

## GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

January 23, 2018

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: IT Manager Ruggles, DoC Supt. Elliott, Alternative Sentencing Director Gilding, County Attorney Saffo, Assistant County Attorney Barry.

Commissioner Lauer called the meeting to order at 9:00am and began with the Pledge of Allegiance.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
January, 23<sup>rd</sup> 2018

### AO – Attorney's Office

- Worked with AO staff on video viewing.
- Removed malware on staff members system.
- Worked with Office Manager to get and install new version of software used to listen to Court recordings.
- Set exception in new AV software for web application used by office staff, an exception needed to be made to prevent website from being blocked.
- Attorney could not connect to Internet and emails got stuck in her Outbox when attempting to send. She was plugged in while also connected to wireless. Had her disconnect the Ethernet and shut off Wi-Fi, then plug Ethernet back in.
- Recovered a deleted Public email folder for Victim Witness.
- Attorney's docking station for her laptop failed. Replaced with new unit.
- Resolved issue with employee attempting to view videos from a local police agency.
- Employees system was performing very poorly and would not perform a reboot properly. An image was taken and was put on a spare desktop with new Solid State Drive.
- Added some new phone numbers to an employee's VoIP phone sidecar.
- Added additional memory to employee's desktop
- Completed IT orientation with new Attorney.

### AS – Alternative Sentencing

- Resolved issues user had with scanning and completed training on new scanner.
- Made modifications to department's phone system and added a general voice mailbox to their auto-attendant.
- Installed wireless headset to Admin Assistant's phone.

- Showed employee how to sync wanted email Calendars to the iPhones.

#### CE – UNH Cooperative Extension

#### CO – Commissioners Office

- Resolved PDF document not opening issue for County Administrator. Had to change default PDF application used for default PDF application and install and updated PDF application.

#### DoC – Department of Corrections

- Setup accounts for new hires and completed basic computer training.
- Worked with other IT staff to recover emails accidentally deleted by employee.
- Resolved booting issue on system used for ID cards and communications to door control system.
- Worked with associate to resolve PDF default application issue on Desktop PC.
- Replaced an XML file to allow computer in Central to open PDF with the appropriate viewer.
- HD failed in PC in the Captains office, that is used to create proximity cards and view/burn recorded camera contents. After a few Checkdisks, the PC was able to boot up, but still has unreadable sectors on the drive. A new PC will have to be purchased, and then re-configured with all the software applications and databases.
- One of the Community Corrections Desktop PC's would not play through the display speakers. After shutting the computer down and reseating the Tiny form factor PC into the monitor, it then decided to work.
- Had a report of a USB printer in Medical giving “Paper” error and printing out doubles. The paper uptake rollers of the printer were cleaned with alcohol issue resolved.
- Discovered offline laptop and plugged it into the Network to load new AV application onto in.

#### HR – Human Resources

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#### HS – Human Services

- Performed maintenance on employees desktop after reporting it was acting very slow.
- Performance issue seems to have been an ongoing issue. Added additional memory to employee's desktop to increase RAM.

#### FA – Farm

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#### IT – Department of Information Technology

- Completed move to new AV for all Campus computers this task was very labor intensive.
- Postponed monthly security updates for a day due to concerns of this month's effect on

systems. Need to complete further validation and testing. Updates resumed after no issues found with updates.

- Completed updates of third party software used on campus systems.
- Completed monthly cleanup of WSUS server for performance.
- Completed Operating System updates on NAS devices.
- Investigated email issue that DoC and Attorney's reported about the AOC not receiving our emails. Issue was with the States Email Servers due to a bad software update. System came back up the next day and all County outbound emails were finally sent.
- We were getting errors from one of the POE Network switches that is located in the Courthouse basement. Power cycled the switch and issue was resolved.

#### MT – Maintenance

- Resolved issue on Superintendents Laptop unable to access accounting software.
- Replaced failed monitor in Courthouse Office.
- Added exception on HVAC control PC in new AV software to resolve issue with connecting to control devices.

#### RD – Registrar of Deeds

- Installed new AV software on all Deed's computers.

#### NH – Nursing Home

- Setup accounts for new users
- Replaced system used by staff member that does scheduling for residents appointments.
- Replaced toners and drums throughout month
- Resolved issue with labs not going to correct label printer.
- Setup additional share folder for in service director setting permissions to limited users.
- Setup PowerPoint presentation for NH staff.
- Replaced Battery Backup(s)
- Replaced power supply on RN station.
- Corrected spelling error on contact listing for Assistant MDS Coordinator.
- Recovered deleted document for user.

#### SO – Sheriff's Office\Dispatch

- Setup computer accounts for new hires and completed basic computer training.
- Downloaded video segment for Sheriff off of the NH Security Camera's for their review.

ITM Ruggles noted his concern regarding the Delegation cutting back his budget for computer replacements stating that he has seen increased repair costs and he feels that it is digging IT into a hole. He stated that this upcoming fiscal year they have more computers to replace as well as the computers in the nursing home that were cut from this year's budget and he does not have the manpower to complete all of these projects. Commissioner Piper stated that ITM Ruggles will want to be very vocal about these concerns during his budget presentation to the Executive Committee.



pumps. He noted that they will continue to monitor the pricing and will switch back to the Wex System if those prices become lower again.

**b) Inmate transfer** – Supt. Elliott stated that he currently has a female inmate from Merrimack County. She has a lot of co-defenders in Strafford and Merrimack County and cannot be around them. She has been no problem at the DoC and Supt. Elliott requested permission from the Commissioners to continue to house her at Grafton County Department of Corrections.

Commissioner Piper moved to approve the inmate transfer as requested by Supt. Elliott. Commissioner Ahern seconded the motion and all were in favor.

**c) Schedule update** – Supt. Elliott stated that he held the three (3) information sessions with the different schedule options. He noted that the line staff currently has their ballots and they are due January 29<sup>th</sup>. He will update the Commissioners once the vote is finalized.

Commissioner Ahern stated that he was listening to the radio out of Vermont the other day regarding an inmate from the Vermont prison system who died in a prison system in Pennsylvania. He stated that the census in the Department of Corrections is currently seventy seven (77) and they have 150 beds. Commissioner Ahern asked if it was possible to reach out to the State of Vermont to inquire about possibly taking some of these inmates rather than having them sent down to Pennsylvania. Supt. Elliott stated that he can look into it but is not sure what the requirements are in Vermont. He will contact someone from the Vermont prison system and see what they would have to do in order to take some of those inmates.

Commissioner Ahern stated that he had asked Supt. Elliott about the procedures for dealing with Islamic inmates in the facility. He stated that in talking with a state representative from Carroll County, there is a State Probation and Parole Officer from Ethiopia and he was raised as a Christian but in order to survive growing up in Ethiopia you have to know all there is to know about the Islamic faith. Commissioner Ahern explained that there are certain practices of the Islamic faith that the prison system is required to make available for the inmates. He stated that this probation and parole officer has seen within the state prison system inmates will say that they are Islamic to get those privileges. He has offered to come and talk with the Board of Commissioners and Supt. Elliott about dealing with these inmates. Supt. Elliott stated that they are always willing to talk to people and learn what they can but wanted to let the Commissioners know that they currently do not have any issues. They recently had a gentleman who was a true Muslim. He stated that they gave him what he needed and he never caused any issues but there are inmates who want to convert because they think it's cool and want the privileges that the Muslims get. These inmates cause trouble. Supt. Elliott stated that he feels they have a very tight system in place and do not currently have any issues. Commissioner Ahern stated that being proactive is important. Supt. Elliott stated that he agrees and will take Commissioner Ahern's information and look into it.

Commissioner Lauer asked if everyone had a chance to read the minutes from the January 16<sup>th</sup> meeting. Commissioner Piper and Commissioner Ahern had a few edits.

Commissioner Piper moved to approve the minutes as amended. Commissioner Ahern seconded the motion and all were in favor.

Alternative Sentencing Director Gilding and Administrative Assistant Thornton arrived and gave the following report: (\*see attached)

AS Director Gilding submitted a request for the overnight travel for the Ethics Training in Concord for the Drug Court team members that he had previously told the Commissioners about. This training is February 8<sup>th</sup> - 9<sup>th</sup> and he is requesting to send Drug Court Coordinator Jen Stone, Case Manager Annie Crowley and the probation officer to this training in Concord. They are requesting to have two (2) overnight stays in Concord for each of them for the Coordinator and the Case Manager as it is a long drive for them each day. He explained that he would like them to be able to arrive the night before as the training starts at 8:00am and then the night of the 7<sup>th</sup>. Commissioner Piper stated that she did not see in the attached document the language that states the training is required. AS Director Gilding stated that CA Libby had emailed him noting the same concerns. He stated he then emailed Alex Casale asking him if this training is required for the Drug Court Coordinator and Case Manager and he responded saying it was. Commissioner Ahern stated that he interpreted that email from A. Casale as it was not a required training and he is concerned that in AS Director Gilding's original memo he made a representation that this is required training. The Commissioners further discussed their concerns about approving this request because of AS Director Gilding's false information in his request. CA Libby noted that the Commissioners are only approving the overnight stay in a hotel as the training is in state.

Commissioner Ahern moved to approve the request for overnight travel for discussion purposes. Commissioner Piper seconded the motion for discussion purposes.

Discussion:

Commissioner Ahern stated that in his line of work he has many required trainings as an attorney that he is able to complete through webinars, some he has to attend in person but that is his money he is spending, not taxpayer dollars. He stated that this new information that he received today makes him concerned about this request. The state should be offering these trainings online and if they are not, they are wrong. One (1) of these employees that is attending lives down near the training. Commissioner Ahern stated that this employee should be able to attend the training and bring back the information to her coworkers.

The Commissioners voted on the motion. Commissioner Lauer and Commissioner Piper were in favor. Commissioner Ahern was opposed. With the vote being two (2) in favor and one (1) opposed the motion passes.

County Attorney Saffo arrived with new Assistant County Attorney Antonia Barry. She introduced Atty. Barry to the Commissioners and Atty. Barry told the Commissioners a little bit

about herself. Atty. Saffo then swore in Atty. Barry and the Commissioners signed the necessary paperwork.

Atty. Saffo discussed the contract for the Regional Prosecutor Program. She noted that they contract with Bethlehem, Haverhill and Rumney. She stated that her position has always been simple - she has to cover the cost of the prosecutor. She cannot give something to one (1) town that she does not give to another. The quote for the Town of Haverhill contract was \$30,000. At the time the position was not benefited and then Bethlehem and Rumney came on board and made it a benefited position so Atty. Saffo stated that she has asked for an increase to cover the costs associated with the benefited position. She stated that the Town of Haverhill was concerned about the increase but came back with a proposal of a three (3) year contract at \$40,000. Atty. Saffo stated that she told them she would discuss this proposal with the Commissioners. The current prosecutor is a Grade 7 Step 4 position on the chart. With benefits the position costs \$73,839.00 a year which is the amount that needs to be covered. \$30,000 comes from Bethlehem, \$40,000 comes from Haverhill and the remaining from Rumney who is per diem. She stated that her concerns with a three (3) year contract is that she does not know year to year what will happen with her budget. Commissioner Lauer stated that she is not sure that it is beneficial for either party at this stage. The question is not if they can do it; the question is if it is the right decision to make. After more discussion the Commissioners were reluctant to enter into a three (3) year contract and want to stay with a one (1) year contract. Atty. Saffo stated that she would return to them with the Commissioners' proposal.

10:27 AM Commissioner Ahern moved to temporarily adjourn this meeting for the purpose of consulting legal counsel. Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer stated that they will now adjourn this public meeting for the purpose of consulting with legal counsel. The public must leave the meeting room and the door will be closed.

10:37 AM Commissioner Lauer reconvened the meeting.

The Commissioners signed check register 1119.

CA Libby submitted the NACo Prescription Drug Report for the month of December. There was an average price savings of \$1,931.71 or 27.30% with a total of forty nine (49) utilizers.

CA Libby submitted the Subrecipient Agreement RE: Cottage Hospital Feasibility Study for Commissioner Lauer to sign.

Health Insurance Committee – CA Libby stated that HR Director Clough has formed a Health Insurance Committee. This includes all department heads, employee council members who want to be there, union members and one (1) member from each department. She stated that the purpose of this committee is to discuss the various options for health insurance and see if there is

a consensus amongst those involved in ways to reduce the overall health insurance costs. She stated that it is important to get feedback from the employees to see what direction they want to take with health insurance.

Superior Court Lease – CA Libby stated that the least with the Superior Court is up on June 30<sup>th</sup>. She has been contacted by the courts and wanted to ask the Commissioners what their proposals are for a new lease. She received a proposal from the state for a four (4) year contract. The proposal is as follows:

Year 1: 13.93 sq. ft. / \$296,644.76 yr. (1%)  
Year 2: 14.07 sq. ft. / \$299,611.20 yr. (1%)  
Year 3: 14.21 sq. ft. / \$302,607.32 yr. (1%)  
Year 4: 14.43 sq. ft. / \$307,146.43 yr. (1.5%)

Office space total: \$1,206,009.70  
Storage space total: \$3,046.08  
Grand Total for the term: \$1,209,055.78

CA Libby stated that the state currently pays the county \$294,469.00 for this fiscal year. After some discussion the Commissioners stated that they would like a 1.5% increase for the first three (3) years and a 2% increase for the last year. CA Libby stated that she would send the Commissioners proposal to the court and let the Commissioners know when she has a response.

#### Commissioner Issues:

Commissioner Ahern was planning on attending the Farm Bureau meeting tomorrow night but has a scheduling conflict. He wanted to attend and discuss them funding the Grafton County Farm and Forestry Day.

Commissioner Piper stated that the 4<sup>th</sup> TIF Feasibility meeting is on Thursday. She wants to discuss the impact on county revenue from the TIF district if it goes forward. She explained that at the time that the TIF district is implemented, the valuation of property within the district is “frozen”. Any increase from the base valuation of property and resulting increase in tax revenue can keep going to more investment within the TIF District in order to spur economic development; the “incremental” revenue does not go to the cities, towns or county. She stated that there are pros and cons to the creation of the TIF District. One (1) issue is that because the valuation of property within the TIF District is “frozen” at its current rate, prior to implementation of the TIF District, keeping TIF property at its base valuation might cause other tax payers’ rates to increase. Commissioner Piper stated that she has some information regarding the TIF that she will send to the other Commissioners. She stated that she is going to ask Jack Dugan from Monadnock Economic Development to discuss what the impact on the county at the 4<sup>th</sup> meeting coming up. The Commissioners were all in agreement to have Commissioner Piper ask Jack Dugan if he would like to come to a Commissioner meeting to discuss these issues.



Commissioner Lauer stated that Open Barn Day has now changed to Farm and Forestry Day. She stated that the committee that met to start the planning agreed that adding Forestry to the name was appropriate as the County Forest plays a big role in that day. She noted that the date was moved to June 23<sup>rd</sup> due to scheduling conflicts with the original June 16<sup>th</sup> date. She stated that it was a good kick off meeting to start the planning and everyone has their tasks to work on. CA Libby stated she heard from Steve Puffer from WYKR. He has booked the 23<sup>rd</sup> for the remote broadcast and will attend the meeting in February to discuss details and other advertising.

10:06 AM with no further business the meeting adjourned.

Respectfully Submitted,

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Wendy A. Piper,  
Clerk