser seems to be overused or damaged. Many wrinkles are found while the fuser is supposed to be a flat and smooth surface

#### RD – Registrar of Deeds

- Resolved issue with browser not launching. Full uninstall and re-install was needed to



correct issue.

- Installed MS Office on Deputy Registrar's new PC.
- Assisted employee with swapping out keyboard track mounts on their desk
- Shadowed IT-3 with installing volume licensed Microsoft Office 2016 on employee's computer

SO – Sheriff's Office\Dispatch

- Completed setup of computer for sheriffs to view the court rooms.
- Installed software for staff to view courtroom cameras on two systems.
- Removed software vendor app that was causing UN-needed pop-ups.

DoC Supt. Elliott arrived and gave the following report:

**September 24, 2019**

**Commissioners Report**

**1. Population:**            **In House: 62**            **F Unit: 17**  
**E Unit: 16**  
**D Unit: 12**  
**C Unit: 14**  
**Intake: 3**

**Out of Facility: 33**

**Intakes since 7/1/19: 248            Male: 150            Female: 98**

**2. Community Corrections Report:**

**a) Electronic Monitoring: 3 (3 FIRRM)**

**b) Daily Work Release: 0**

**c) FIRRM: 4 (1 level one- 2 level 2 – 1 level 3)**

**d) Pre Trial Services: 9**

**e) Operation Impact:** Sgt. Harness conducted presentations at the Littleton High School, Frances C. Richmond Middle School and Russell Elementary. She also spent a significant amount of time supervising inmates in the gardens.

**f) Community Work Program:** Sergeant Griffin spent the majority of his time supervising inmates working in the garden and at the farm stand. He also supervised work crews at the Haverhill's Patten's library and United Methodist Church.

**General:**

a) Community Corrections Operating Procedures – Supt. Elliott stated that he had sent the updated operating procedures to the Commissioners a few weeks ago for their review and consideration for approval.

**MOTION:** Commissioner Piper moved to approve the updated Community Corrections Operating Procedures. Commissioner Morris seconded the motion and all were in favor.

b) New Medical Coordinator – Supt. Elliott stated that the new Medical Coordinator will be starting October 7<sup>th</sup>. He stated that she used to work here in the old jail so she is familiar with the job and they are excited to have her start.

c) Administrative/Financial Assistant Position – Supt. Elliott stated that this position has been filled as well. Jean Sutherland who is currently the Payroll Coordinator will be filling that position. Jeri Martino will be retiring after 17 years with the county. There will be a retirement party this Friday at 1:00pm.

d) Upcoming Garden and Jail Tour – Supt. Elliott stated that on October 2<sup>nd</sup> they will be hosting a group from the St. Johnsbury, VT Department of Corrections. They are looking to start a garden program for themselves and reached out to Grafton County DoC to tour the gardens and facility to get more information about their planting and harvesting operation.

e) Superintendent Affiliate meeting with the Governor – Supt. Elliott stated that at this meeting they will be discussing bail reform and its impact on the DoC, County probation and Medication Assisted Treatment.

Commissioner Lauer stated that she received a thank you letter from a mother of someone who was incarcerated at the DoC. She stated that this mother was very thankful for the care her son received while he was at the DoC.

Commissioner Lauer asked if everyone had a chance to read the minutes from the September 17<sup>th</sup> meeting.

**MOTION:** Commissioner Piper moved to approve the minutes from the September 17<sup>th</sup> meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers 10;1039-1042;1044.

RDC Alliance 2020 Grant Application – CA Libby stated that she received an email from Justin Slattery from Belknap Regional Development asking if Grafton County would be willing to submit the grant application again for 2020. The Commissioners agreed to be the grant applicant.

CA Libby submitted an educational assistance application for an employee in the Attorney's Office who is pursuing their bachelor's degree.

**MOTION:** Commissioner Piper moved to approve the educational assistance application. Commissioner Morris seconded the motion and all were in favor.

Lawyers Lounge – CA Libby received an email from Kristin Ross from the Grafton County Bar Association. She stated that the GCBA is looking for one (1) more extension until the end of October and has requested to meet with the Commissioners to present a compromise proposal. The Commissioners discussed the request and agreed to grant the extension until the end of October and have K. Ross present their proposal. CA Libby stated that she will reach out to K. Ross and see if she is able to come to next week's meeting.

**MOTION:** Commissioner Morris moved to grant the extension for the Lawyers Lounge to be vacated to October 31<sup>st</sup>. Commissioner Piper seconded the motion and all were in favor.

CA Libby stated that she has been in contact with Woodsville Water and Light. Their Commissioners meet tonight and will decide on a date to meet with the Grafton County Commissioners.

AS Director DePalo arrived and introduced the Commissioners to Sarah Chickering who is currently in a nine (9) month internship for social work in their office. AS Director DePalo stated that she is also a case manager in the Plymouth area for Mental Health Court.

AS Director DePalo stated that she attended the IDN 7 meeting last week and she is scheduled to go to the IDN 1 & 5 meetings as well. She wants to know what information the Commissioners want information her to report on from these meetings. AS Director DePalo stated that she wants to be able to get the most of these meetings and would like the Commissioners to think about what they would like her to ask at these meetings so she can bring back the right information for them. The Commissioners discussed some of the information that they would like AS DePalo to obtain meetings. The Commissioners thanked her for attending these meetings as they feel she is the right person to be going.

AS Director DePalo stated that she had a meeting a while ago with County Attorney Hornick, Atty. Heater, Atty. Kovalenko and Chief Smith to discuss concerns that community members were having around the lack of teeth in their diversion program. A concern is that if a participant fails out of a program, many of them are getting a year suspended with six (6) months' probation. AS Director DePalo explained that there is a large gap between diversion and Drug Court and many people are failing out due to substance use. Together they created a program called Care Plus which is similar to the Mental Health Court set up. She explained how the program was set up with the Commissioners and stated that there were concerns with the state that this program looks a lot like Drug Court. She stated that herself, County Attorney Hornick and CA Libby met with Alex Casale from Drug Court yesterday to talk about the implementation of the Care Plus program. The question came up as to if the County would want to take Drug Court back over again. AS Director DePalo stated that the counties receive first choice and if they wanted to take Drug Court back they can. She stated that Alex Casale had suggested that they take a few months to discuss the idea and see what that would mean for the County and



come January if the County feels this is something they want to do he would have six (6) months to have the conversation with Consortium who is currently running health court. AS Director DePalo stated that there are many things that need to be discussed about this topic and she feels this is a conversation that they need to have with County Attorney Hornick as she is a big piece of this as well. The Commissioners agreed that this is something that needs to be discussed more in depth.

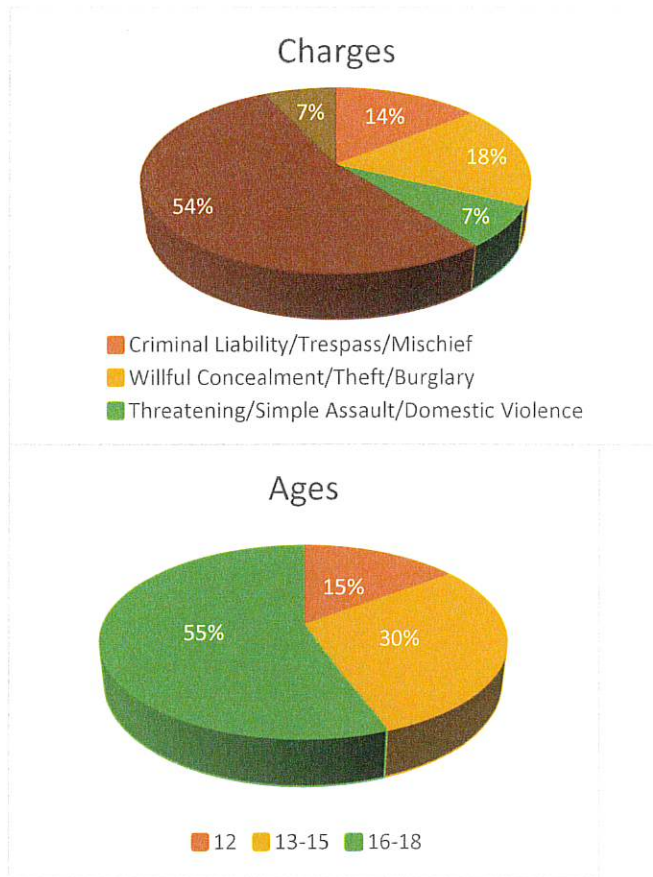
AS Director DePalo gave the following report:

**Director's Report:** This month continues to be busy without a LADC to aide in providing treatment. The director continues to provide treatment and sight to all programs as necessary. Alternative Sentencing is ever-changing with the types of participants as well as programs needed. The director, County Attorney and Littleton Chief of Police have been examining gaps in care and how the Alternative Sentencing programs could fill those needs. We have received two more applicants for the LADC position and hope to have someone hired before the holiday season.

## 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	3	1	2	0
VCD	11	0	1	0
GCJRJ	6	3	2	0
<b>TOTALS</b>	<b>20</b>	<b>4</b>	<b>5</b>	<b>0</b>

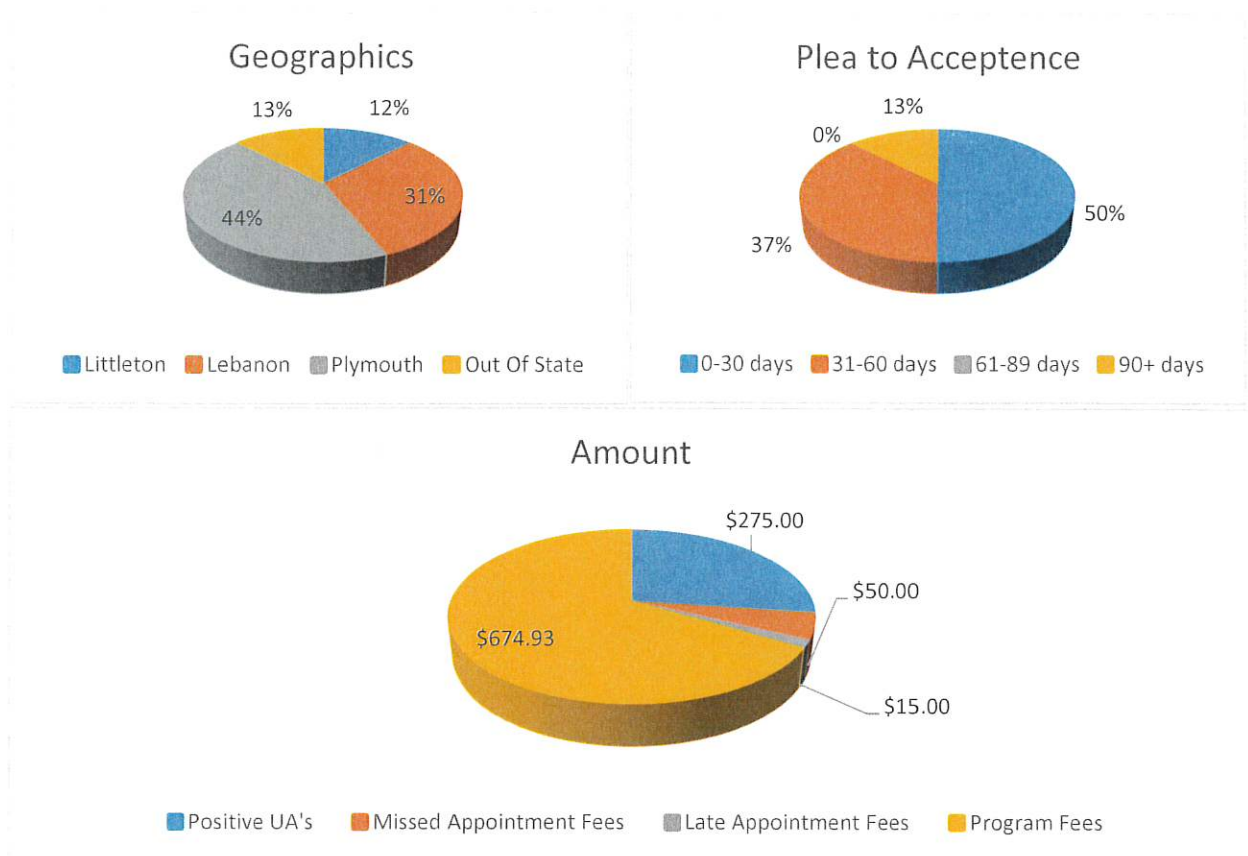


Community education around the Juvenile program has been important the past two months. Multiple agencies have hired new staff, including Littleton who has a new prosecutor. Once the LADC position is filled the director will be looking to extend more trainings to the community. The new panel members have been trained and have begun sitting on opening and closing panels.

## 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.*

Program	Active Participants	New Participants	Graduated	Fees	Prospective Participants
Felony	15	1	5	\$1014.93	12
Misdemeanor	2	0	0	0	1



Diversion has been able to get information on the lengthy list of perspective participants and has begun conducting intakes. The county attorney's office has been instrumental by ensuring that individuals check in at the Alternative Sentencing building right after they are seen in court, this has allowed for information to be updated and intakes to be scheduled in a more timely and efficient manner.

Misdemeanor Diversion has 2 active participants with 1 perspective.

## C.A.R.E

We currently have 4 participants in the program, with 0 perspectives. Probation and Parole are currently reviewing more individuals appropriate for this program. There has been a noted decrease in referrals, this may be due to the increase in work for probation officers. We continue to work with probation and parole to ensure participants are receiving appropriate therapeutic care and are providing random urine analysis.

## 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	2	4	1
HOH Lebanon	14	1	3	8	2
PMHC Plymouth	5	1	0	5	0
<b>TOTALS</b>	<b>25</b>	<b>3</b>	<b>5</b>	<b>17</b>	<b>3</b>

Mental Health Court is working to complete all components of the new phases which will be implemented Sept 1. Director and Coordinator worked together to ensure each phases met a positive level of care and held the participant accountable for their progress and behaviors. Each Mental Health Agency will have time to review the phases and ask questions before Sept 1 to ensure all current participants are placed in the correct phase.

## Budget Report

August Revenue increased due to New Hampshire Juvenile Diversion Network SBIRT payment. These payments are quarterly

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
JRJ	\$300	\$125	---	---	\$6,000	\$100	---	\$3,000
AD	\$905	\$510	\$395	\$515	\$840	\$270	\$105	\$499.93
MISSE D	---	\$65	\$65	---	\$24	---	---	\$50
LATE	---	---	---	---	---	---	---	\$15
+ UA's	\$100	\$50	\$50	---	---	---	---	\$275
MRT	---	---	---	\$105	\$35	---	\$35	\$175
CARE	---	---	---	---	---	---	---	
MISSE D	---	---	---	---	---	---	---	
+ UA's	---	---	---	---	---	---	---	
BDAS	\$2,475	\$2,129	\$1,678.6	\$2,675.2	\$4,900.5	\$3,249.4	\$2,450.8	\$2,544.51
<b>Totals</b>	<b>\$3,780</b>	<b>\$2,879</b>	<b>\$2,188.6</b>	<b>\$3,295.2</b>	<b>\$11,799.5</b>	<b>\$3,619.4</b>	<b>\$2,590.8</b>	<b>\$6,559.44</b>

Supt. Oakes arrived and gave the following report:

**Shipping Container Storage** – Poured concrete pad and framed up lean-too on pad. Will be installing metal roofing on it this week.

**Paving Project** – Blaktop completed the project and NICOM completed all of the line striping. The final cost of paving and line striping came to \$112,177, which is \$40,323 below the \$152,500 budgeted for this project.

#### **Generators & Automatic Transfer Switch Preventative Maintenance**

- ASCO inspected, cleaned, lubed and adjusted all of our ATS's throughout the complex. Only a few needed minor adjustments. All passed operational test.
- Powers Generator just completed major inspections/tests on all of generators, including the Senior Center unit. All passed inspection and test. However, the nursing home unit needs a radiator hose replacement and the one at the Admin Building needs a fuel priming pump replacement. I've approved Powers to do the radiator repair but I am still awaiting a quote for the fuel priming pump. They also did a 4-hour load test on the DOC generator.

**Underground Storage Tanks** – Lakes Regions Environmental (LRE) and NH DES conducted an annual inspection and test of our four underground fuel storage tanks and monitoring systems. LRE's report shows all four passed inspection. However NH DES cited us for not having an emergency vent connecting the day tank in Administration Building to the outside. They gave me 30-days to remedy this issue. Parts are ordered and the work is anticipated to be complete no later than this Friday.

**Fire Alarms** – Alarmco is in the process of conducting annual testing of all our fire alarm systems throughout the complex. They started in the DOC on Monday.

**Maple Trees** – Two large maple trees behind the nursing home are dying from exposure to road salt. Approximately 2/3 of their limbs and branches are without leaves. We will be taking these trees down within the next month, before the limbs become a falling hazard.

**Master Garden** – The Master Gardeners (MG) requested my department lower the raised bed retaining walls of the beds surrounding the gazebo because the plants and shrubs in these beds experience winter wind burn. They removed the perennials and we removed the lilac shrubs. Once removed, we eliminated 18" of retaining wall at the back of each bed and removed a few yards of top soil from each location. Upon the MG's approval of the bed height, we replanted the large shrubs and they replanted the perennials.

#### **COURTHOUSE**

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

#### **NURSING HOME**

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



**Sprinkler System** – Dry system air leak at 2” connection above purchasing. Also another leak 4” line in same system next to air handler HRU 3 in main attic. Both are temporarily repaired. Hampshire Fire scheduled to replace bad sections at next scheduled visit in October.

#### **Exterior Façade**

- PT Porch - Fascia and shadow board was rotted in some areas. Needed replacement. Soffit needs securing in some spots below. Area needs scrapping, priming and paint. Job complete.
- Rear Entrance Overhang and Exterior O2 Room - Fascia paint peeling, sections of shadow boards rotted and vinyl siding and J-channel have holes in them. Replaced bad section of shadow board, siding and J-channel. Scraped, primed and painted areas.

**Make Up Air Unit** - Propane fire burner has a couple cracks. Replaced bad sections, cleaned and tuned unit.

#### **Kitchen/kitchenettes**

- Wall-mounted light fixtures heavily corroded from moisture in dishwashing area. Ordered replacement units.
- Refrigerator/freezer door throughout need new seals due to wear and tear. Replaced several door seals throughout.

#### **ADMINISTRATIVE BUILDING**

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

#### **Porches, Steps and Landings**

- South entrance steps have sections of concrete spalling and surface protective coating compromised...NICOM scheduled to repair and sealcoat
- Deeds Porch – South end of porch has spalled concrete and surface protective coating compromised...NICOM scheduled to repair and sealcoat
- Employee entrance steps have surface protective coating chunk missing... NICOM scheduled to repair and sealcoat
- Front entrance steps have spalled concrete at lower right step... and surface protective coating compromised...NICOM scheduled to repair and sealcoat
- Entrance door and office areas need screens to keep out flies. Fabricated screen door and window screen and installed.

**HVAC** – Condensing unit ACCU 3 Fan short cycling (bad fan cycle switch). Replaced switch and also installed isolation relay to get power inside cabinet



**Women's Basement Restroom** - Flooring had shrunk around edges and concrete showed between cove base molding and flooring. Mayo's Flooring replaced flooring and cove base molding.

#### **Dept. of Corrections**

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

#### **HVAC**

- Heat pump HP-B9 has bad low pressure switch...bypassed as temporary measure. Need to order new switch.
- Heat pump HP-J1 has inoperable economizer...replacement part ordered
- Heat pump WHP-H3 had bad compressor core sensor...replaced core sensor.
- Energy recovery unit C1 has worn energy wheel bearings...pricing parts for repair. Also exhaust belt sheave and belt worn...replaced both items.

**Propane Tanks** – Dead River conducted bar hole and cathodic testing of six under-ground propane tanks. The cathodic test revealed that the anode bags on three tanks are below the protective threshold they provide and thus should be replaced. I've approved their proposal to do this work but they have yet to firm up when they will do it.

#### **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 and boarded up window opening
- Milk parlor floor rough around bulk tank (written up by milk inspector) ...installed concrete skim patch
- Milk line vacuum pump runs at 100% whenever it runs during milking and cleanings. Lyons Dairy installed variable frequency drive system to improve efficiency
- South façade door openings were lower than surrounding exterior elevations so rain water ran into barn. Formed and poured new foundation walls through each location and closed in openings above with plywood per Farm Manager's request.

#### **BIOMASS PLANT**

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

**Boiler** - Shuts down on switch over from utility to generator. Installed UPS with new batteries but that did not resolve the issue. Had Messersmith on site to adjust the time delay in the phase voltage relay.

#### ALTERNATIVE SENTENCING BUILDING

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

**Flooring** – Conference room and corridor carpets were heavily soiled...Mayo's ripped up carpets and laid down new VCT flooring and cove base molding

#### VEHICLES & EQUIPMENT

**Boom-lift** – Had two hydraulic leaks...United Rentals replaced a couple hoses when doing the annual ANSI in late August

#### **John Deere 4115**

- Fuel solenoid burned out. Replaced that and the new one burned out. Troubleshoot further and found a shorted control module circuit board. Replaced the control module and fuel solenoid.
- Large pipe fell from bucket and smashed fiberglass hood. Replaced hood.

**1-ton Truck** – Right outer tie-rod and wiper motor transmission bad...Oliverian Auto replaced both items.

#### OTHER

**Outbuilding Disassembly** – Keeper Barns completed the demolition and removal of the dilapidated outbuilding

#### **Certifications/Licensing**

- Steve Whitcomb attended a 4-day seminar in Keene where he was trained and certified by New England Water Works Association for the inspecting and testing of backflow devices. Steve will be replacing John Bishop in this capacity when John retires in May 2020.
- Rick Colbeth attended a 1-day training/certification event in Concord so he could take over the Underground Storage Tank B Operator functions that Richard Thompson held.
- Dennis McLam and I attended a 1-day Operator Field Day training seminar in Newbury, NH to get the remainder of CEU's required to renew our Class 1A Water Operator certifications for the management of the county's water tank.

**Grounds Work** – Since building the DOC, the DOC superintendent has funded part time help to help maintain the grounds around that facility. The part time person recently notified Tom

Elliott and said he will not be returning next year. Tom asked me if we would take over complete care of the grounds from now on. I agreed but will need to hire a part time person in next year's budget to cover this extra workload.

County Attorney Hornick arrived to discuss a request with the Commissioners. She stated that in regards to the Drug Court discussion she is happy to have further conversation about it. She stated that she is not fully convinced it's the right move but not convinced that it's not the right move.

Atty. Hornick stated that she has been working with some of the towns that Atty. Bartlett is now prosecuting for. They are going to look to put permanent file cabinets at Whole Village and work with the police chiefs to have a space for Garrett Bartlett to work out of. She stated that she has hired Amanda Jacobson to replace Atty. Bartlett and she is a great fit. The form that she has given for the Commissioners to sign for Atty. Jacobson is slightly different than forms in the past as she is not currently a New Hampshire Bar member. She explained that she is licensed in both Pennsylvania and Massachusetts so she does not qualify to practice under Supreme Court Rule 36. She stated that because she is a member of two other bars and waiting to be sworn into the New Hampshire Bar they have to file a form with every case that she is assigned to practice on a Pro Hac Vice status, New Hampshire Supreme Court Rule 33, until she is sworn in.

**MOTION:** Commissioner Piper moved to approve Atty. Jacobson to practice on a Pro Hac Vice status. Commissioner Morris seconded the motion and all were in favor.

Atty. Hornick stated that Wayne Fortier's last day is Friday and they will be having a gathering from 2pm-3:30pm in the UNH Extension Conference Room.

Commissioner Piper attended the Enfield Select board meeting last night and updated them on the change to the amount of money that the county would ask them for. She gave them highlights and explained what caused the county taxes to go down.

Commissioner Piper stated that she also attended the presentation at the Lebanon City Council on the Airport TIF District. She was on the study committee for the Downtown TIF District and stated that it can impact counties as it is tax revenue. The purpose of the Airport TIF District is to get the airport to pay for itself, leases from the development of the land would be used to offset the city expense of the airport budget.

Commissioner Piper attended the IDN Subcommittee meeting and stated that the majority of the meeting was about reporting. She stated that there are two (2) types of reporting; financial and programmatic. Commissioner Toumpas pointed out that financial reporting could be standardized but programmatic would be difficult as they all do different things. She further discussed details from the meeting with the Commissioners.

Commissioner Morris stated that she attended the opioid meeting. They focused on talking about setting up a trust in the state to deal with whatever the settlement may be in the future. She stated



that 20-50% of the settlement would be based on past damages. They are also looking for estimated future damages for the next twenty (20) years.

Commissioner Lauer stated that she attended Drug Court Graduation where there were three (3) graduates. She is concerned that they are down to ten (10) participants. She stated that she will be interested to see how the conversations regarding Drug Court with Alternative Sentencing and the County Attorney's office pan out.

Commissioner Lauer requested a nonpublic session.

**MOTION:** \* 10:45 AM Commissioner Piper moved to enter into non-public session for the purposes of The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\* 11:05 PM 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 Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes

11:05 AM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,  
Clerk

Grafton County Department of Corrections  
Monthly Program Department Update  
**August 2019**

To: Superintendent Elliott  
From: Sergeant Deem  
Subject: Programs Update  
Date: **September 3, 2019,**

For the Month of **August 2019** Programs department provided various services to over **35** different inmates for approximately **407** hours. Services include SUD groups and individual counseling, HiSET along with volunteer services such as Self Help groups, Individual Bible Study and Church Services.

**July 2018 Population Average**

- Average in house population- **65**
- Average Checked out- **39 (Including GCPTS)**
- Total Average – **104**

**Individual Counseling- 43 Total Individual Counseling Hours**

- Female- **34 hours**
- Male- **9 hours**

**SUD Treatment Groups- 248 Total Group Hours**

- Female- **168 hours**
- Male- **80 hours**

**Vocational and Educational – 22 Total Group / Individual Instruction Hours**

- Female- **2 hours**
- Male- **20 hours**

**Volunteer Programs**

- **Self Help- 34 Total hours**
  - Female- **30 hours**
  - Male- **4 hours**
- **Individual Bible Study- 3 Total hours**
  - Female- **9 hours**
  - Male- **1 hours**
- **Church Service- 21 Total hours**
  - Female- **0 hours**
  - Male- **21 hours**

**FIRRM – Sentenced Active Participants Total – 6**

- **In House Level I – 3**
- **In House Discipline – 0**
- **Level II – 0**
- **Level III- 3**
- **Successful Completion – 13**