

## GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

February 24<sup>th</sup>, 2015

PRESENT: Commissioners Michael Cryans, Martha Richards, Executive Director Julie Libby and Assistant S. Norcross.

EXCUSED: Commissioner Linda Lauer

OTHERS PRESENT: Shelley Hadfield, ITM Ruggles, Supt. Elliott, ASD Amero

10:10AM Commissioner Cryans opened the meeting

### **10:10AM Open Public Hearing**

Shelley Hadfield explained that the purpose of this public hearing is to advise citizens of the progress of the 2014 CDBG Microenterprise Grant. Funds were sub-granted to Grafton County Economic Development Corporation (GCEDC), Women's Rural Enterprise Network (WREN), and the Hannah Grimes Center in Keene (HGC), Rockingham Economic Development Corporation (REDC), and the Small Business Development Council (SBDC) to provide training and technical assistance to micro-entrepreneurs.

The County is required to conduct at least one public hearing during the implementation phase of a CDBG project as required under 24 CFR 570.486 and NH RSA 162-L:14.

Discussion: Shelly discussed the various businesses that have been developed and stated that they are doing very well. She stated that they have a wide spread of young people starting businesses. She is working with Twin State Make a Space, which is a mini incubator. She explained that these incubators give young entrepreneurs room to practice their skills before starting up as a new business. They look for people who are growing within that program and then connect them with the Small Business Development councilors to help develop a potential business plan.

Commissioner Cryans asked if there were any public comment. No members of the public were present to comment.

### **10:22 Close Public Hearing**

No Action needed by the Commissioners

Shelly Hadfield explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the

public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. The maximum grant size is \$500,000. However, a community or County can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. Up to \$500,000 is available for micro-enterprise grants for the purpose of promoting small business.

A handout is available describing the proposed project.

### **10:23 The chair opened public hearing # 1 – Grant Submission**

Shelley Hadfield explained that this proposal to be considered by the Commissioners is a CDBG Micro Enterprise grant to be submitted by Grafton County on behalf of multiple organizations statewide. The grant, for up to \$500,000, would be used to provide training and technical assistance and loan servicing to micro enterprises. The program has become very popular. We anticipate that 7 separate entities will apply for funding under two counties. NH CDFA has raised the total amount of funding available to \$750,000. Because a municipality (county) can only apply for up to \$500,000 a year, Grafton County will provide funds to entities in the northern half of the state. We anticipate that Cheshire County will provide funds to entities in the southern part of the state.

Discussion followed.

Commissioner Cryans asked if there were any public comment. No members of the public were present to comment.

### **10:34 Close Public Hearing # 1**

### **10:34 Open Public Hearing # 2 – Anti-Displacement and Relocation Plan**

Shelley Hadfield explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project. Under the certification section of the application, the County will certify that the Residential Anti-displacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation

plan must be submitted to CDFA prior to obligating or expending funds. Commissioner Cryans asked if there were any public comment. No members of the public were present to comment.

**10:35 Close Public Hearing # 2**

- 1) Commissioner Richards moved to support submission of a CDBG Micro Enterprise grant to provide funds to multiple entities throughout the state for the purposes of providing training and technical assistance to micro-enterprises and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. Commissioner Cryans seconded the motion and all were in favor.
- 2) Commissioner Richards moved to adopt the Grafton County Anti-displacement and Relocation Assistance Plan for this project. Commissioner Cryans seconded the motion and all were in favor.

Supt. Elliott arrived and gave the following report:

Commissioners Report

- |  |              |   |
|--|--------------|---|
| 1. Population                              | In House: 96 | F Unit: 33<br>E Unit: 25<br>D Unit: 21<br>C Unit: 13<br>Intake: 4   |
| 2. Community Corrections Report:           |              |   |
| a) Drug Court                              |              | Supervising (15) in custody   |
| b) Electronic Monitoring                   |              | Supervising (6)   |
| c) Daily Work Release                      |              | Supervising (2)   |
| d) Operation Impact                        |              | Sgt. Larson has conducted presentations at Ashland Elementary, Blue Mountain Union, Newfound Middle school, Enfield Elementary, and gave a tour of the Jail to Lisbon Regional. |
| e)Community Work Program                   |              | Sgt. Webster is currently painting the gym at the Warren school and recently refinished the floors in the Bath town Offices.  |
| 3. General                                 |              |   |
| a) Valley News article-HISET graduation    |              |   |
| b) Inmate handbook updated                 |              |   |
| c) Farm Stand and community service report |              |   |

d) DOC Doctor resignation/Hire – Supt. Elliott explained that his physicians resignation was an open ended letter and that he will be available until they find someone to replace him. He stated that he spoke with Dr. Wilmot who provides physician services at the Nursing Home on a part time basis, she is interested in providing part time one (1) day a week services to the Jail as well and being on call 24/7/365. He stated that he wanted to inform the Commissioners about his plans and make sure it was okay with them. The Commissioners were all in agreement that Supt. Elliott can proceed with contracting with Dr. Wilmot on part time basis.

e) New part time nurse hired – Pamela Comeau will be covering vacations and sick days of full time employees.

Commissioner Cryans told Supt. Elliott that he would like him talk about the Department of Corrections on WNTK April 15<sup>th</sup> with him.

Commissioner Cryans commended Supt. Elliott and his staff for attending the Corrections Academy Graduation.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
February 24, 2015

Summary:

- The IT department experienced an above normal amount of system failures over the last 2 months including 3 servers.
- ITM was called in for 3 issues over the past couple of months. 2 were issues with our AC unit in the Server Room and one was an Issue with Nursing Home Primary Application server.
- The IT Team worked with an outside Vendor last weekend and successfully replaced the 2 core network routers with new replacements that were line items in the IT 2014-15 Capital Budget. During this project the entire Network was kept operational and there was 0 down time.
- ITM has been busy working with fellow Department Heads on reviewing and compiling 2015-16 IT related project requests and needs.
- ITM Complete research on Video Conferencing options for AO and additional Storage for Network (SAN) and possible vendors.
- Continued Orientation and Training with new IT staff member.
- Up Coming 2014-15 Projects. Document Imaging System for Administration Staff and Maintenance (March April). Installation of Cell Phone Repeaters for Nursing Home and Admin Building (April due to weather).

AO – Attorney’s Office

- Resolved Internet connection issue for remote user.
- Resolved connection issue on laptop used by Office manager when away from the office.
- Replaced Battery Backup on station.
- Resolved issue with labeling software.

- Moved archived files from former attorney to AO public folder for current staff to reference.
- Resolved Web cam issue on laptop.
- Resolved email sync issue for AG.
- Located files and documents from former staff member requested by office manager.
- Resolved issue with old documents that would not open for attorney.
- Resolved Outlook issue for user
- Did media conversions and helped staff with other media conversions.
- Worked with Document software vendor to resolve issue(s)
- Update of label maker software for user.
- Worked remotely with a couple employees that were having issue opening a .pdf attachment. Seemed to be an issue with when they attached it to a PBK case. Had them get in touch with PBK help desk, as they could open in from their local computer.
- Showed Office Admin how to retrieve voice mails remotely.
- Followed up with Office Admin on laptop battery problem. Battery seemed to check out.
- Helped out Attorney with website contents that were blocked by firewall.
- Looked into files and folders that employee was sharing with local PD's, and the other parties could not view or play files. Turned out that video files had a signature file associated with it. Told employee to just send video file individually without .sig file.
- Picked up the thumb drive from attorneys and copied the drive over to DVD-R's. Public Defenders dropped off new thumb drive to attorneys and I copied the contents over from one drive to another, so the PD's now have their own copy.
- Attempted to open video footage stored on a DVD, from another Police Dept. but looked like video was wrong format (.psd; Adobe Photo shop document)
- Employee asked about getting another power adapter for courthouse laptop. We lent a spare one we had in IT office
- Web cam on Attorney's laptop was not functioning. Set up Skype on the spare courtroom laptop for her hearing.

#### AS – Alternative Sentencing

- Removed paper debris from MFP that was causing paper jams from 11×17 tray.
- Fixed issue with copier defaulting to print 11×17
- User experiencing issue with printing to MFP. Turned out to be the process of the retention setting.
- Ran cable in drop ceiling for wireless AP in conference room, from the network drop to the other end of the room.
- Installed MS Publisher 2013 on 2 users' laptops.
- Copier was printing copies with a couple black lines across the sheet. Cleaned the glass, and seemed to have resolved the issue.
- Users having trouble scanning to email and/or PC. I re-terminated the Ethernet connector that connects to the printer, as that cable is a home run to the switch in the rack downstairs.

#### CE – Cooperative Extension

- Helped with extending network cabling for Video Conference.

#### CO – Commissioners Office

- Resolved Outlook issue for HR director.
- Performed maintenance and updates on a few PC's while staff was out for holiday
- Employee was experiencing her PC acting very slowly while multitasking. I performed a quick cleanup of disks and registry, and then reboot, and it seemed to perform much better.
- Cleaned up another slowing PC with the same tasks.
- Replaced extra-long cable to phone on the Conference Room desk with necessary cables.

#### DC – Drug Court

- Resolved issue with copier not sending out email.
- Did training with Director on printer selection using different software.

#### DoC – Department of Corrections\Community Corrections

- Superintendent's laptop would not boot into Windows. Ran Diagnostics and turns out HDD failed. Ordered a warrantied one from Dell.
- Set up temporary DCOIC desktop at superintendent's desk for him to use.
- Received new HDD and is now installed.
- Completed setup of Superintendent's laptop with necessary programs.
- Verizon cell booster wasn't supplying a signal. I did a power cycle on the device and plugged the network cable into the wall jack, not the switch.
- Zuercher Training could not open on Sergeants PC. Had to uninstall and reinstall. Seemed to work.
- Minimum Unit lost connection and couldn't log on. The IP phone had a bad Computer port, and could not transmit network connection. Replaced phone at that station.
- Fixed file association with excel spreadsheet (.xls) on Front Lobby PC.
- PC in Medium Unit has bad power supply. Contacted Dell Tech Support and have a warrantied PSU overnighted.
- PC in SHU has bad power supply. Contacted Dell Tech Support and have a warrantied PSU overnighted.
- Replaced power supply in Medium unit PC.
- Replaced power supply in Maximum Unit PC.
- Returned laptop to DC Supervisor after Hard Drive Replacement, OS and application install.
- Disabled windows accounts and deleted email accounts for staff no longer working at DOC.
- Resolve of inmate management software after software update.
- Resolved issue with PDF documents opening in email.
- Install inmate management software for users.
- Resolved issue user had with opening PDF documents from email.

- Setup laptop for user to access file from white building.
- Set up the last Programs LT with the last USB Network adapter. Installed Kaspersky, and performed maintenance and updates while in my possession.
- Assisted Admin1 with an issue he was having with opening a PDF attachment. Disabled Adobe plug-in to open PDF's through browser.
- Label printer in Medical was spitting out 2 extra labels again for every label printed. Seemed to get it resolved.
- Sergeant couldn't access mapped Staff (Public) folder.
- Verified charging issue with Panasonic tablet in SMU
- Called Panasonic Tech Support and scheduled a repair for failing charging port.
- Issued Replacement 2nd "Com-Tec" tablet to DOC.
- Verified that the issue with the current tablet was not the port on the device as mentioned above, but was the AC adapter/power cord.
- Called Panasonic and requested a warrantied power adapter.
- Helped Admin2 out with a Silverlight reinstall. He needed newest version to access a web program.
- Brought over a Dell LaserJet for Programs to keep in Classroom 4.
- One of the Admin PC's would not power on. Determined that it was the Power Supply. Contacted Dell and am having one shipped via warranty.
- PC in Central Control shut down spontaneously throughout the night, and I looked at the logs and performed some maintenance on it.
- Replaced the power supply in the Admin PC with the new one, and redeployed in to the jail. Performed updates and maintenance while in my possession.
- Assisted maintenance with replacing a battery module for the battery backup unit.
- PC at front desk was not letting domain users play the training DVD. Had to uninstall the DVD ROM driver and reinstall it.
- Assisted Barry with replacing the OIC computer with another one from the booking area. After reviewing, it looked like old profiles were still holding on in old systems.
- Had to get profile logins over a certain period for Admin.

#### HR – Human Resources

- Attempted to install voice recognition software on HR's laptop, but got an InstallShield issue. Called Nuance Tech Support and got a new .exe (entire .iso) file. Was able to work thru with Vendor and get another updated installation from manufacturer and successfully install it.
- Resolved Outlook issue for HR director.
- Performed maintenance and updates on a couple PC's while staff was out for holiday (day after Christmas).
- Prepared "Goodwill" laptops to be set up for insurance training, with updates, User Profile, and Auto logon.
- Set up 3 "Goodwill" laptops in Training Room at DoC, for employee health assessments.
- Set up the 3 laptops again in NH for another health assessment session.

## HS – Human Services

- Performed maintenance and updates on PC while staff was out for holiday.
- Connected employees computer to a shared USB label printer connected to another CO computer.
- Employee was experiencing many issues with printer at her desk, as it will not print multiple pages, or would print unrecognizable contents. I removed the PCL 5 Driver and replaced it with a new PCL 6 Driver for the manufacturer's website. Seemed to have solved the issues.

## IT – Department of Information Technology

- Replaced Core Network Routers for Campus Fiber Optic Network.
- Install 2 new Dell Battery Backup Systems for new Network Routers.
- Update of Network systems management software.
- Resolve heat issue in server room.
- Securely disposed of hard drives form old non-functioning systems.
- Restored Server for archive of NH resident medical charts after Drive failures.
- Reinstalled imaging software for NH server.
- Updated network inventory software.
- Updated automatic software deployment software.
- Update of software used for management of PDA's.
- Ongoing training of new staff member.
- Worked with vendor to install SO software on Server for remote PD s.
- Copied 2 SO PC images to NAS device.
- Identified port numbers and computer names of PC's and servers in server room.
- Created a spread sheet with those devices listing IP addresses, switch and port numbers, and purposes.
- Created DVD's with Kerio archived zip files throughout the year.
- Removed HD from users old desktop.
- Placed items from Server room into storage in basement.
- Relocated 4 machines from CO Server Room to the IT rack in the White Building.
- Had 2 dead UPS power strips. Determined part numbers and had Brent place order for replacements.
- Set up replacement Remote Desktop Server. Initialized RAID and installed Windows 08 R2.
- Set a Scheduled Task to run Registry Backup on TS2 once a week.
- Resurrected out of service Dell PowerEdge 2950 for email backup server, and installed Windows server 2008 R2
- Installed registry backup software on all Windows Server 2008 R2 servers, and put an "auto run" batch file in Startup folder.
- Stopped Windows Update Services on all servers and set them to Manual status.
- Installed updates and all necessary software on new email backup server, as well as partitioned another disk drive for the backups to be archived.



- Assisted UNH IT with Fiber Optic break, swapped out Fiber Patch Cables to fail over circuits.
- Deleted the Virtual Disk on former TS1, to remove all contents, and created a new RAID 1 with Windows Server 2008 R2. This is now TS2, which will be an identical fail-over of TS1.
- Set up new TS2 server with the necessary applications and utilities, joined to domain, and installed the Remote Desktop Services Role. Also took an image of it.
- Changed VLAN of one of the network ports in our IT office, for server use.
- Oriented with Barry on installing and setting up IMC software on the new TS2.
- Updated Campus Call Accounting Software.

#### MT – Maintenance

- Reload of OS and software after replacement of hardware on laptop.
- Resolve of Logon issue for HVAC system.
- Setup new user accounts.
- Worked on laptop from DoC that would not boot. Opened ticket with Dell, and they scheduled to send an on-site tech to replace motherboard and HDD.
- Motherboard and HDD were replaced, re imaged the new HDD.
- Cleaned out inside of color laser printer from Managers office, as sheets were coming out with spots and speckles of color. Continues to be an issue.

#### NH – Nursing Home

- Setup Emergency Phone for Resident in Admin Building.
- Replace old cabling to help resolve connectivity issue.
- Resolved issue with Lab software and did training with user to fix error if it happens again.
- Resolved issue Nursing staff was having with AHT module.
- AHT updates.
- Installed USB wireless for Heritage Health Care user after built-in card failed.
- Installed software to backup server SQL backups of archived Patient information.
- AHT Update s
- Install UPS for front Lobby Television PowerPoint system.
- Setup new phones for unit secretaries.
- Setup and deployed tablets for MD, PA and HIM staff.
- Update of software used to submit insurance claims.
- Lock down of systems at RN stations.
- Work with Cottage IT staff to update software used for Labs.
- Set access to calendars per Finance Director request.
- Setup New User accounts.
- Resolved issue with IE on kiosk that was preventing updates.
- Setup Phone for family members to contact very ill resident.
- Resolved issue with lab software printer.

- Routine resets on a few PDAs that were unresponsive.
- Set up returned (repaired) kiosk for redeployment.
- Set up Exchange email on NH admins iPhone.
- Routine resets on unresponsive PDA's
- Re-terminated a few keystone jacks, in IT closet on “old” Maple, to isolate dropped calls from certain phones.
- Worked with Brent and Barry to determine issue with phones.
- Phone issue seemed to be caused by an issue with DHCP service.
- Got all NH phone setting cleared and freshly rebooted.
- Performed maintenance and cleanup on a residence's laptop.
- Dusted keyboards at Nurses Stations and back offices with electric blower.
- Routine resets on unresponsive PDA's
- PC in Restorative (Sun room) was shutting off as the mouse moved. Seemed to be that the power cord was so loose in the back, that it might have been losing power with any movement.
- Relocated phone on desk in Activities room, so it can be shared from 2 locations. Had to run a longer cable for the phone, and another one back to the PC.
- Routine resets on unresponsive PDA's
- Performed Updates and maintenance on all wireless kiosks
- Teamed up with outside electrician and ran two Cat5e cables from NH Server Room to Granite nurses station for 2 additional new phone connections.
- Terminated both ends of each of the newly ran cables with the keystone jacks. Verified that the new network drops are functioning.
- Activated a “dead” network drop in NH copying room that is directly next to the Sharp MFP, rather than running the cable across the room.
- Training with Brent on how to modify the DHCP scope.
- Reset all nurse's stations to Static IP.
- Routine toner change at Granite Nurses Station.
- Trouble shot dropped wireless AP's at Residents Side. Reconfigured AP's to be on different channels. Continued to be an issue.
- Logged into wireless controller and enabled Radio 0 (5 GHz) on the Center and South AP's. Now seem to have a strong signal on all devices.
- Set up the Desktop of the new MD's tablet with the contents from the current Desktop, and also installed printers and drivers for all nurse station printers.
- Had to reinstall printer in users office, as all print jobs were getting stuck in the queue after a toner change. After reinstall, the printer would print every job nonstop. Had to uncheck box in Driver that says Enable Bidirectional Support.
- Wireless call bells continue to drop the Wi-Fi signal. Contacted the manufacturer, and found out they operate on 433 MHz band, and they suggested that the antenna's be extended out. Noticed that the antenna on the south side device was snapped off.
- Performed Windows and Dell Updates on NH tablet.
- Turned on Windows Firewall and synched Kaspersky with PC in Activities.
- Helped out Residents Side resident with Public Wi-Fi connection on his tablet. The

- wireless call bells interfere with the Wi-Fi signal, and will continue to be an issue.
- Routine toner change in printer in MDS.

#### RD – Registrar of Deeds

- Installed new version of anti-virus for all users.
- Resolved issue with banking software.
- Worked with other IT staff doing Maintenance, and updates on systems
- Resolved issue with connection for accounting software.
- Teamed up with Barry and performed cleanup on all stations and scheduled auto maintenance tasks.

#### SO – Sheriff's Office\Dispatch

- Resolved issue user had with missing documents.
- Resolved access issue to Deputies Schedule.
- Resolved JAVA issue with SPOTS for user(s).
- Setup user for PD remote user.
- Resolved issue with remote access and meeting software.
- Backed up image of the 2 PC's that were replaced.
- Printer in Deputies Room would not print. Had to disconnect the print server from the back of the machine, and perform a power cycle.
- Installed most up-to-date AV software on 5 Dell training laptops that Dispatch uses. Performed maintenance as well.
- Detective's laptop could not burn or copy any file to CD/DVD. Verified that his DVD drive is read-only (ROM).
- Determined what video outputs Dispatch PC's have, for monitor upgrade and consistency.
- Set up first 2 monitors on console 4, and cleaned up the wires and cables from previous monitors.

ASD Amero arrived and gave the following report: (\*see attached)

ASD Amero state the national training for Drug Court and Mental Health Court will be held in July in D.C. She stated that Jen Stone, Shelley Golden and herself would all like to attend. She gave the Commissioners the breakdown of the costs of the trip for each employee.

Commissioner Richards moved to approve the out of state travel request. Commissioner Cryans seconded the motion.

Discussion:

The Commissioners questioned how this trip will be paid for because it will be in FY16. ED Libby stated that the travel can be expended out of this Fiscal Year and the rest of the trip will be expended out of Fiscal year 16.

The Commissioners voted on the motion and all were in favor.

\*11:26AM - 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 Richards seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*12:01 PM– 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 and all were in favor.

ASD Amero stated that Shelley Golden has put together a training class on how to do an IEA and how to deal with a client who has been released from the hospital with a serious mental health issue. She stated that this training will be held on March 27<sup>th</sup>.

Commissioner Cryans asked if everyone had a chance to read the minutes from February 17<sup>th</sup>. Commissioner Richards moved to accept the minutes from February 17<sup>th</sup>. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed check registers 656; 1135-1139.

ED Libby submitted the NACo Prescription Drug Report for the month of January. She stated that there was a price savings of \$5,226.11 which was an average of \$25.49 or 39.23%. There were 91 utilizers. She stated that there has been a savings of \$721,347.94 over the life of the program

ED Libby discussed a flyer that the Commissioners had given her regarding the NACo Prescription discount card program marketing reimbursement fee. She explained that the county can choose whether we want the marketing fee. Counties that choose the marketing fee option would receive \$1.00 per prescription when the card is used to receive a discount. The counties that do not want to receive the reimbursement can continue with the existing programs. Residents in the counties that do not want to receive a reimbursement will receive a slightly higher discount when purchasing prescriptions. The Commissioners agreed to keep the program the way it is now and not receive the reimbursement so the money will stay with the users of the program.

ED Libby stated that the NHAC Annual Conference this year will be held November 1<sup>st</sup> – 4<sup>th</sup> at the Mt. Washington Hotel.

ED Libby gave the Commissioners a list of Appropriation Transfer in the amount of \$7,593.00. She reviewed the transfers with the Commissioners.

Commissioner Richards moved to approve the appropriation transfers in the amount of \$7,593.00. Commissioner Cryans seconded the motion and all were in favor.

ED Libby discussed financial reports with the Commissioners and stated that she is concerned with the fund balance and will continue to monitor it closely. She explained that on the prorated report the expenses are outpacing the revenue. She will continue to evaluate the financials.

ED Libby stated that she has sent out the county's letter of interest for the State of NH – Probation Lease for their office space in the courthouse. She reviewed with the Commissioners what the current lease agreement included.

Commissioner Richards stated that they will be having a meeting regarding the five (5) year plan for the farm on April 8<sup>th</sup> from 9:30am – 12:00pm in the UNH Extension conference room. She stated that they are keeping it fairly small and having only the people pertinent to the farm in attendance.

Commissioner Richards stated that she had a discussion with a neighbor regarding National Grid and whether the towns are still making revenue from renting of the poles. She asked ED Libby who she would contact to find out if towns are receiving revenue. ED Libby stated she will have to contact the individual towns.

Commissioner Cryans stated that he and Commissioner Richards attended Mark Scarano's farewell dinner.

12:40 Respectfully Submitted,

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Linda D. Lauer, Clerk