

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy.  
North Haverhill, NH 03774  
February 28, 2017

PRESENT: Commissioners Lauer & Ahern, County Administrator Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: IT Manager Ruggles, HR Director Clough, Nursing Home Administrator Labore, DoC Superintendent Elliott, Alternative Sentencing Director Gilding.

EXCUSED: Commissioner Piper

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  
February 28, 2017

AO – Attorneys' Office

- Resolved issue user was having with PDF software had become corrupt and license would not validate. Software removed newer version installed and registered.
- Setup Multimedia equipment for County Attorney Saffo to present Power Point presentation on the Northern Pass Project.
- Setup Multimedia equipment for County Attorney Saffo to complete AO staff meeting.
- Completed adding software to training computer.
- Replaced defective DVD RW in County Attorney's laptop.
- Completed upgrades and maintenance on County Attorney's Laptop
- Completed configuration of County Attorney's Office Manager's laptop for remote access.
- Resolved issue for Attorney in viewing media from outside agency.
- Meet with AO manger to discuss budget for next year.
- Resolved download and save issue for attorney. Ran malware and system cleaning software.
- Swapped out a UPS that had a dead battery.
- Set up and configured a new USB printer for AO Support Staff employee.
- Setup County Email on employees iPhone.
- Got a new intern set up on one of the Courtroom laptops. Now able to print properly.
- Deployed new version of file sharing software for use by the County Attorney's Office.

- Completed meeting with AO Manager to review IT needs for upcoming fiscal year.

#### AS – Alternative Sentencing

- Setup new user and email accounts for intern, configured users profile on laptop, completed IT basic training and orientation
- Retrieved a document that seemed to become corrupt somehow, and would not open. Was able to find, and open the most recent revised copy of it and restored it to the employee's Home drive.
- Resolved a USB printer issue that was printing only partial pages, by reseating the USB cord on both computer and printer ends.
- Assisted employee with creating a border for a template, and how to print it out on a full page without margins.
- Ran multiple Cat5e cables to accommodate office relocation of AS staff. Terminated them all in the offices with keystones and faceplates.
- Resolved an issue with an employee connecting to a wireless network. The wireless NIC would not detect any networks. Uninstalled the device and reinstalled in by searching for new hardware.
- Relocated 2 of the AS employee's IT equipment to new office locations.
- Deputy could not open any documents. It did not have the needed software suite installed on the given PC. Installed the needed programs.
- Assisted employee with an issue she was having with a document not being able to change any of the formatting.

#### CE – UNH Cooperative Extension

- Resolved issue of a couple of the Dept. phones incorrectly programmed displaying the external number of the Commissioners' Office.

#### CO – Commissioners Office

- Resolved print issue for County Administrator. Printer had lost network setting, reconfigured, resolved.
- Resolved issue of a couple of the Dept. phones having an external number of the Commissioners' Office.
- MFP printer was not responding and print jobs were getting stuck in queue. Noticed that there were print jobs stuck in the queue of the previous printer that has been replaced. Cleared queue and removed duplicate printer entry.
- VoIP phone in the Conference Room somehow lost its connection and could not boot up all the way to be able to login to the proper extension. Replaced phone with spare, resolved.
- Request from Commissioner Ahern to Contact Pemi Baker TV rep to see about sending down a short weekly Video Summary to show on the Plymouth District Local TV channel. Will report.

#### DoC – Department of Corrections

- Completed moving of vendor pc system and issued remote connection device for vendor.

- Completed setup of new employee's user accounts.
- Software issue with tablet in SMU had to re-enter the Database path for the door-lock system, issue resolved.
- Worked with maintenance to run the antennae wire for a Cellular Network Extender antenna wire from the Admin area break room to the roof. Ran 2 Ethernet cables from the DoC network closet through the wall to the newly constructed work box to the DoC employee break room. Special thanks to Maintenance Employee John Bishop for his expert assistance and knowledge of finding pathway to install cables. Network Extender is now operational and provides cellular phone service in DoC employees break room for when they are on break via the Internet and adds additional emergency phone coverage to the facility.
- An email rule was not working properly for an employee in Intake. I noticed that the specified folder had a duplicate. I deleted the one that was not being shared, and was empty.
- Renamed an employee's email account, as her email username didn't match her domain account username.
- Replaced the handset phone cord in Control. Also replaced the Ethernet cord to the other phone in Control.
- Database files were corrupt or missing for the Kitchen's food inventory software. The issue was resolved upon installation of the upgraded database software and all data was recovered.
- Got a report of the inmate calling system was down or not operating properly. I followed up with the jails Admin employee, which said the vendor has been contacted, outside vendor resolved issue and phone service for inmates was restored.

#### HR – Human Resources

- Setup Video equipment for outside vendor to complete employee training presentation.
- Met with HR Director to prepare and review IT needs for upcoming fiscal year budget.
- Recovered an unsaved spreadsheet from the local computer that was lost a couple days ago.
- Fixed a couple issues that were noted with a couple of employee's contact information within the email software.

#### HS – Human Services

- Met with Human Services Director to review IT needs for upcoming fiscal year budget.

#### FA – Farm

- n/c

#### IT – Department of Information Technology

- Deployed security update for browser to all systems.
- Deployed update for PDF reader to all systems.
- Removed separated and added new hires on the Employee mailing list
- Deployed update for OS cleanup to all campus computers.

- Deployed two new version of Document Processing software.
- Microsoft Monthly Security Updates were pulled from release, they are postponing until next month.
- Burnt monthly email archives to DVD.
- Worked with State of NH IT Rep. To get new firewall VPN rules put in place.
- Many calls to vendors and sales reps to get quotes and information for the County IT Budget.
- Refreshed and updated campus time clock software version 7 database and application.
- Cleaned out 2 time clocks magnetic strip readers one at NH and one at CO.
- Sourced and ordered 9 new replacement PC's for DoC Door Lock Control system.
- Updated accounting software.
- Updated call accounting software.

#### MT – Maintenance

- Replaced failed hard drive in Laptop used for diagnostics on HVAC system.
- Added shared printer to users system.
- Met with MT Super to review IT Budget needs for upcoming year.

#### RD – Registrar of Deeds

- Request to reset the RD's internet router to help correct slow speed issue, issue resolved.

#### NH – Nursing Home

- Replaced original drive in Director of the Nursing Home laptop with a SSD to improve performance.
- Reinstalled printer on laptop for ARNP. Driver was corrupt.
- Deleted emails of separated employee after they were reviewed by Director of Nursing.
- Set permissions for Infection control director on public folder per request of NH admin staff.
- Replaced APC for kiosk.
- Added printer for Billing Secretary. Billing Secretary had moved to the second floor and needed the copier printer for that floor added.
- Met with NH Administrator and NH Business Manager to review upcoming IT Budget needs.
- Resolved issue with network connection - switched port.
- Resolved issue with user accessing database of prior resident management software.
- Resolved printing issue. Printer was not holding print jobs in users folder.
- Resolved file creation issue for CFO. Anti-virus software prevented creation of an encrypted file.
- Resolved issue with fax machine not giving a transmission report for all fax's. Setting was not correct on reports.
- Resolved issue with Word processing software. User had a corrupt document, resolved.
- Completed taking out of service older Dell Venue's laptops.
- Configured and installed 2 replacement Laptops for NH staff.
- Replaced old system no longer viable as having acceptable performance. System was



**Intake: 3**

**Out of Facility: 29**

**2. Community Corrections Report:**

- a) **Electronic Monitoring:** Supervising (5)
- b) **Daily Work Release:** Supervising (0)

**c) Operation Impact:**

Sgt. Larson conducted presentations at Lisbon Regional, Lakeway Elementary, Indian River School, Lebanon Middle School, Plymouth Rotary and supervised a Court ordered Jail tour.

**d) Community Work Program:**

Sgt. Webster supervised work crews at Orford Church and in the County barn.

**3. General:**

- a) Thank the Commissioners for attending the HISET graduation.
- b) Programs update - \* see attached sheet
- c) FIRRM (Focused Intentional Re-entry and Recovery Movement) program presentation.

Commissioner Ahern asked if pretrial and sentenced inmates were housed together. Supt. Elliott stated that they are, there are no separate units for the two (2) groups. CA Libby noted that they have never had separate units for pretrial and sentenced inmates. Commissioner Ahern stated that he is disturbed by that because there could be a pretrial inmate who is innocent being exposed to an inmate who has already been sentenced. He asked if the County Attorney was aware of it. Supt. Elliott stated that he does not know if the County Attorney is aware but he will mention it to her.

Counselor Lucille Amero and Supt. Elliott gave the Commissioners an update on their new FIRRM program and answered various questions. Supt. Elliott stated that this program has been developed over the past year. He stated that they have met with all that would be involved in this program and they all feel this program is necessary and are excited. He explained that this is a one (1) year sentence to the Grafton County DoC. They break down that year. The first level is an intensive in-patient program provided at the jail which is approximately 100 days in-house of classes. Community Corrections will then meet with everyone to classify them and prepare them to go out into the community on the electronic monitoring program. They will be required to obtain jobs and be enrolled in any necessary programs for the recovery. This level will last approximately 45-90 days. They are not willing to settle on the 100 days of in-house treatment as they feel that is the most important component to the program.

Commissioner Lauer asked about any additional costs associated with this new program. Supt. Elliott stated that there will be roughly a \$5,900 increase in urine testing but that will be offset by the revenue from the electronic monitoring.

L. Amero stated that twenty – eight (28) day treatments are not as effective. Ninety (90) days is more effective but it is the aftercare follow up that is most important.

Commissioner Ahern asked how this is going to affect inmates working on the farm. Supt. Elliott stated that it will not affect them. Commissioner Ahern stated that he attended a meeting for veterans and agriculture and noted that it is very important for the inmates to work on the farm. L. Amero stated that is a part of the life skills section, whether it's working in the kitchen or working on the farm, those are very important skills for the inmates to have.

Alternative Sentencing Director Gilding arrived and gave the following report:

## Alternative Sentencing Programs Commissioners Report February 2017

### Monthly Drug Treatment Court Report

Total Participants: 21

Female: 8

Male: 13

Total Prospective Client s on List: 5

Total Clients Terminated: 0

### Monthly Mental Health Court Report

Total Participants: 33

Total Prospective Clients on List: 12

Total Participants Unsuccessfully Discharged: 0

Veteran Track Participants: 1

Veterans Being Assessed for Docket: 7

Participant Graduations: 1

### Monthly Adult Diversion Report

Total Participants: 15

Female: 6

Male: 9

Total Prospective Client s on List: 8

Total Clients Terminated: 0

## Monthly Juvenile Restorative Justice Report

Total New Participants for CADY Central: 10

Total New Participants for GCJRJP: 10

Total New Participants for VCDP: 14

ASD Gilding noted that there is a Drug Court Graduation next Monday.

ASD Gilding stated that they have brought on Deputy Aaron Roberts and he is the right person for the job. Everything is going very well. The atmosphere for the team as a whole has been turned right around. They are communicating and operating as one (1) team. He stated that the budget for the state funding has been sent to Alex Casale for review. He emailed ASD Gilding back and said that he does not see any issues with it and he will send it on to his advisory board. ASD Gilding stated that he was hit with news that the way that the legislature has the funding set up, they have said they will not fund any county for the community supervision piece of drug court if they are not supervised by probation and parole. He stated that he has had to make some adjustments and now instead of funding Deputy Robert's position he is funding David Belanger's position and part of the Alternative Sentencing Director position. It is all the same monies; he just has to shift it around. CA Libby stated that there is no state funding for Deputy Roberts and the county is going to have to pay for that. She stated that Sheriff Dutile will be hiring a new deputy to replace Deputy Roberts which means there will be an additional expense to the county. Commissioner Ahern stated that he does not believe that is the vote that the Board of Commissioners took. CA Libby stated that it was not the vote they took and ASD Gilding stated that they were under the impression that the state funds were going to cover that position. Commissioner Ahern stated that as far as he is concerned he was misled and he does not appreciate that. Commissioner Lauer stated that she feels it is more of a misunderstanding than misleading. CA Libby stated that what they will be paying for is a new deputy position because Sheriff Dutile cannot go without back filling the position that Deputy Robert's was doing in the Sheriff's department. In the short term they need to figure out how the Sheriff's Department gets coverage for Deputy Roberts. Commissioner Ahern stated his concern is his understanding over the years of what the obligation of county government is and what is the obligation of the state is. He is concerned that this should be done by the state. It sounds like there are nine (9) counties being treated one way and Grafton county being treated another. He noted that he is concerned about bringing on new programs and not having the appropriate entity paying for it. Commissioner Lauer stated that they need to focus on what to do moving forward. Commissioner Ahern stated that they should send the deputy back to the Sheriff's Department and ASD Gilding can find a way within his budget to make his program work. That is his obligation/job.

CA Libby stated that she has not looked at numbers yet but she thinks what they may be able to do to get through the remainder of this fiscal year, is they have positions that are already Grafton County funded positions in this budget that they will be receiving revenue for that was unanticipated. They are going to get just shy of \$150,000 in unanticipated revenue for the case manager, coordinator and treatment. She stated that probably will not allow him to hire an



additional case manager until July. She said that she will have to look at the numbers but thinks that would alleviate the problem as long she gets something from the state that says the funding is approved.

ASD Gilding stated that they are on track to create a veterans track within the mental health court in Lebanon. The VA will be providing all counseling.

Nursing Home Administrator Labore arrived and requested to go into nonpublic session.

\* 10:28 AM – Commissioner Ahern 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) and 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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Ahern “yes”; Commissioner Lauer “yes” Commissioner Lauer stated that a majority of the board voted yes and would now go into non-public session.

\* 10:44 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session in that they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 21<sup>st</sup> meeting. Commissioner Ahern had an edit.

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

The Commissioners signed check registers 54&55; 1137-1145.

County Administrator Libby submitted the following paperwork for Commissioner Lauer to sign.

- CDBG Drawdown – WREN \$12,500
- CDBG Closeout Documents – Gile Hill

CA Libby updated the Commissioners on the status of the DMV Rental Space. She stated that the State of New Hampshire has agreed to the rental terms as proposed by the Commissioners at \$225 a month.

CA Libby handed out a comparison worksheet of this current year's budget vs. the proposed FY18 budgets. She also handed out the proposed budgets of the departments that are scheduled to present their budgets at Thursday's meeting.

Commissioner Issues:

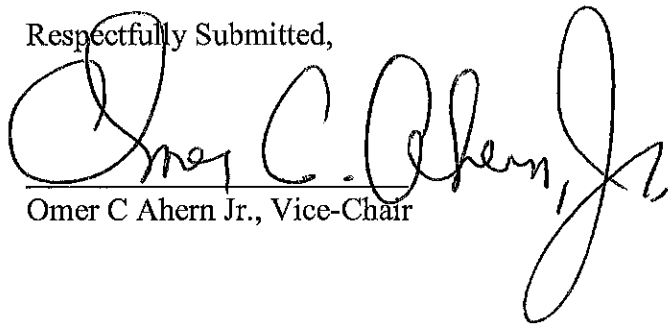
Commissioner Ahern gave CA Libby information about a Dairy Management Alternatives in Low Income Years webinar that will be held March 2<sup>nd</sup> from 10:00 – 12:30. He thinks that one of the employees on the farm should attend.

Commissioner Lauer stated that she and CA Saffo attended the SEC Northern Pass hearing. They asked questions for roughly an hour and it went well.

County Attorney Saffo arrived and discussed the county's motion to extend deadlines regarding Northern Pass because they did not have the information they needed. She filed the motion and cited a recent item that was brought to their attention in regards to how Northern Pass is planning to change how they are going under the Gale River and it involves a significant amount of dirt work. They further discussed the motion and CA Saffo answered questions.

11:11AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Omer C. Ahern Jr.", written in a cursive style. The signature is positioned above a horizontal line.

Omer C Ahern Jr., Vice-Chair

Grafton County Department of Corrections  
Monthly Program Department Update  
January 2017

To: Superintendent Elliott

From: Sergeant Deem

Subject: Programs Update

Date: February 13, 2017

**For the Month of January 2017 Programs department has provided various services to over 55 different inmates for approximately 424 hours. Services include SUD groups and individual counseling, HiSET and ServSafe classes along with volunteer services such as AA, Individual Bible Study and Church Services.**

**January 2017 Population Average**

- Average in house population- 99
- Average Checked out- 46
- Total Average – 145
  
- **Individual Counseling- 56 Total Individual Counseling Hours**
  - Female- 18 hours
  - Male- 38 hours
  - Counselor Lucille Amero
  - Counselor Kenn Stransky
  - Karen Mcnamara ( RSAT Grant)
  
- **SUD Treatment Groups- 277 Total Group Hours**
  - Female-104 hours
  - Male- 173 hours
  
- **Education –**
  - **Graduation-** Scheduled for February
  - HiSET completion after 7-1-16 = **11**
    - PARKER, HEATHER
    - MORIN, JOSEPH
    - DECATO, IAN
    - CAMERON, BETH
    - ROBERSON, HEATHER
    - COHN, JUSTIN
    - RICHARDSON, BROCK
    - DALESSANDRO, JAIMIE
    - PARKER, GEORGE
    - STOCKMAN, JARED
    - ROGERS, DESTINY

Grafton County Department of Corrections  
Monthly Program Department Update  
January 2017

- **Volunteer Programs-**
  - **AA- 53 Total hours**
    - Female- *17 hours*
    - Male- *36 hours*
  
  - **Individual Bible Study- 11 Total hours**
    - Female- *6 hours*
    - Male- *5 hours*
  
  - **Church Service- 14 Total hours**
    - Female- *5 hours*
    - Male- *9 hours*