

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday January 24, 2012

PRESENT: Commissioners Cryans, Omer C. Ahern Jr. and Raymond Burton, Director Clough and Secretary Martino.

OTHERS: Harold Brown

9:00 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance led by **Sheriff Dutile**

Sheriff Dutile was present for the opening of the cruiser bids. Five bids were received.

<u>Dealership</u>	<u>Front Wheel Drive</u>	<u>All Wheel Drive</u>
Gateway Motors	\$22,634	\$23,634
Hillsboro Ford	\$22,258	\$23,258
Irwin Motors	\$22,189.36	\$23,189.36
Flanders & Patch	\$23,250	\$24,250
Grappone Ford	\$22,580	\$23,580

The Sheriff took the bids to review them to make sure all the specifications were correct.

Commissioner Ahern moved to approve the minutes from January 17, 2012 which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Human Services Administrator Nancy Bishop arrived with her report. *(see attached).

HSA Bishop passed out the expense reports.

The Molar Express has cancelled all their clinics at the County until further notice. The Dentist they were using has left and the program is being re-evaluated.

HSA Bishop said there has been no real interest in the Goodwill Workforce program though she has received a call from Riverbend over in Bradford.

Sheriff Dutile returned with his recommendation for the cruisers which was the lowest bidder, Irwin Motors at \$22,189.36 per vehicle.

Commissioner Ahern moved to accept the bid from Irwin Motors in the amount of \$22,189.36 per vehicle for three vehicles (totaling \$66,568.08) which was seconded by Commissioner Burton. All were in favor.

Information Technology Manager Brent Ruggles arrived and began by going over his report with the Commissioners. *(see attached)

Commissioner Ahern asked how the campus consolidation was coming along and ITM Ruggles said that four out of six departments have been completed and that when everything is complete, it should bring back between three and four hours of time to the IT Department.

Corrections Superintendent Glenn Libby arrived with his report *(see attached) and began with the census of 88 inmates in house, 22 in Drug Court with 2 in custody and 5 on electronic monitoring. He said that all the Community Correction staff who are currently in the old Commissioners building will be moving to the new facility as of June 1st. Drug Court will remain in the building.

Supt. Libby had put out three items out to bid, which were Kitchen Equipment, Medical Equipment and Office Supplies. There were no bids received for Kitchen Equipment.

Medical Equipment ~ WB Mason ~ was only able to supply bid for a couple of items.

Supt. Libby asked permission to be able to go out and look for items using other sources and to bring the lowest price back to the Board for approval.

There was a discussion as to how the bids were put out, which was by advertising in the area papers

Supt. Libby requested that the Board reject the bids for Medical Equipment and to permit him to request prices elsewhere, allowing him to find the lowest prices for the specified items, which may include sources outside the County and perhaps State.

Commissioner Burton moved to reject the Medical Equipment bids and to allow Supt. Libby to solicit the lowest prices for the specified equipment which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Burton asked that in-so-far as possible, local vendors and providers be considered.

Commissioner Ahern said that advertising in the local papers was probably not the right place to go and that it would have made better sense to advertise where there might be product. Supt. Libby said that the discussion that he had with the Board previously and interpreted was an instruction to do just that, at the request of Commissioner Ahern.

Commissioner Ahern said that the items were not advertised in the areas that would have brought in successful bids.

Commissioner Cryans said that it was tried and it didn't work. Supt. Libby said he needs a decision so that he can do his job and get things done. Commissioner Burton said that Supt. Libby did what he was asked to do and now the clock is ticking and he needs to move forward.

Commissioner Ahern said that the bidding system is flawed and a new policy or procedure needs to be implemented and that he does not plan to operate in “panic mode”.

When the vote was taken, Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

There were two bids for Office Supplies that were opened.

<u>Supplier</u>	<u>Cost</u>
Littleton Office Supply	\$10,295.37
WB Mason	\$ 6,560.99

Supt. Libby said he would like to review the bids for specifications and return with a recommendation.

Supt. Libby said that he would request to be able to go out and find the lowest prices on Kitchen Equipment and then bring that back to the Commissioners for a recommendation. He said that all of the items have already been researched. These are items such as spatulas and such, and not the industrial cooking equipment.

Commissioner Burton moved to allow Supt. Libby to go out and find the least expensive costs for Kitchen Equipment which was seconded by Commissioner Cryans.

DISCUSSION:

Commissioner Burton asked that in-so-far as possible, local vendors and providers be considered.

When the vote was taken, Commissioners Burton and Cryans were in favor while Commissioner Ahern was opposed.

Supt. Libby stated that in his 28 years he has always tried to do things the right way and that this is not about being in “panic mode”, but that he just wanted a decision from the Board.

Supt. continued on with his report.

Supt. Libby said that there are a lot of things going on that he had to deal with and would request that projects be prioritized. He also noted that the current root cellar that is in the new Maintenance Building is plenty adequate for the needs of the new Facility and he needs no more space than that.

The Grand Opening of the Facility will be on Sunday May 6, 2012 for the public beginning at 1:00 and then he would like to have an event for the Correctional staff and their families, which will be by invitation only on May 5th. He said that event will be privately funded and that no tax payer money will be spent. He feels very strongly that

this happen and asked the Commissioners for their support.

Supt. Libby said he would also be giving special tours for specific groups such as those from the Courthouse and law enforcement.

Commissioner Burton thought that it was time to celebrate the project and suggested the Supt. enjoy it and the other two Commissioners agreed he should go for it.

Supt. Libby requested to use State Criminal Alien Assistance Program (SCAAP) funds to purchase seeds to grow specific crops for the Facility. His request was to use \$1250.

Commissioner Burton moved to approve the use of SCAAP funds in the amount of \$1250 to purchase seeds for crops which was seconded by Commissioner Ahern. All were in favor.

Commissioner Cryans noted that Rep. Chandler (Carroll Co) is opening up the idea of eliminating county government and asked Supt. Libby if that were to happen, what kind of affect would that have on the cost of inmates who are high medical risks. Supt. Libby said there is usually still a cost to the County and stated that he was skeptical about privatization and feels that it would end up being more costly to the taxpayer.

There was a discussion about the budget and whether or not Supt. Libby should be considering a cut, saying that would translate into people. He said he would like the support of all three Commissioners when he brings his budget forth. There was a discussion as to whether or not the current amount of staff was going to allow the Facility to run safely, particularly the maximum security area.

Martha Richards and Dave Van Houten arrived.

Susan Olsen and Greg Thompson from Freedom Energy Logistics along with Dan Kelley from Woodard & Curran arrived for a presentation about electrical energy. Commissioner Ahern had invited the group in after attending a conference for small farm energy and thought that perhaps the information would be beneficial to adding an electrical component to the biomass project.

A PowerPoint presentation was given which reviewed the potential future of the cost of electrical energy, how that could be improved and other charts which showed the possible use of electric energy on the County complex.

There was a question and answer period following the presentation and a discussion about how the County could possibly work with Woodsville Water & Light.

The group was thanked for coming in and for all the information they brought forth.

Supt. Oakes said the group presented a lot of good information but they don't fully understand what the County has to deal with on other matters or what kind of equipment the buildings have that wouldn't work with what their suggestions called for. He said that if the Commissioners were considering this option that they would probably have to have other consultants brought in to study it further.

Director Clough said that this could be over studied and this process could go on forever.

She said that the DOE grant that was awarded has not had the money fully obligated and that although the County was granted a 90 extension, the DOE may not be so accommodating if postponing continues. She said that the County is supposed to obligate the funds by March 19, 2012 or it could lose over \$222K of the grant, and the biomass project still has to be approved by the Delegation. Supt. Oakes said even if the project goes forward they may not be able to obligate until August. Director Clough said that if the County shows that there is actual forward progress being made, the DOE may consider another extension, but if the County plans on yet another study and no concrete direction, she's not sure how they will respond and a lot of money could be lost.

Commissioner Ahern said he is fully in favor of the biomass project but he would like to see the County get the best value out of the plant. He said he feels there is an opportunity to be had.

Commissioner Burton asked for Supt. Oakes recommendation. He replied that two out of three firms have already offered direction that did not include electric. He said he feels it would be a good idea to go forward with what they currently have. He added too that it has been very difficult to get any answers from WW&L who say they won't consider signing off on anything until they're satisfied with the project, which means calling in their engineers.

Commissioner Burton moved to go forward with the current biomass project plan as presented by Supt. Oakes (which included heat only) which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Burton asked Director Clough how she felt about the presentation and she replied that she didn't feel that she received any information today that was concrete enough to change her mind. She stated that a lot of money has already been spent studying this and more study means more money. She agreed that it was time to move forward with the original recommendation.

Commissioner Cryans said he was concerned about even getting involved in the electrical side of things and that he was ready to vote. He also said he really doesn't want to lose the grant money and knows this has been a long process and that Martha Richards and her committee have done a lot of hard work on it.

Commissioner Ahern said he feels that a lot of questions were raised today that he would like to see answered. He also said that as far as costs go, he thinks this project could have been pursued differently to where perhaps no costs would have been involved. He said that he wasn't as concerned about the grant money and thought that a couple of more months wouldn't make a difference. He said he didn't like to engage in panic mode decision making saying they were not in the best interest of the County.

Commissioner Cryans said he does not believe that after almost four years this is a panic mode decision.

When the vote was taken, Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

Commissioner Cryans thanked Martha Richards and David Van Houten for all the work they have put into this project.

D. Van Houten said that he agrees that at some point down the line the County might want to consider looking into the issue of electricity, but with WW&L that's not likely to be a quick or easy task.

1:00 PM The Commissioners recessed

2:20 PM The Commissioners resumed their meeting.

A letter from the Chairman of the Conservation District was received by each Commissioner which stated that the District hoped that the Commissioners would support UNHCE to the highest extent when the budget was being considered.

Commissioner Cryans said that he had also received a letter from John Pike of UNH which he passed on to his fellow Commissioners which stated that he appreciated and thanked the Chairman for the letter from the Conservation District.

The annual Grafton County Economic Development County meeting will be held on April 19th from 5-7PM with the location to be announced.

COMMISSIONER ISSUES:

Commissioner Burton will be attending the Farm and Forest show on the 3rd of February.

Commissioner Burton and Congressman Bass will be holding a town hall meeting at the Congregational Church in Bath on the 26th from 6-7PM.

Commissioner Burton asked the other two Commissioners for suggestions as to what might be done by Governor & Council for County Government week. Commissioner Cryans suggested perhaps meeting in Strafford County this year.

Commissioner Ahern met with H. Bryant, John Porter from UNH, Farm Manager Kimball, Supt. Oakes and Stan Weeks, Agricultural consultant from UNH, to talk about a root cellar for the County. It was noted that the current root cellar could use some improvements but is suitable. J. Porter suggested getting rid of 25% of the heifers which would reduce the herd and allow for more land to be used for growing crops and not for animal feed. It was suggested that the new Correctional Facility's vegetable needs may result in the demand for another 10 acres of Farm land.

Director Clough said that she needed to go into non-public session on behalf of the County Attorney, who could not be here for this meeting.

2:42 PM - Commissioner Ahern then 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 Ahern “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.

*2:50 PM– Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton moved to approve the hiring of an assistant County Attorney on a per diem basis rate of 199.98 from February 15 to April 1, 2012 which was seconded by Commissioner Ahern. All were in favor.

2:52 PM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Department of Information Technology
Monthly Summary Report
1/24/2012

AO – Attorneys Office

- ⤴ System changes to allow proper viewing of Case related Videos.
- ⤴ Software install , Training burning DVD/CD
- ⤴ Setup new AG Laptop to Desk setup wireless KBRD Mouse , Monitor.
- ⤴ Relocate new AG Laptop to different location
- ⤴ Conversion of Audio file
- ⤴ Removed Malware/virus from users laptop.
- ⤴ Moved setup system for new part time assistant
- ⤴ Upgrade of MS office software on users laptop to resolve merge issue with JD software

CE – Cooperative Extension

- ⤴ Contact with UNH regarding new Fiber Optic cable install thru Nursing Home to Cooperative extension. Meeting scheduled for February 2nd with Ingo Roemer.
- ⤴ Reviewed new Cisco AV System in the COOP extension room - Very nice system, has ability to not only integrate with the UNH Bridge but also can do a direct connect to other systems.

CO – Commissioners Office\Human Resources\Human Services\Conservation District\Treasurer

- ⤴ Setup Webinar for HS

DC – Department of Corrections\Drug Court\Community Corrections\Transition Team

- ⤴ Consolidation of existing Department of Corrections network into to new Campus Domain, successful migration of all PC's. printers, user accounts and software.
- ⤴ Resolved issue with Document scanning , emailing from Sharp Multifunction device.

IT – Department of Information Technology

- ⤴ Loss of Fiber Optic Internet at Campus, autofailover to DSL circuit did not work IT Manager at fault. Had not configured settings properly was not tested. Outage from 10-1PM all department systems remaining systems and external networks fully connected by 4PM.
- ⤴ Setup new temporary cabling for implementation of DSL for fail over to SO and AO's office.
- ⤴ Campus update of Kerio Connect Email Server.
- ⤴ Break down old PC systems to components for recycling.
- ⤴ Research for replacement of current PDA model used in the NH, unable to get replacement units or parts, looking at possible Touch Screen systems to replace handhelds.
- ⤴ Setup, installed and configured new Laptop, Desktop to be used by maintenance to control HVAC systems in new Jail.
- ⤴ Complete legwork and setup tentative schedule for replacement Time Clock system, all new ethernet cabling for new clocks completed, one more to complete at the New Jail.
- ⤴ Many hours of work with vendors on Campus Network\Domain Consolidation project
- ⤴ Start on Campus IT Budget.
- ⤴ IT Manager has received Summons for US District Court Jury Duty in Concord NH, March - April.

MT – Maintenance

- ⤴ HVAC PC system lost connectivity trace and repair network connection.

RD – Registrar of Deeds

- ⤴ Activate network RJ45 wall port for install of new PC system for Fiddler.
- ⤴ Update of AV software on all Deed PC systems.

NH – Nursing Home

- ⤴ PDA s through out the Month
- ⤴ Export – Compilation – Encryption of medical records for HID.
- ⤴ AHT Updates
- ⤴ Recovery of PC system for HID user, failed hard drive.
- ⤴ Setup additional external storage for medical records to scan documents in.
- ⤴ User(s) changed location of desks printers needed to be moved reconnected
- ⤴ Replaced user system in activities. Failed.
- ⤴ Setup laptop to allow HID Manager to be mobile in the NH.
- ⤴ AV software DB corrupt. Purged database - downloaded a new database restarted AV admin
- ⤴ Repair of Financial Managers PC system - faulty power switch found on system
- ⤴ .NET update for RN Workstations in preparation for major AHT update.
- ⤴ New MDS user accounts setup.

SO – Sheriff's Office\Dispatch

- ⤴ User having issue with Booking camera relocated pictures from camera to server. Camera now working well.
- ⤴ setup network for new employee.
- ⤴ Restored connectivity to SO after it had been lost during work being done on cabling.
- ⤴ Restored connectivity to deputy after cable failed.
- ⤴ Setup and installed cable rack for fiber optic switch.

Campus Domain Consolidation Project - Update

- ⤴ All new hardware components - network fiber optic, relay racks, fiber optic patch panels, battery backup systems network switches and servers have been setup and are operational.
- ⤴ 4 (IT, AO, CO and DoC), of the 6 networks have been migrated onto the new network. Nursing Home and Sheriff's Office Dispatch "tentatively" scheduled for migration and consolidation the 3 and 4th week in February.

IT Network and Systems for the new Department of Corrections Building - Update

- ⤴ All new hardware components installed - network fiber optic, relay racks, fiber optic patch panels, battery backup systems network switches and are operational. Core network is operational.
- ⤴ Work continues on finishing the ethernet segments to the various rooms thruout the building, appears to be about 90% complete.
- ⤴ New Phone lines into the building have been run thru underground conduit and are active
- ⤴ Cable TV cable has been run thru underground conduit and dmarkation to the various locations is tentatively scheduled to be completed this Friday
- ⤴ VOIP Phone system is scheduled to be installed in the new facility on Feb. 15th and 16th.
- ⤴ PC's are scheduled to start deployment in mid March.

