

## GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections  
North Haverhill, NH 03774  
April 26, 2017

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

OTHERS PRESENT: Sgt. Deem, Cpl. Buxton, Lt. Vannamee, Sgt. Larson, Tony Stiles, Lt. Cremo

### **Employee Council**

Tony Stiles stated that he talked to the Employee Council members regarding the counteroffer from the Commissioners and it did not go over well. He stated that as a group they are coming back today and are sticking with the 3.5% COLA and requesting that the Commissioners leave the insurance alone.

Commissioner Lauer stated that they are trying to find the best balance between employees and taxpayers.

T. Stiles stated that the employees felt that the counter was an insult as they are the ones who show up to work every day. Sgt. Larson noted that as much as life costs these days that offer was almost nothing.

Sgt. Deem stated that this is becoming a pattern where the budget gets balanced on the backs of the employees. He gave an example of funding \$500,000 in social service agencies that are not required but not taking care of the employees. Commissioner Lauer noted that they try very hard to limit the social services budget to agencies that help save the county money so they can give back to the employees.

Commissioner Piper stated that one (1) thing that may be important to keep in mind is that the COLA was 1.4% last year and they are offering 1.25% this year. Last year the increased taxes were driven by the surplus being spent down but this year the increase in the budget is being driven by an increase in expenses. Taxpayers are also paying for all of these increases.

Sgt. Deem noted that the county funds social services but then has to pay to use their services.

Commissioner Lauer stated that they are not trying to balance the budget on salaries. They have looked at the new positions being requested as well as capital budgets and reduced where they felt it was appropriate.

Commissioner Ahern stated that decisions that were made ten (10) years ago are impacting what is going on today. What the Legislators do in Concord adversely affects what happens at the

county level. County employment has historically been secure. He noted that Grafton County is a graying county. There are many residents in the county that are on social security. They received a small raise and are getting by without much. Commissioner Ahern stated that he does appreciate all the hard work the employees do. Commissioner Lauer stated that she felt it would be appropriate to go into a nonpublic session to discuss these items.

\*9:23 AM - Commissioner Piper 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 Ahern seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\*9:40 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 that they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion

CA Libby handed out the spreadsheet with the employee contributions for the health insurance.

Commissioner Lauer stated that the Commissioners would like to come in at 2% for the COLA. She noted that employees who are eligible will still be receiving their 3% step increases and most employees who are maxed out receive their longevity. She stated that it is important that the deductible reduces to 50% reimbursement. The deductible amount will remain the same but the reimbursement will be lowered to 50% to try and help the employees become better users of the insurance. She noted that a 2% COLA offsets the health insurance increase for most employees.

Lt. Cremo asked about Health Trust providing Anthem and if there is a possibility of going back to their insurance. Commissioner Lauer stated that they were unable to return to Health Trust this year as they are unable to go back for two (2) years after leaving but she stated that they will be looking to receive pricing from them next year.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
April 26<sup>th</sup>, 2017

AO – Attorney’s Office

- Completed setup of web-app on courtroom laptop for user that had forgotten laptop at home.
- Assisted user with mouse issue not working on both monitors.
- Resolved issue with opening videos form DOC. Did training on how to open videos.

- Resolved issue with label maker. Removed device and old drivers, installed latest driver for device., label maker should be replaced when possible.
- Completed conversion of body camera videos for attorney for use in trial.
- Completed training with staff member that travels to other offices on the need to close all applications when going between offices. If the user does not close applications and adjust network setting data lose is likely.
- Resolved printing issue on Victim Witness system. System had two entries of the same printer. Removed one and the issue was resolved.
- Completed creating profile on victim witness system for office manager so she could cover vacate position.
- Updated the Auto-Attendant module to correspond with the current Support Staff. Had one of the employees re-record the greeting also.
- Employee couldn't upload a zipped folder to the web-based database. Walked her how to unzip that folder to her Desktop and upload it after it was Extracted.
- Resolved an issue with the one of the departments voicemail Auto-Attendant's
- Made changes to web browser setting so an Attorney could access the courts website.
- Replaced battery in one of the employees UPS's.
- After trying to add a feature to one of Victim Witness' laptops, all MS Office products got corrupt. I uninstalled, and reinstalled the suite, and that resolved the issue.
- Connected and installed new Label Writer and got the appropriate staff connected to the shared device.

#### AS – Alternative Sentencing

- Staff had questions on replacing Sharp Copier Toner Cartridges. Thanks Sam Norcross for your expert Sharp Copier help in training and assistance!
- Completed check and updates on AS Laptop.
- Provided an intern with a USB printer needed a replacement drum and toner.
- One of the staff's laptops was giving issues when rebooting or starting up after a shutdown. Performed extensive maintenance on it and now seems to be all right.
- Office could not print to MFP. There were multiple jobs stuck in the queue. Canceled them all and rebooted the printer. They were able to print after.
- Set up wireless HDMI device on the newly purchased and installed Smart TV. Also installed the wireless transmitter driver for the staff laptops as well.

#### CE – UNH Cooperative Extension

- Retrieved voice message audio files for an employee that accidentally deleted his VM messages.

#### CO – Commissioners Office

- Resolved issue with bank deposit scanning software. Software needed configuration under Directors profile.
- Completed PC system updates and maintenance for users that were out of the office.
- Worked with Jean Sutherland and Leslie Lackie Completed Time Clock Plus conversion

and update to new Server.

DoC – Department of Corrections\Community Corrections

- Completed updating of Backup Laptop used for diagnostics of equipment and HVAC system.
- Completed update for the Farm. Updated software used for tracking, registering cow.
- Assisted co-workers with the replacement of systems used for operating the doors in the DOC.
- Assisted co-worker in changing settings on systems used for CO's to control the doors in the inmate areas.
- Completed recovery of document folder for DoC RN.
- Department of Corrections\Community Corrections
- Rebooted a couple of the door-lock PC's that were reported of the touchscreens not responding normally to the touch.
- Swapped out the two touchscreens in Central Control, to the spare is being used as the primary.
- Inmate logging software was not operating as intended on one of the Programs laptops. Uninstalled and reinstalled the software and it seemed to resolve the issue.
- Received a new laptop battery that was ordered for a failed one under warranty, and got it replaced.
- Received all new door-lock security PC's. Got a image of all the individual hard drives.
- USB printer in Community Corrections would not print for the two computers it was connected and shared to. Jobs were getting stuck in queue. Cleared the queue, restarted the Print Spooler on both computers, and rebooted the printer. Issue resolved.
- Replaced all door-lock security PC's in the facility with newly pre-configured PC's. Due to an issue with certain software, the system was down most of the day, and staff had to use keys until we got the issue resolved.
- Worked with the vendors and got this issue resolved and the appropriate License Server installs were completed, and the last station was replaced.
- Disabled user account and deleted email account of an employee who no longer works at the DoC.
- Installed projector software on one of the "Programs" laptops, and go it connected to the projector in the Superintendents Conference Room.
- Joey Riendeau gets IT Excellent Service Award for fantastic job on replacing Door Lock Control Systems.

HR – Human Resources

- n/c's

HS – Human Services

- n/c's

FA – Farm

- Replaced laser printer at Farm.

#### IT – Department of Information Technology

- Completed update of DSM on NAS devices
- Replaced Battery Backup on Document archive server.
- Completed update of server used for system and software inventory and control.
- Deployed update to file share web application.
- Completed deployment of Patch for web browser to correct issues caused by prior update.
- Completed cleanup of old AD entries for the NH users and computers.
- Completed changing OS partition size on server used for claims submission. OS partition needs to be re-sized to accommodate for future OS updates and performance.
- Completed install of new imaging software on servers for the Sheriff's department.
- Completed re-size of server used for Windows updates. OS partition needed to be re-sized for future OS updates.
- Deployed new version of anti-ransomware applications.
- Deployed new version of software to update computer firmware, bios.
- Completed running backup jobs that failed due to a power loss.
- Completed project with IT manger in cleanup of AD structure. Change was to improve security and improve OU structure. Nice Work Barry!
- Installed monthly Updates on all Servers, and scheduled the reboots as needed.
- Created new folders on the IT departments shared network drive where the install files and documents are now stored for the important door-lock control and security video systems.
- Updated needed Driver software on our virtual servers that are on our new virtual cluster.

#### MT – Maintenance

- Completed changing browser setting for systems having issue with web app. Some systems were using a extension no longer supported by default browser.
- The jail's HVAC system could not be accessed. The PC that hosts that web service was shut off in our Server Room and UPS needed to be replaced.

#### RD – Registrar of Deeds

- Remove Malware from front office PC

#### NH – Nursing Home

- Resolved printing issue for book keeper from web application.
- Resolved issue with system shutting down when power is switched to the generator. System was plugged into the surge only side.
- Resolved print quality issue for medical transcription staff. User had changed toner and toner had gotten on to the drum. Cleaning resolved issue.
- Made copies of Policy and Procedure CDs that have Nursing Policy and Procedures for 3<sup>rd</sup> period 2016.

- Completed check on status of users external CD|DVD player. Player was found to be no longer usable. A replacement will be ordered.
- Replaced drum for HIM medical transcriptionist.
- Completed of copy of newest Policy and Procedures form CD to shared location for NH admin staff. The policies and procedures will be made available to nursing staff once reviewed.
- Resolved issue for DON not being able to open attachments in emails. Browser needed to have cache cleared and multiple sessions open closed.
- Replaced Drum Unit in a Fax machine on one of the Units.
- Employee reported that a certain program could not be accessed. The PC where that software resides was shut off in our Server Room.
- Installed new wireless mice for all the new Chromebooks.
- Added an exception for a certain outside email address that seemed to not be coming through.
- Walked and employee through how to access Voicemail by dialing in from the outside.
- Setup the last two Chromebooks for the Surveyors to use, when in the facility.
- Re-ran a new Ethernet cable in one office because the desk was moved, and existing cable was not long enough to put her phone where she wanted it. Also, had to terminate both ends of the cable with the RJ-45 connectors.

#### SO – Sheriff's Office\Dispatch

- Completed restore of case file for LPD. File was retrieved from backup.
- Completed removal of older versions of office suite, and install of most current office suite for director and assistant.
- Completed call for computer not turning on for bailiff. Power cord to the system was loose.
- Completed install of software to extract data from database for reports.
- Completed changes for retiring SO Captain's accounts and group memberships.
- Completed setup of accounts for new Special Deputy and did training on account use.
- Set up a DID number for one of the employee's phone extensions.
- Modified permissions on the Departments Public folder for another employee to access.

The Commissioners opened bids for the sale of one used (1) Dell R620 Server. One (1) bid was received and was as follows:

Business Management Systems – \$500.00

ITM Ruggles stated that the system was only used for 30 days as the program it was purchased for was terminated. They originally paid \$3,700.00 and he cannot see letting it go for that price.

Commissioner Ahern moved to reject the bid from Business Management Systems.  
Commissioner Piper seconded the motion and all were in favor.

The Commissioners and ITM Ruggles discussed other avenues in which he can advertise and sell the server.

Supt. Elliott arrived and gave the following report:

**April 26, 2017**

**Commissioners Report**

**1. Population: 120    In House: 86                      F Unit: 26**  
**E Unit: 20**  
**D Unit: 21**  
**C Unit: 16**  
**Intake: 3**

**Out of Facility: 34**

**2. Community Corrections Report:**

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

**c) Operation Impact:**

Sgt. Larson conducted presentations at Indian River School, Linwood, Lebanon High School, Bethlehem Elementary, North Country Charter Academy, Lisbon Regional and Ashland Elementary.

**d) Community Work Program:**

Sgt. Webster and Officer Griffin supervised work crews at Cottage Hospital, Ashland Campground, Holderness Trinity Cemetery, Roadside cleanups and are in the process of building a pig/feed shed on campus.

**3. General:**

Lt. Cremo gave a presentation on the new proposed Pretrial Supervision Program – She stated that this program will monitor/supervise defendants as a condition of their pretrial bail. The general purpose of the program is to ensure the appearance of participants to their scheduled court hearings, and to ensure safety to the public and themselves while in the community. She handed out a packet with further information regarding the program and answered various questions from the Commissioners.

Kitchen Inspection – Supt. Elliott stated that on the 18<sup>th</sup> the DoC received a surprise visit from the New Hampshire State Inspector who went through the kitchen. He stated that there were a few minor items they needed to fix but overall it went very well.

Crossroads – Supt. Elliott stated that Crossroads has started again and the next graduation is on Tuesday May 30<sup>th</sup>.

BDAS Grant – Supt. Elliott stated that he received the grant proposal. The application is due May 15<sup>th</sup> and it is almost complete.

FIRRM Presentation at Public Defenders Office – Supt. Elliott stated that those present at the presentation had good questions and they are excited about it. They think it is very viable and useful for Grafton County.

Commissioner Lauer asked if everyone had a chance to read the minutes from the April 19<sup>th</sup> meeting and the April 20<sup>th</sup> budget meeting. Commissioner Ahern and Commissioner Piper had an edit for the April 19<sup>th</sup> minutes.

Commissioner Ahern moved to approve the April 19<sup>th</sup> minutes as amended.  
Commissioner Piper seconded the motion and all were in favor.

Commissioner Ahern moved to approve the April 20<sup>th</sup> Budget minutes. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check register 1172.

CA Libby submitted a request for Release of Funds for the Friendship House CDBG for Commissioner Lauer to sign.

CA Libby submitted a MS 535 form for Livermore for all three (3) Commissioners to sign.

CA Libby submitted a request for Out-of-State Travel from the County Attorney's Office. She stated that the request is to send a Victim Witness Coordinator to the 2017 Conference for Crimes against Women. The conference is May 22<sup>nd</sup> – 25<sup>th</sup> in Dallas, Texas. The VOCA grant funding provides \$1,500 towards this conference and \$583.23 would be what the county has to pick up and the funds are available in the Victim Witness budget. CA Libby noted that the Attorney's Office will lose the money if they do not spend it.

Commissioner Piper moved to approve the out of state travel request. Commissioner Lauer seconded the motion.

Discussion:

Commissioner Ahern stated that he will be voting against this out of state travel request.

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

CA Libby submitted NACO Prescription Drug Report for the month of March. She stated that



there was a price savings of \$2,505.12 or an average of 34.16% with a total of 52 utilizers.

CA Libby submitted a Certificate of Authority for the VOCA Grant for the Commissioners approval. This gives Commissioner Lauer as the Chair the authority to sign the documents associated with the grant.

Commissioner Ahern moved to accept the Certificate of Authority for the VOCA grant.  
Commissioner Piper seconded the motion and all were in favor.

The Commissioners opened bids for the sale of one (1) 2014 Ford Taurus Police Interceptor.  
Four (4) bids were received and were as follows:

Fredrick Coley – \$3,556.00

Neal Meagher - \$2,655.00

Robert Rowley - \$4,789.00

Bay Ridge Motors – \$4,243.00

Commissioner Ahern moved to accept Robert Rowley high bid of \$4,789.00.  
Commissioner Piper seconded the motion and all were in favor.

#### Commissioner Issues

Commissioner Ahern stated that with the closing of the Alexandria power plant, the forest products businesses are going to be looking for other markets. He noted that there may be opportunity to buy sawdust for the farm locally.

Commissioner Lauer stated that she attended the UNH cooperative Extension Advisory Council meeting Monday night.

Superintendent Elliott took the Commissioners on a tour of the facility so that they could conduct their inspection of the Department of Corrections per RSA 30-B: 12.

12:02 PM With no further business the meeting adjourned

---

Wendy A. Piper, Clerk