

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

May 26th 2015

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

OTHERS PRESENT: COA Falkenham, ITM Ruggles, Supt. Elliott, ASD Amero, CA Saffo, Robert Fillion

Commissioner Cryans called the meeting to order at 9:05am and began with the Pledge of Allegiance.

COA Falkenham arrived to open Timber Sale bids. Three (3) bids were received and were as follows:

Timberwolf Logging – \$30,542.40

Rocky Bunnell – \$27,796.08

HB Logging INC - \$30,765.48

COA Falkenham stated that he will review the bids and return with a recommendation.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
Tuesday, May 26th, 2015

AO – Attorney's Office

- Update of default software install on all systems.
- Resolved issue of Videos not opening properly did training on how to convert videos coming into the office from multiple sources in MULTIPLE proprietary formats.
- Installed software for Video conference software.
- Resolved issue with document archive software.
- Made former employees files available for staff to continue pending cases.
- Set former employees email auto-response to give instructions on who to now contact for correspondence.
- Installed software for user after moving to different desk and computer. Adjusted software for new profile.
- Disabled Windows account and deleted email account for 2 users that left employment at the AO.
- Added new prosecutor software icon on each workstation, pointing to new URL, and removed current icon.

- Re-added the “From” column on employees Outlook Inbox list.
- Modified employees Address Book entry in MFP to point to her new station's PC, so she could scan to folder

AS – Alternative Sentencing

- 3 desktops donated to Alternative Sentencing Dept. from the VA for public use. Cleaned all of them out and reinstalled necessary software, setup to access Internet via Public Wireless Network.
- Recovered a deleted folder with our backups taken the previous day.
- Setup new Server for MHT software.
- Resolve issue with 2 sided copying on Sharp Copier, trained user.

CE – Cooperative Extension

- Put new phone in place for new hire.
- Did training on how to check and change wireless to wired networks.
- Install temporary network switch for additional computer location.

CO – Commissioners Office

- Office MFP was constantly jamming while copying. I was able to remove the initial jam, but continued to happen. Had to reach out to WB Mason to possibly do some PM.

DoC – Department of Corrections\Community Corrections

- Setup accounts for new hires at DOC.
- Resolved PDF opening in email client.
- Training of new hires on use of Windows and email accounts. Review of Grafton County usage policy.
- Resolved access issue to old server for staff.
- Resolved issue with updates and malware on users system.
- Pointed all PC's to new print server
- Power Supply failed on another PC. Took it back to the office and waiting on orders PSU's.
- Replaced Power Supplies on 2 PC's and redeployed them to the original location.
- SMU Tablet was not charging and unit was completely dead. I used a good power cord, and verified that it was the tablet, not the cord. Sending out to Panasonic for repair.
- Assisted employee with getting speakers working on laptop.
- Received repaired tablet from manufacturer, replaced the HD, and verified that it was repaired.

HS – Human Services

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HR – Human Resources

- Resolved issue with document archiving software.

- Edited a spreadsheet email list to inverse First-Last names to Last-First names for sorting by last names.

IT – Department of Information Technology

- Installed Monthly software security updates on all PC's and Servers.
- Resolved issue with MS windows updates.
- Installed new free backup software on new servers.
- Got third domain controller, on domain, renamed, and Windows activated. And Windows updates and Hardware drivers updated
- Added AD Domain Services and DNS Service Roles on new Domain Controller.
- Relocated Domain Controller to new location and configured switch port to be addressed to Server LAN. Validated that it is connected and online.
- Did some research and performed a couple tasks to stop a couple virtual servers to get error messages referencing VM tools.
- Got fourth Domain Controller OS Built, and set up with necessary software, and IP configuration, and Windows Updates complete. Also Got AD and DNS Roles installed.
- Relocated 4th domain controller in one of courthouse network closets.
- Installed Web Service certificate on new web server, and have the URL/domain created.
- Modified all workstation and server assets in Network Inventory software to be labeled my dept, building, and location.
- Recovered Vcenter Server from issue with local system account and reset identity source to new Domain Controllers
- Continued work on migration of firewall rules to new WAN account.
- Reviewed location of Cell Phone Repeaters to be installed in the Administration Building and Nursing Home with 2 contractors. Awaiting quotes.

MT – Maintenance

- Complete training with users on how to access email and files from HVAC PC Systems.

RD – Registrar of Deeds

- Resolved issue of system not booting after update.

NH – Nursing Home

- Resolved issue with scan to folders.
- Setup accounts for new manager of restorative department.
- System firmware, default software, windows updates, maintenance on 10 systems.
- Attended meeting with NH managers form MDS and In-service/Infection control director. Purpose of the meeting was to restructure the interface (DB) for LNAs. The goal being to increase productivity of all staff.
- Created profile for user after move to new location and adjusted software as needed.
- Connected consultant remotely to work on DB for NH residents.
- Resolved issue with older printer driver causing print issues.
- Setup Email, Windows accounts for new part time HIM hire and completed training.

- a) Primex training in May
 - Supt. Elliott stated that he took his command staff, Captain Kendall, Lt. Cremo and Lt. Vannamee to the Primex Training and was very pleased with the training.
- b) Crossroads Graduation 5/27
- c) Upcoming HISET graduation
 - Supt. Elliott stated that they currently have ten (10) possible graduates. They are looking at the end of June beginning of July for a graduation date and will let the Commissioners know as soon as he has a date.
- d) Meeting with West Central Services
 - Supt Elliott told the Commissioners that he had met with WCS to talk about ways to utilize the full amount of funding that is designated for them. He stated that the last couple years there have been funds left over and he could really use more mental health services at the jail.
- e) Request for non-public session

*9:38 AM - 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 Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*9:42 AM 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 Lauer seconded the motion and all were in favor.

*9:42 AM - Commissioner Richards moved to enter into non-public session for the purposes of 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 Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*9:46 AM 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 Lauer seconded the motion and all were in favor.

COA Falkenham returned with his recommendations. He stated that after reviewing the bids he recommends HB Logging with their bid of \$30,765.48. He stated that he knows this company and is comfortable with them.

Commissioner Lauer moved to accept HB Logging and their high bid of \$30,765.48. Commissioner Richards seconded the motion and all were in favor.

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

Atty. Saffo arrived to discuss the purchase of a new car for the attorney's office to replace their 2008 Ford Focus. She handed out a spreadsheet with quotes from various dealerships and stated that the lowest price is from Littleton Chevrolet. She explained that right now they are having a sale on Chevy Cruzes. After the markdown and their trade in of \$4,500 they will come in at \$12,518.00 which is only \$18.00 above what they budgeted.

Commissioner Lauer moved to waive bid on the purchase of a new car and go with Littleton Chevrolet and their quote of \$12,518. Commissioner Richards seconded the motion and all were in favor.

COA Falkenham returned to the meeting to inform the Commissioners that he will be doing tour of county farm tonight at the advisory council meeting and that on Friday he will be having a forest management for birds' workshop.

Commissioner Cryans asked if everyone had a chance to read the minutes from the May 18th public hearing and the May 19th Commissioners meeting.

Commissioner Lauer moved to approve the minutes from the May 18th Public Hearing, Commissioner Cryans seconded the motion and all were in favor. Commissioner Richards abstained.

Commissioner Richards moved to approve the minutes from the May 19th Commissioners meeting. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 665; 1181; 1183-1186

ED Libby presented the NACo Prescription Drug Report for the month of April. She stated that there was a price savings of \$3,562.81 which is an average of \$20.59 or 40.41% with seventy one (71) utilizers.

ED Libby discussed the DoC Probation/Parole Lease Agreement at the Courthouse. She stated that this is a five (5) year lease. There is a 0% increase in years one (1) and two (2) and a 2% increase in year three (3). ED Libby read the list of resolutions to the Commissioners.

Commissioner Lauer moved to accept the resolutions for the DoC Probation/Parole Lease Agreement. Commissioner Richards seconded the motion and all were in favor.

ED Libby presented the Health Trust updated Application and Membership Agreement to the Commissioners and stated that someone needed to be authorized to sign the agreement.

Commissioner Lauer moved to authorize ED Libby to sign the agreement. Commissioner Richards seconded the motion and all were in favor.

ED Libby presented an out of state travel request from Sheriff Dutile for Captain Chad Morris to attend the 2015 FBI New England Chapter Conference in York, Maine June 23rd – 24th. The cost is \$398.00 and the money in the budget to pay for the conference.

Commissioner Richards moved to approve the out of state travel request. Commissioner Lauer seconded the motion and all were in favor.

ED Libby stated that Carroll County is in the process of hiring their first County Administrator and she has been asked to be on the board for the hiring process. She stated that she will be in Carroll County on June 3rd and June 11th.

ED Libby stated that the first Executive Committee budget meeting is next Monday June 1st at 9:00am.

ED Libby gave the Commissioners an update on the Nursing Home Project. She stated that last week was not a productive week. Their next construction meeting will be tomorrow. She explained that they are losing roughly \$2,000 a day every day that this project is over on the schedule. She discussed the outstanding issues and will follow up with the Commissioners.

ED Libby stated that Kristen Murray in accounts payable has submitted her resignation effective June 17th.

Commissioner Richards stated that she is going to attend a large Northern Pass update at the Easton Town Hall on Sunday June 7th at 3:30 PM.

Commissioner Cryans stated that he attended Memorial Day events in Enfield, Hanover and Lebanon.

Robert Fillion stated that he would like to have time set aside to speak at next week's meeting about a grant that is available to the county.

11:14 AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk