

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

July 23rd 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 9:10 AM and began with the Pledge of Allegiance.

Commissioner Cryans opened the proposals for the Nursing Home's Skilled Therapy Services:

Proposals were received from the following companies:

Select Medical Rehabilitation Services- Brick NJ

Synertx Rehabilitation – Phoenix Arizona

Rehab Choice- Hookset NH

Heritage Healthcare- Greenville SC

Genesis Rehab Services – Kennet Square PA

Preferred Therapy Solutions- Wethersfield Connecticut

Commissioner Cryans stated that the Nursing Home will review the proposals and present the Commissioners with their recommendation on August 6<sup>th</sup>.

Commissioner Cryans opened the bids for the Commercial Kitchen Steamers and the bids were as follows:

Perkins- \$13,128

Boston Showcase- \$12,595

Northeast Food Service Equipment & Supply- \$11,907.56

C&T Design and Equipment Company- \$12,219

The bids will be reviewed by Assistant Maintenance Supt. R. Thompson and he will make a recommendation to the Commissioners.

Atty. Saffo arrived with her proposal to waive the bid process for Juvenile Diversion/Restorative Justice. She discussed the reasoning with the Commissioners.

Commissioner Burton stated that he wants a program up and running in the Littleton/Haverhill area by October 1<sup>st</sup>.

Commissioner Burton moved to waive bid process for the Juvenile Diversion/Restorative Justice contracts and award a contract to CADY for \$40,000 and a contract to Valley Court Diversion for \$40,000 due to them being the only two (2) approved organizations in Grafton County. Commissioner Richards seconded the motion and all were in favor.

Register of Deeds, Kelley Monahan and HR Director Donna Cramer arrived and requested to go into non-public session to discuss a personnel matter.

\*10:02 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.

\*10:29 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.

Register of Deeds, Kelley Monahan, requested that any questions regarding the software used by the Deeds Dept. be directed to her.

ITM Ruggles arrived and gave the following report.

Grafton County Department of Information Technology  
Monthly Summary Report  
July 23, 2013

AO – Attorneys Office

- Remove old systems and securely disposal of hard drives.
- Convert media from proprietary format to standard format making it easy to distribute to other agencies.
- Contact vendor to service office MFP having issues.

CE – Cooperative Extension

CO – Commissioners Office

- Install and configure new printer for accounting office.
- Assist Executive Secretary with WEB Site training and updates.

DC – Drug Court

DoC – Department of Corrections\Community Corrections

- Configure laptop for remote interview assessment of inmate by State judicial Staff.
- Remove malware from office laptop.

HR – Human Resources

- Setup Accounts for new HR director, Install and configure needed software.
- Source and install/configure new printer for HR director.
- Make campus email available on director's smart phone.

HS – Human Services

IT – Department of Information Technology

- Finalize Fiscal Year End.
- Meet and provide IT orientation and overview of GC IT systems for new HR Director, Donna Cramer.
- Do initial testing of utility software to make Deployment/update of Campus software more efficient.
- Clean out of server room – setup of IT work/repair center – disposal of non-functional equipment.
- Meet with Doug Green, review UNH IT equipment space needs for UNH Ibeam project in GC DoIT Server room
- Contact vendors for RMA(s)
- Meet with FairPoint, place order for new PRI Phone circuit, schedule for activation and coordination with phone system vendor team.
- Punch down and test new Cat5e cabling in Administration building for new phone system project.
- Meet with new HR Director to go over IT department's role and services for the Campus.

MT – Maintenance

- Resolve issues with Java updates to Niagara HVAC system at the DoC

MH – Mental Health Court

- Assist Mental Health Court Coordinator with new DB
- Configure smart phone to receive campus email.

RD – Registrar of Deeds

NH – Nursing Home

- Setup accounts for new infection control Director.
- AHT updates.
- Make changes in Firewall settings for Cottage Hospital VPN access needed by HIM.
- Factory reset – network configuration – replacement of network cable of printer for activities.
- Change out of toner and drums.
- Problems with Cottage Hospital VPN and Lab Test software will need to meet with Cottage Hospital IT staff to review log of issues and how to resolve.
- Continue final work on migration of network systems to new network.

SO – Sheriff's Office\Dispatch

- Remove Old system to remove hard drives for secure disposal.
- Setup accounts for new Sheriff Department staff.
- Move mission critical servers to new UPS system.
- Work with Cruiser Video software vendor to correct issues on video capture server.
- Start setup and configuration of 2 new PC systems for the 911 Center.

The IT Manager wants to announce that Jim Marshall has joined the GC DoIT full time. Jim started Monday, 7/21/2013. Jim has a solid background with systems support for agencies outside the campus as well as systems at the DoC and the IT department welcomes Jim and his skill set to our team. The IT Department also welcomes Donna Cramer, new HR Director to the HR Team.

Commissioner Burton asked what happens with the disposal of nonfunctional equipment. ITM Ruggles stated that he has a vendor that picks up old equipment.

Commissioner Burton asked ITM Ruggles if we could link the Grafton County Economic Development Councils new website to the Grafton County's website. ITM Ruggles said they can do that.

Commissioner Cryans asked if using County email on employee's smart phones is safe. ITM Ruggles stated that there is a program where if an employee loses their phone they can shut down email access to that phone.

Commissioner Cryans asked if everyone had a chance to read the minutes and if there were any edits. Commissioner Richards had a couple 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 gave the Commissioners a copy of the Safety Program and had them sign the document stating they received a copy.

Commissioner Cryans signed the Final Drawdown Request from the current Economic Development Micro-Enterprise CDBG.

Director Clough submitted the close out certification and documentation for the Economic Development Micro-Enterprise CDBG for all Commissioners to sign.

Nancy Bishop arrived and gave the following report.

#### Human Services Monthly Report

- 1.) LTC Expenses to Date:
  - FY14 CAP
- 2.) Legislation
  - No report
- 3.) Other
  - Yoga/Mindfulness Meet & Greet July 24<sup>th</sup> 3:15-4:30pm
  - Walk-NH beginning Aug. 1<sup>st</sup>

HSA Bishop stated that not enough money has been budgeted for the FY14 CAP. She stated that they are \$64,818 short.

Commissioner Richards asked for an explanation of the CAP and what it is. HSA Bishop stated that the CAP is the County's statutory responsibility for reimbursement of Medicaid services for long term care.

Commissioner Burton asked where the money to cover the expenses will come from. Director Clough stated that they will have to do an appropriation transfer from another department to cover the overage. This will be discussed with the Executive Committee at their September meeting.

Commissioner Burton suggested that HSA Bishop attend the District Health Council Meeting on Friday July 26<sup>th</sup>. HSA Bishop stated that she had planned on attending.

Asst. Maintenance Supt Richard Thompson arrived to review the commercial kitchen steamer bids. He stated that he had made phone calls to get further information and he recommended the low bidder: Northeast Food Service Equipment & Supply with their bid of \$11,907.56

Commissioner Richards moved to accept Northeast Food Service Equipment & Supply with their bid of \$11,907.56 for the Commercial Kitchen Steamer. Commissioner Burton seconded the motion and all were in favor.

Director Clough stated that Union members had voted to ratify their new Collective Bargaining Agreement. Director Clough discussed the changes with the Commissioners.

Commissioner Richards moved to accept the new UE Collective Bargaining Agreement. Commissioner Burton seconded the motion and all were in favor.

Director Clough presented the application for reimbursement to towns in which Federal & State Land is situated in Livermore to be signed by the Commissioners

Director Clough presented the MS 46- document that goes to the Department of Revenue to the Commissioners for their signatures.

Director Clough discussed the Fiscal Year End Financial Reports & Appropriation Transfers with the Commissioners.

Commissioner Burton moved to approve the Appropriation Transfers for Fiscal Year 2013. Commissioner Richards seconded the motion and all were in favor.

Director Clough discussed the Fiscal Year 2013 Requests for Encumbrances with the Commissioners.

Commissioner Richards moved to re-encumber the FY13 \$126,462.37. Commissioner Burton seconded the motion and all were in favor.

Director Clough stated that she sent a letter to department heads stating that they need to submit a written justification, to keep on file, as to why the money is being requested to be re-encumbered or encumbered to be carried forward into FY 14. She explained that the Department Heads had done that. One of the largest encumbrances is for the Re-pointing of the Administration Building. It is a total of \$202,000+ of the total amount of the encumbrances. In addition, there is a large sum of money that is being carried forward for on-going IT projects that were not completed in FY 2013.

Commissioner Richards moved to encumber new requests for FY13 in the amount of \$299,946.42. Commissioner Burton seconded the motion and all were in favor.

Commissioner Richards moved to encumber \$26,979.43 in the Nursing Home FY13 funds. Commissioner Burton seconded the motion and all were in favor.

The Commissioners signed a letter of congratulations to the new Chancellor of the University System Board of Trustees Dr. Todd Leach.

Director Clough read a thank you letter From Tri-County Cap regarding the Community Corrections program and work that had been completed for their organization, to Commissioners.

Director Clough discussed the request from Asia Motors to waive the storage fees on the 2008 Ford Escape. The Commissioners agreed that they will charge a flat fee of \$300 with the understanding that the vehicle must be picked up by August 1st and if not the original fee will be added back and \$25 will be accrued per day.

Director Clough discussed with the Commissioners possible speakers from NACo to speak at the County Conference.

Director Clough stated that LGC has had to do returns of surplus to their users. Grafton County will be getting a \$145,000 surplus return from LGC in August. She stated that they have to decide by August 16<sup>th</sup> whether they are going to have it as a credit on the September billing or receive as a check. She stated she will meet with HR Director Donna Cramer to come up with a recommendation to bring to the Board.

Commissioners signed a letter to Gov. Hassan regarding the Northern Pass Project.

### **Commissioner Issues**

Commissioner Burton stated he received a letter from Senator Shaheen on Agent Orange situation from the C123 Aircraft.

Commissioner Burton stated that he had written to Shaheen in support of CDBG monies and she has responded.

Commissioner Burton stated he received a thank you letter from State Representative Mary Cooney and Executive Director Debra Narrow from CADY in Plymouth

He stated that at the July 10<sup>th</sup> Governor & Council meeting they passed a contract to Grafton County for \$69,000 for the community based drug and alcohol services.

Commissioner Burton stated that he visited the Tri County Community Action office in Woodsville and had a tour and a visit with Pauline Aldridge.

He stated he will be visiting the Haverhill selectmen on the 29<sup>th</sup> of July, Waterville Valley on August 21<sup>st</sup> and Orford on September 11<sup>th</sup>.

Commissioner Richards stated that she and Commissioner Burton attended Plymouth's 250<sup>th</sup> celebration and brought a Commemorative Program from the celebration to put in the historical room.

Commissioner Richards stated that she is judging 4H clothing at the North Haverhill Fair this Thursday.

Commissioner Cryans stated that in the City of Lebanon the damage done by the flooding is estimated at as much as \$6.5 million. He stated that the Governor is looking for federal assistance. The new Rivermere Housing project suffered \$400,000 in damage.

Board of Commissioners are very pleased with the demolition of the old jail and are very excited to come back in two (2) weeks to see it grassed over.

Commissioner Cryans thanked Director Clough and everyone who worked on the budget and negotiations. Director Clough stated that she could not have done it all without her staff and all the Department Heads.

12:36PM with no further business the meeting adjourned

Respectfully Submitted,

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Raymond S. Burton, Clerk