

GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections
3787 Dartmouth College Hwy.
North Haverhill, NH 03774
September 30th 2014

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

OTHERS PRESENT: Supt. Libby, Atty. Saffo, ITM Ruggles.

Assistant County Attorney Mariana Pastore was sworn in by County Attorney Lara Saffo. The Commissioners signed the necessary paperwork for Assistant County Attorney Pastore.

Atty. Saffo introduced Lia Panetta to the Commissioners. She stated that Lia is the new AmeriCorp volunteer and will be working with them for the next year.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
September 30, 2014

AO – Attorney's Office

- Setup IT accounts and phone for new hire.
- Setup IT accounts and phone for another new hire.
- Help Attorney will Media conversion.

AS – Alternative Sentencing

- Configure, setup install laptop, phone and IT related accounts at White Building for new Alternative Sentencing Director Lucile Amero.
- Relocate Colleen Strout's PC, Phone in White Building
- Special Thanks to Dennis McClam for his help in moving Sharp Copier in White Building.

CE – Cooperative Extension

- Complete training and review remote access with David Falkenham

CO – Commissioners Office

- Move and relocate all Admin staff phones, computers, FAX and printers to basement.
- Remove IT equipment from 2nd floor Media Room.

DoC – Department of Corrections\Community Corrections

- Replace failed power supply in Bosch DVR

HS – Human Services

- Move and relocate HS Director phone, computers, FAX and printers to basement

HR – Human Resources

- Fix issue with HR Directors wireless keyboard
- Reset authentication to HR software for HR Generalist

IT – Department of Information Technology

- Interview for replacement IT staff member.
- Install additional Network Switch for Basement Relocation
- Complete Kaspersky software upgrades for all NH and DoC
- Complete campus VOIP phone upgrade at AO, SO, 911 and NH
- Server room AC not working Temp portable AC unit setup and working.
- Install Accounting Software on 10 laptops and setup in EOC for staff training.
- Move IT Department and all office equipment to basement.
- Install WIFI AP in Admin Building Basement area

MT – Maintenance

- Update Flash Software on all MT computer systems to fix issue with HVAC software.

RD – Registrar of Deeds

- n/a

NH – Nursing Home

- Setup 4 new Tablets for Dietary.
- Setup 2 new Windows Tablets for Doctor and PA.

SO – Sheriff's Office\Dispatch

- Replace SPOTS wall display PC system with temporary PC.
- Rebuild 911 PC system corrupt OS.

Commissioner Cryans asked if everyone had a chance to read the minutes from the September 9th meeting. Commissioner Lauer moved to approve the minutes from the September 9th meeting. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 629-631; 1044-1049; 1051& 1053

ED Libby presented the NACO Prescription Drug Report for the month of August.

She stated that there was a total price savings of \$3,650.69 which is an average savings of \$18.82 or 30.36%. There were a total of 83 utilizers.

ED Libby presented an Educational Assistant Application for a Dispatch employee going for his Degree in Criminal Justice. Commissioner Richards moved to approve the educational assistance application. Commissioner Lauer seconded the motion and all were in favor.

ED Libby gave the Commissioners FY15 Tax Information for them to review.

Ed Libby stated that the FY2015 Tax Anticipation Note was executed last Thursday. The first drawdown of \$1 million was done on Friday. She stated that they are now operating on borrowed money and will continue to do so till December.

ED Libby submitted the CDBG Agreement – Plymouth Senior Center for Commissioner Cryans to sign and initial and Commissioner Lauer’s signature as well.

ED Libby read a letter from NH Division of Historical Resources stating that Owls Head in Hebron will soon be considered by the New Hampshire State Historical Resources Council for nomination to the nation Register of Historic Places.

The Commissioners discussed next week’s meeting agenda. The October 7th Commissioner Meeting will be held at the Minot Sleeper Library, located at 35 Pleasant Street in Bristol.

Commissioner Cryans gave everyone a copy of the felony case flow information from the workshop that was conducted by Tina Nadeau. County Atty. Saffo was also in attendance.

Commissioner Cryans stated that on September 22nd he and Commissioner Lauer attended the Littleton Economic Development Meeting.

Commissioner Cryans and Commissioner Lauer attended the ground breaking for the new addition at the Horse Meadow Senior Center on September 23rd.

Supt. Libby arrived and gave the following report:

Population	In House 117	F Unit	46
		E Unit	30
		D Unit	19
		C Unit	19
		Intake	03
Weekenders: 4	Out of Facility: 29		

Community Corrections Report:

Drug Court : Supervising (15) * 2 in custody

Electronic Monitoring: Supervising (2)
Daily Work Release: Supervising (0)

Jail Inspection – Tour

Executive Director Libby told the Commissioners that she had received a petition from the Public Employees Labor Relations Board (PELRB) that had been filed by the New England Police Benevolent Association on behalf of at least 30% of the Grafton County DoC line staff who have expressed an interest in joining this union. ED Libby explained that next the PELRB will set a date for an election and all member eligible will need to vote.

Superintendent Libby took the Commissioners on a tour of the facility so that they could conduct their inspection of the Department of Corrections per RSA 30-B:12.

After the inspection of the facility the Commissioners announced that they would be making the appointment of Tom Elliott to the position of Superintendent.

Commissioner Richards moved to appoint Thomas C. Elliott, Jr as Superintendent of the Department of Corrections effective September 30, 2014 per RSA 30-B:3. Commissioner Lauer seconded the motion and all were in favor.

At 1:00 PM the Commissioners were taken on a tour of the woodland by County Forester David Falkenham, Farm Manager Don Kimball and UNH Field Specialist Heather Bryant. The Commissioners visited the 500 acres and listened to the plans for the next timber harvests and plans for road improvements. The Commissioners also visited the UNH Cooperative Extension Greenhouse and H. Bryant explained about her tomato trial.

2:00 PM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk