

## GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

May 28<sup>th</sup> 2013

PRESENT: Commissioners Ray Burton, Mike Cryans and Martha Richards, Director Clough and Admin Assistant S. Tempelmeyer

Commissioner Cryans called the Meeting to order at 9:07 and began with the Pledge of Allegiance.

ITM Ruggles arrived with the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
May 28th, 2013

### AO – Attorney's Office

- Attorneys Assisted with getting Video s to play properly.
- Worked with PBK on various browser issues.
- Resolved issue on system to allow user to burn CD\DVD s.
- Review with users the importance of enabling and disabling wireless\wired connections.

### CE – Cooperative Extension

- NA

### CO – Commissioners Office

- Setup laptop for co exec- secretary
- Complete computer training and orientation with exec-secretary on various software programs.
- Corrected settings for printer that was sporadic.
- Fix Executive Directors Laptop, needed replacement motherboard and hard drive.

### DC – Drug Court

- Replaced printer at Farm Office.

### DoC – Department of Corrections\Community Corrections

- Setup backup for Food manager Food program.

### HR – Human Resources

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### IT – Department of Information Technology

- Out of service computer systems inventoried and moved for recycling at stockllies

- Setup new Group Policy's on network
- Add and disable Windows and Email accounts for new hire and terminated employees
- Cleanup of Kerio accounts to reclaim User licenses to save purchasing more licenses.
- Setup and configure new Terminal Server for remote access at Sheriff's Office
- Change Jim Marshall schedule to work on Thursday days for orientation and training
- Continue work on Phone System for Admin Building and VMWARE.

#### MT – Maintenance

- Install new network feed to Maintenance Office at Jail.
- Biomass Project – Continue work with outside vendors and finalize network configuration for Biomass Project and endpoint control system.

#### RD – Registrar of Deeds

- Review wireless network signal strength with staff member.

#### NH – Nursing Home

- Replace Wireless AP's on all floors
- MDS office having issues with wound care module issue resolved.
- Printer replaced for NH Administrator.
- Add and re-activate user account for AHT.
- Remove malware from Activities systems
- Work with AHT tech support to resolve ecare issue.
- Setup user accounts for temp staff development administrator.
- Install of new network adapter to improve performance for Laundry\Housekeeping director.
- Install 2 AHT updates.
- Restore documents deleted by user

#### SO – Sheriff's Office\Dispatch

- Wireless extender Used by Deputies network setup changed to correct issues.
- Detective given help with user rights in IMC.
- Resolved Issue with Windows installer launching with IMC
- Resolved Cruiser video server dropping network connection.
- Replace printer for office staff.
- Assist LPD with remote access issues.

Commissioner Burton asked ITM Ruggles how the relationship with FairPoint Communications was. ITM Ruggles stated it is going well. They will be relying on them during the 3<sup>rd</sup> week in June when the new phone system is installed.

Commissioner Burton asked when the old phones will go out the door and new ones come in. ITM Ruggles stated that there is no set date as of right now. It will most likely be Wednesday

during the 3<sup>rd</sup> week in June. They will more than likely switch over at 4:00PM so it will not affect business. Commissioner Burton stated that once the new phone system is up and running he would like to have Fairpoint come out to celebrate the success. Commissioner Burton asked if we are Fairpoint's biggest customer in this area. ITM Ruggles stated that with the 63 lines that the County has he would say that we are.

The Commissioners signed the check registers.

Director Clough gave the Commissioners the FY 2014 Dispatch agency billing assessment from Sheriff Dutile and Director Andross. She discussed it with them and told them if they had any questions that Sheriff Dutile and Director Andross would be available to come to meet with them next week. The Commissioners' reviewed the documents presented and felt that they were straight forward.

Commissioner Richards moved to accept the Dispatch agency assessments for FY14 as provided by the Sheriff's Department. Commissioner Burton seconded the motion, and all were in favor.

Director Clough stated that under the Fair Standards Labor Acts, Section 7K speaks specifically to law enforcement employees and how their overtime is paid. This section provides an exception for law enforcement personnel to work up to 42.75 hours before getting paid overtime. She stated that our Deputy Sheriffs work 42.5 hours a week before overtime. Part of what the exception talks about is they may be paid overtime on a work period basis. Director Clough stated that they have always done this but have found out that with the new payroll software we didn't necessarily have a defined work period for the Sheriff Deputies. Director Clough and PR Coordinator Leslie Lackie met with Sheriff Dutile and Captain Chad Morris and were all in agreement that their work period should be defined as 14 days and run concurrently with the payroll cycle. They would be paid after 85 hours for overtime over a two (2) week time period.

Commissioner Richards made the motion to define the Deputy Sheriff work period as a fourteen (14) day work period running concurrently with our pay period. Commissioner Burton seconded the motion. All were in favor.

Director Clough stated that per RSA 29:15 it is time for the Commissioners to appoint a Deputy Treasurer. Treasurer Parker would like to recommend to the Commissioners that they reappoint Frank Stiegler to another term as Deputy Treasurer.

Commissioner Burton moved to reappoint Deputy Treasurer Stiegler for another term. Commissioner Richards seconded the motion and all were in favor

Director Clough and the Commissioners discussed the July meeting schedule. There will be no Commissioner meetings on July 16<sup>th</sup> and July 30<sup>th</sup>.

Director Clough and the Commissioners discussed the program for the Biomass Plant Ribbon Cutting Ceremony.

Commissioner Burton asked Director Clough if she would get in touch with NH Clerks Office of the House of Representatives and get three (3) copies of the Black Book.

Commissioner Richards stated that she was thinking ahead to the annual Association of Counties Conference this fall and possible topics for workshops including homeless veterans and attracting young people to this area. Commissioner Burton requested that the New Hampshire Congressional Delegation be invited, and send senior staff people to the NHAC conference as well.

Commissioner Burton recognized Terri Dudley who has stepped down after 50 years in the public eye. He stated that she was a city council member of Lebanon and a former Grafton County State Representative as well.

Commissioner Cryans stated he went to the Vietnam Memorial Wall located at the North Haverhill Fairground. He also attended Memorial Day celebrations in each of his communities.

Commissioner Burton stated that he has visited the Vietnam Wall four times; once at the actual wall in Washington DC and the traveling wall three (3) times including this past weekend while it was in North Haverhill.

Commissioner Cryans stated that Wayne Fortier deserves credit for going after the money to bring the traveling Vietnam Memorial Wall to North Haverhill.

Supt. Libby arrived and gave the following report.

May 28, 2013

#### Commissioners Report

1. Population:	In-house	120	F Unit	48
			E Unit	19
			D Unit	29
			C Unit	22
			Intake	02

Weekenders: 11                      Out of Facility: 50

#### 2. Community Corrections Report:

- a) Drug Court – supervising (19) \*1 in custody
- b) Electronic Monitoring – supervising (8)
- c) Daily Work Release – supervising (1)
- d) Operation Impact – Sgt Larson – very busy – last week hosted

Lebanon Jr High

- e) Community Work Program: Sgt Webster – on the complex – recently completed projects in Haverhill, Bristol, roadside litter

3. General:

- a) Minimum Security Unit (D) – added 6 bunks first floor
- b) Capt. Lafond will be conducting emergency evacuation drills next Few weeks
- c) On May 16, 2013 at a combined State/County Ceremony honoring Law enforcement personnel Captain Lafond was presented with the first ever Robert Prescott Memorial Award – honoring his professionalism and efforts as a trainer
- d) Top Dawg 2013
  - 1) TEAM Award – Hillsborough County DOC
  - 2) Individual Award: Co-winners: Captain Hiscoe – Hillsborough Officer Turcotte - Hillsborough

4. Commissioner Items:

- a) Commissioner Burton – none
- b) Commissioner Cryans – none
- c) Commissioner Richards
  - 1) Former inmate (GL) ref: property
  - 2) Farm relations
  - 3) Osprey poles

Upcoming Events

Crossroads and Decisions – Graduation Wednesday May 29, 2013 @ 6pm

Commissioner Richards asked how many inmates are in the work crews. Supt Libby stated it depends on the project, could be anywhere from 2 to 10, depends on the type of job.

Commissioner Richards asked if Grafton County was the only County to have the Top Dawg contest and how it got started. Supt. Libby stated Grafton County DoC pride itself on being physically fit. If you feel good about your health you feel good about everything else. It is a team event; it challenges other teams and law enforcement. He stated that this is the 8<sup>th</sup> year they have done the contest.

Supt. Libby went over the letter from Commissioner Richards regarding an inmate's property. He stated the paperwork states that inmate received his property.

Supt. Libby stated that following the Commissioners Meeting on April 23<sup>rd</sup> he immediately went down and met with Heather Bryant and then had a meeting with all parties involved with the vegetables on May 8<sup>th</sup>. He stated that to the best of his knowledge everything is working fine now.

Supt. Libby stated that in September one (1) or two (2) starter osprey nests will be placed on poles at the County.

Commissioner Burton asked if Supt. Libby is still accepting used clothing. Supt. Libby stated he refers that to Sgt. Smith and she takes care of it and she hasn't come to him saying she is in need of anything. Supt. Libby went on to say that articles they like to have are winter articles, sweatpants, wind pants, socks.

Commissioner Burton asked Supt. Libby what his relationship with the Superintendents' Affiliate was and what's done for professional stimulation.

Supt. Libby stated that Supt. Ron White from Merrimack County is currently the President of the Affiliate and Supt. Jason Johnson from Carroll County is currently Vice-President. He stated that in recent years they have extended a hand towards the State to work closer together.

Supt. Libby went on to mention as far as professional growth, over the past year a number of projects have been done with the help of the National Institute of Corrections. He stated that in recent years they have not had people come in and give leadership training. He also stated that his participation with Affiliate is about 50% or under, if he can make it to the meetings he goes. It is a productive group, definitely broader expand of ideas and innovations. He stated he would like to think that some of the things Grafton County is unique for are such as the farm stand have been adopted by other Counties.

Commissioner Burton asked what Supt. Libby's relationship was with the State Department of Corrections and any of their outreach programs. Supt. Libby stated that he believes that Grafton County has a very good relationship with Commissioner Wrenn. If there are ever any problems Commissioner Wrenn is very quick to respond.

Supt. Libby stated there is currently a bill sponsored by Senator Forrester, not a bill of interest for Grafton County, involving law enforcement personnel and Corrections Officers. Supt. Libby stated that if an inmate needs to be transported to an appointment and the Sheriff's Dept. can't do it then they step in and take care of it. He stated that he feels that his people don't need powers of arrest or blue lights to get the job done. If this bill were to become law it would give County Commissioners authority to establish County teams made up of Corrections Staff to be trained to have limited powers of arrest and use blue lights in transport vehicles.

Commissioner Burton asked if legislation is discussed at Affiliate meetings and if Betsy Miller is in attendance at those meetings. Supt. Libby stated that legislation is discussed and Betsy Miller is there and has been very supportive of and helpful to the Superintendents during the past couple of years.

Commissioner Burton stated that when Supt. Oakes gives his maintenance report he sees a lot of issues at the jail. He asked Supt. Libby if those issues seem to be settling. Supt. Libby stated that he doesn't think anything they've run into was unexpected. The issues are nothing that other organizations haven't run into when building a modern facility.

Commissioner Burton and Commissioner Richards expressed their desire for the re-opening of the Rumney rest area. The Commissioners had a discussion about this and inquired from Supt. Libby if his Community work project team could clean the rest area up. Supt. Libby stated that the request would need to come from the owner of the property. Commissioner Burton stated he will be sending an email to Jeffrey Rose saying that the Grafton County Dept. of Corrections has cleaned up the Rumney rest area in the past and that they would be willing to take as an assignment provided a proper request is made.

Commissioner Burton stated there is \$2.9 million to help to Veterans and their families as they are getting ready to depart.

Ty Gagne and Monica Panait from Primex arrived.

Ty Gagne introduced himself and Monica Panait. He stated that Monica is the County's Risk Management Consultant for Primex and has a long standing partnership with the County. He stated that Risk Management practices are critical for the safety of employees. The County has been actively involved in trainings. He stated that they are here today baring very good news about an accomplishment that the County has reached together as a whole.

Monica congratulated the County for achieving PRIME a Primex' Risk Management Certification, making sure at the end of the day employees go home safe. In addition the County achieved 2.5% discount on their Workers Compensation and Property Liability Insurance.

Monica stated that HSA Bishop worked very hard to make sure the ten (10) Best Risk Management practices have been accomplished. Monica thanked the Commissioners for the leadership and support of the staff and Primex.

Commissioner Cryans stated that on behalf of the Commissioners, he would like to thank Primex for all they've done to bring about this recognition.

Commissioner Burton asked what Primex' role in annual Association of Counties Conference this fall will be. Ty Gagne stated that he was unsure at this point. He stated they are usually asked to come in and do a presentation. The requests normally go through the Association of Counties staff. Ty stated that if there was a particular topic they would like Primex to do, to call them directly and they will then work with the Association of Counties staff to get it set up.

Monica Panait presented a plaque to the Commissioners, Director Clough and HSA Bishop.

10:30 Commissioner Cryans opened the mid-grant public hearing.

Shelley Hadfield, CDBG Administrator, explained that the County, as the grantee, is required to conduct at least one public hearing during the implementation phase of a CDBG project. This project involved sub granting \$78, 850 to GCEDC and PSU to provide training and technical assistance to at least 35 low and moderate income micro-entrepreneurs through programs hosted by GCEDC and PSU around Grafton County. GCEDC has successfully documented the LMI beneficiaries and we are now in the process of closing out the grant. The CDBG funds allowed GCEDC and PSU to implement programs and establish a base clientele ahead of the scheduled opening of the new business incubator, the Enterprise Center at Plymouth. Almost 1/3<sup>rd</sup> of the LMI beneficiaries are female head of households. Businesses served included artisans, farmers, daycare providers, producers of local foods, an architect starting a business and more. Beneficiaries attended workshops, seminars, received private and group counseling, business and financial planning services, assistance with identifying funding sources, sales and marketing and social media and loan assistance. The program will continue with the support of a 2013 CDBG grant.

No members of the public were present to comment

10:46 the public hearing was closed.

11:09 Commissioner Richards moved to enter into non-public session for the purpose of the hiring of any person as a public employee according to RSA 91-A: 3, II (b) Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”; Commissioner Burton “yes”; Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

11:23 Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion. All were in favor.

11:23 Commissioner Richards moved to enter into non-public session for the purpose 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). This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards



“yes”; Commissioner Burton “yes”; Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

11:32 Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion. All were in favor.

11:33 with no further business the meeting adjourned.

Respectfully Submitted,

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Raymond S. Burton, Clerk