

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

June 25, 2013

PRESENT: Commissioners Mike Cryans, Ray Burton and Martha Richards and Director Julie Clough.

9:04 AM Commissioner Cryans opened the meeting which began with the Pledge of Allegiance.

Karen Clough, HR Generalist arrived to meet with the Commissioners.

*9:04 AM - Commissioner Richards 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 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.

*9:11 AM- Commissioner Cryans declared the meeting back in public session.

Commissioner Burton moved to permanently seal the minutes from the just completed non-public as divulgence of the information would have an adverse effect on someone's reputation (other than a board member),. Commissioner Richards seconded the motion. All were in favor.

Commissioner Cryans asked if anyone had any comments from yesterday. He stated that the budget did pass 23 – 1. The amount to be raised by taxes will increase by 1.2% and we will now we move forward with FY 2014. He also noted that at the end of the meeting Chairman White of Lebanon commended the Executive Director, the Management team and all the employees for their excellent work.

Commissioner Burton asked what would come out of the meeting in the form of a booklet. Director Clough stated that the final budget books will be produced in mid-July.

Commissioner Richards stated that there were cuts made by the Executive Committee.

Commissioner Cryans stated that the changes in the revenue really had a big impact on the amount to be raised by taxes.

Commissioner Richards said kudos to the department heads and the staff on the budget work.

Commissioner Cryans asked if everyone had a chance to read the minutes and if there were any edits. Commissioner Richards had several edits.

Commissioner Richards moved to approve the minutes as amended.
Commissioner Burton seconded. All were in favor.

The Commissioners signed the check registers.

Director Clough told the Commissioners that the Medicaid Pro-Share Transaction took place yesterday, June 25, 2013. The County received a net amount of \$1,729,911.50, which means that we have collected a total of \$2,789,964.94. The fiscal year 2013 budget included a revenue projection of \$600K which means we are \$2.2M over collected in revenue. This is far more than the Executive Director projected we would receive.

The Federal PILT of taxes was received on June 13, 2013, in the amount of \$102,101. The fiscal year 2013 budget included a projection of \$70K, so this is over revenue as well.

Executive Director Clough presented the Commissioners with an updated Certificate of Vote for the Governor's Commission Funding. Commissioners adopted the resolutions and Commissioner Burton executed the Certificate.

Director Clough gave the Commissioners the grant acceptance paperwork for the Interoperability Repeater project for their review and signature.

Grafton County Department of Information Technology
Monthly Summary Report
June 25, 2013

AO – Attorneys Office

- Laptop found to have malware and IE hijacked. System cleaned updated.
- Install of software used for attorneys to confirm locations.
- Set Sharp Copier to Scan to Email.
- Assist with AO with Video evidence received to playback correctly.
- Installed update to allow office 2003 user to view edit office 2007 DOCX documents.

CE – Cooperative Extension

- NA

CO – Commissioners Office

- Resolved issue with software activation.
- Resolve issue with audio recording software.
- Assist CO team with year end roll over process.
- Setup Treasurer's cell phone to access GC email system.

DC – Drug Court

DoC – Department of Corrections\Community Corrections

- Resolved issue with Outside Vendor was having with remote access software.
- Fix Sharp desk software on admin work station.
- Resolve issue with system unable to access inmate phone system.

HR – Human Resources

- Install new replacement scanner used for Laserfiche.

HS – Human Services

- Assist HS Director with software update.

IT – Department of Information Technology

- New Phone System Admin Building - Setup Laptops and software at various locations throughout campus to test new fiber network for latency for new phone system. Tests Passed. (ongoing)
- Work with outside Vendor to finish redundant fiber loop, all network switches at DoC, SO, EOC and AO office are now running on new redundant fiber segment.
- Install and test new Instant Messaging Server module in Email Server (currently testing)
- Install and test new remote meeting software (currently testing)
- Work on creating new remote access portal for Remote Access (ongoing)
- Replace 2 Wireless Access points.
- Meet and present 2013-14 Budget with the Executive Committee
- Office – Work on IT year end.

MT – Maintenance

- Replace drum in Color Laser Printer - repaired and returned to service

MH – Mental Health Court

- Assist Mental Health Court Coordinator with new WEB page. (ongoing)

RD – Registrar of Deeds

NH – Nursing Home

- PDA s for restorative swapped out due to compatibility issue with new wireless AP s

- Resolved Issue with printing between wireless and wired network.
- Resolved network issues caused by power outage
- Update Sharp copier settings after network changes to send to email.
- Install 2 AHT updates.
- **Move all NH pc systems and servers on to new Layer 3 Switch hardware.**
- Install replacement printer for Kitchen management.
- Re-enter setting for Cottage hospital lab software for Unit secretaries.
- Medical records archive SQL server repaired, replaced motherboard and RAM and returned to service.
- Setup, configure and issue new IPOD touch for Dr. Defrahn.

SO – Sheriff's Office\Dispatch

- Resolved issue with software Detectives use for interviews.
- Order 2 new replacement batteries for EOC laptop.
- Install new PC Laptop system for Sgt. Kelley
- Assist SO Detective with obtaining records for case.

Commissioner Cryans asked when the full time position would start. IT Manager Ruggles met with HR Generalist Karen Clough yesterday and the job has been posted internally.

Commissioner Burton had several questions regarding IT Manager Ruggles report. ITM Ruggles answered the questions.

Commissioner Cryans asked about the new security system at the Nursing Home and if ITM Ruggles had been involved in. ITM will review the RFP before it goes out.

Director Clough gave the Commissioners Abatement of Yield Tax paperwork for Livermore to be reviewed and the Commissioners signed it.

The Commissioners received a letter from Senator Jeanie Forrester congratulating them on the Biomass Plant.

Commissioner Issues:

Yesterday Commissioner Burton convened a meeting with Haverhill Police Chief, Bryon Charles, Sheriff, Doug Dutile, NH Commissioner of Safety, John Barthelmes, Director of NH State Police, Robert Quinn and Troop F Commander Todd Landry for a discussion of mutual interests and where things might be going in the future. Commissioner Burton's assignment is to convince AG to assign an attorney to the Cold Case unit. He stated there was a lot of discussion on how the County dispatch center functions.

Commissioner Burton stated that DES is conducting two (2) job fairs. These will be on 7.25.13 in Littleton and 8.15.13 at the Haverhill Town Offices. Commissioners would like the new HR Director to attend these job fairs.

Commissioner Burton will stop today at the Dupuis Funeral Home in Ashland and pay his respects to Mary Ruell. Commissioner Richards said she is an icon of Ashland. She was adored by everyone.

This Friday, June 28th there will be a 75 years of Cannon Mountain and Franconia Notch celebration.

Commissioner Richards is having her 3rd mental health consortium meeting in Littleton on 06.28.13.

Commissioner Richards and Burton attended the ground breaking ceremony for Mid-State Health in Bristol. There will also be three (3) dental chairs within this new facility.

Commissioner Richards will be attending the Warren 250th Celebration on July 12th and the Plymouth celebration on the 20th.

Commissioner Cryans attended the ribbon cutting for the new addition to David's House last Friday.

Commissioner Cryans will attend the Retirement party for Amy Sargent on Friday.

Commissioner Burton mentioned that the Lakes Region RPC annual meeting was last night in Meredith.

Supt. Oakes arrived to review bids for re-pointing the Administration Building that were opened on June 18th.

Commissioner Cryans told Supt Oakes that he did a great job answering questions at the budget hearing yesterday. He thanked Supt. Oakes for that.

Supt. Oakes told the Commissioners that the jail demolition was coming along nicely.

Commissioner Burton requests in so far as possible several big blocks of granite be kept from the old jail and placed so people can sit on them once the building is gone.

Supt Oakes stated that we received three (3) bids last week. The lowest bidder has removed their bid due to not being able to get bonding. Mas-Con with a bid of \$193,335 is the second lowest. Supt. Oakes has worked with Mas-Con – they did the brick work at the Jail and they did a good job. Supt. Oakes is recommending that the Commissioners' award the bid to Mas-Con. Supt Oakes has \$203,000 budgeted for the project. The balance between the bid and the budget will be kept as contingency.

Commissioner Richards moved to accept the bid by Mas-Con of \$193,335 for the Re-pointing and Repair of the Administration Building. Commissioner Burton seconded the motion.

Discussion:

Commissioner Cryans asked Supt. Oakes if he is very comfortable with Mas-Con. He stated that he is.

All voted in favor of the motion.

Supt. Libby arrived and presented the following report to the Commissioners:

Commissioners Report

1. Population:	In-house	111	F Unit	45
			E Unit	18
			D Unit	25
			C Unit	21
			Intake	02
Weekenders:	9	Out of Facility:	54	

- 2. Community Corrections Report:
 - a) Drug Court – supervising (22) *0 in custody
 - b) Electronic Monitoring – supervising (8)
 - c) Daily Work Release – supervising (1)
 - d) Operation Impact – Sgt Larson – on vacation this week
 - e) Community Work Program: Sgt Webster – on the complex – *All work details offsite have been suspended until further notice
- 3. General:
 - a) Maximum Security Unit (SMU) – added 6 bunks first floor
 - b) Transfer request from Merrimack County – discussion/motion

Supt. Libby stated that this is a high profile inmate and Merrimack County is requesting that we take him and Supt. Libby feels as though Grafton County will be able to handle him. This inmate is involved in an alleged murder at the State prison while he was an inmate there. He is being extradited from Florida currently. Commissioner Richards asked if he is too difficult to have at Merrimack County. Supt. Libby stated that there are conflicts in Merrimack County. We will be reimbursed for any medical/dental costs. Commissioner Burton asked where the trial would be held. Supt. Libby replied in Merrimack County Superior Court and that Merrimack County would be responsible for transporting him.

Commissioner Richards moved to authorize the transfer of the Merrimack County inmate to Grafton County. Commissioner Burton seconded the motion. All were in favor.

- c) Supervisors Meeting – update
 - 1) Communication with staff/inmate training

A Supervisors meeting was held last week to discuss this and it was discussed that they will maintain professionalism when dealing with each other, the inmates and their subordinates.

- d) Surplus Equipment requests
 - 1) Town of Warren – base radio
 - 2) Town of Thornton – stainless steel toilet

Supt. Libby is requesting permission from the Commissioners to allow the donation of the above stated items.

Commissioner Richards moved to donate the above stated items to the Towns as listed above. Commissioner Burton seconded the motion. All were in favor.

- e) NHAC Issues
 - 1) Code of Administrative Rules

Supt. Libby stated that he is aware of the letter from the Cheshire County Commissioners regarding the updates that the Superintendents and the Certification Board are working on regarding the Administrative Roles. Those suggested revisions will be forwarded on for approval by the Executive Committee. Commissioner Cryans asked about a timeline. Supt. Libby hopes that the Superintendent's will be finished with the revisions by August.

- f) FY14 items
 - 1) Out of State travel

Supt Libby requested approval for up to four (4) of his staff to attend the Zuercher Technologies User Group meeting in Sioux Falls, South Dakota, October 3rd and 4th. The costs will be travel, lodging, and meals. The training is paid for by Zuercher. Commissioner Cryans asked if the costs are included in the FY 14 budget. Supt. Libby stated that they are.

Commissioner Richards moved to approve the out-of-state travel request for up to four (4) people and for the costs of travel, lodging and meals. Commissioner Burton seconded the motion. All were in favor.

- 2) Grade upgrades

Supt. Libby included an upgrade for his Sergeants in the fiscal year 2014 budget. He will be processing the payroll change notices to make this effective at the start of the budget.

4. Commissioner Items:

- a) Commissioner Burton – none
- b) Commissioner Cryans – none
- c) Commissioner Richards - none

There was a discussion about the maintenance of the Rumney Rest Area.

Commissioner Richards wanted to thank the Supt. Libby, his staff and the inmates for going to help out in Warren after they suffered damage after a storm.

Commissioner Burton asked what other surplus equipment the jail has. Supt. Libby stated some steel bunks, some stainless steel toilets and some portable radio equipment.

*11:04 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting according to RSA 91-A:3, II (c). 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.

*12:11 PM– Commissioner Cryans declared the meeting back in public session.

Commissioner Burton moved to permanently seal the minutes from the just completed non-public as divulgence of the information would have an adverse effect on someone’s reputation (other than a board member),. Commissioner Richards seconded the motion. All were in favor.

*12:12 PM - Commissioner Richards 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 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.

*1:11 PM– Commissioner Cryans declared the meeting back in public session.

Commissioner Burton moved to permanently seal the minutes from the just completed non-public as divulgence of the information would have an adverse effect on someone's reputation (other than a board member),. Commissioner Richards seconded the motion. All were in favor.

1:12 PM being no further business the meeting was adjourned.

Respectfully Submitted,

Raymond S. Burton, Clerk