

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday June 26, 2012

PRESENT: Commissioners Cryans, and Ray Burton, Director Clough and Secretary Martino.

Commissioner Cryans called the meeting to order and the Pledge of Allegiance was recited.

Commissioner Omer C. Ahern Jr., participated by phone according to RSA91-A:2 with the reason being that he had business to attend to in Plymouth earlier in the morning and would not make the meeting start time. Telephone participation was at his request. It was noted that all votes must be taken by a roll call.

Information Technology Manager Brent Ruggles arrived with his report *(see attached). He reviewed the report with the Commissioners.

Commissioner Burton asked how the DoC was linked into the state booking system and ITM Ruggles explained how the fingerprint system was linked.

ITM Ruggles said that he attended an open house at SNS which is a new technology company in Littleton. He said that the Grafton County IT Dept. may be able to utilize some of their services and that they are a very high tech company which has a lot to offer businesses in the area.

There was a discussion about redundancy systems at the County and about surveillance cameras. ITM Ruggles suggested speaking with Director Andross regarding what was being videoed on the County complex.

Commissioner Ahern asked about the possibility of having the IT Dept. video all the Commissioner meetings and having them stream on the website. ITM Ruggles said that may take a full time person in the Dept. and he said he would look into what it would entail

Commissioner Cryans asked about the Jail in terms of IT and ITM Ruggles replied that there were still some things that were being worked out but they were making headway.

Commissioner Cryans awarded ITM Ruggles with his five year service pin.

Human Resource Director Mike Simpson, Maintenance Superintendent Jim Oakes and Maintenance Custodian Bill Morin arrived.

*9:50 AM- Commissioner Burton then 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 Cryans called the roll. Commissioner Ahern "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority

of the board voted yes and would now go into non-public session.

*10:35 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Burton moved to seal the minutes of the non-public session which was seconded by Commissioner Ahern. A roll call vote was taken and all were in favor.

Commissioner Burton moved to concur with the decision of Maintenance Superintendent Oakes which was seconded by Commissioner Ahern. A roll call vote was taken and all were in favor.

Commissioner Cryans wished B. Morin the best of luck and he thanked the Commissioners for their time.

Corrections Superintendent Glenn Libby and Farm Manager Don Kimball arrived.

Commissioner Burton stated that the meeting on what to do with the old Jail has been rescheduled for August 10th at 2:00 PM. Commissioner Ahern asked if they would be able to tour the building and was told they could.

The Commissioners presented Supt. Libby with a commendation for he and his staff for all the work they had done prior to moving into the new facility and he was congratulated for the safe move of the inmates. They wished him the best of luck in the new building.

*10:41 AM- Commissioner Burton then 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 Cryans called the roll. Commissioner Ahern “yes”; Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:12 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. A roll call vote was taken and all were in favor

Supt. Libby brought his report for the Commissioners and reviewed it *(see attached). There are 117 inmates in-house, 14 in Drug Court with 1 in custody and 8 out on electronic monitoring.

The old Jail is being cleaned out and they hope to be out of there by the end of July. Supt. Libby said there is a lot of old scrap metal and items that could be used for revenue and wanted the Commissioners to know that money could be made there. He also stated that he hoped that none of those items disappeared from the old facility.

Supt. Libby reviewed the move from the old Jail to the new and credited his staff for the operation. He said that they are currently using additional staff until things get fully

operational and he expects that this new facility will be challenging with the amount of staff that he is currently budgeted for.

Supt. Libby said that he had hoped that the Board of Commissioners had considered some kind of compensation for the Construction Team which consisted of himself, Director Clough and Supt. Oakes, for all the additional work they had done on the Jail project. Commissioner Cryans said that he had thought about that and wanted a chance to sit down with the other Commissioners to discuss it.

Commissioner Burton suggested that if there are any items of historical value coming out of the old Jail that they should go into the Historical room.

Commissioner Ahern asked if Supt. Libby had given any thoughts about the daily cost rate of inmates from other Counties and Supt. Libby said he really hadn't had time to consider that. He said that right now the cost is \$40 a day but the County sending the inmate pays for all the medical and dental and that calculates out to about \$50 a day which is in line with the federal rate.

Commissioner Ahern asked if there are any extra items that could be auctioned off from the old Jail and Supt. Libby said he was gathering items for a sale.

The Commissioners signed the check registers.

Commissioner Cryans asked if everyone had a chance to read the minutes and had any edits or changes. Commissioner Ahern had a number of changes.

Commissioner Burton moved to approve the minutes as amended which was seconded by Commissioner Ahern. A roll call vote was taken and all were in favor.

Bids were received for two Sheriff Cruisers that had been offered for sale. Four bids were received and were as follows:

<u>Name</u>	<u>2006</u>	<u>2008</u>
Fred Coley	\$ 856	\$1056
Wm. Doucette	\$1336	\$2323
Kevin Hale	\$ 958	\$1429
Bob Rowley	\$ 555	\$ 555

Commissioner Burton moved to accept the bids from Wm. Doucette for both cruisers in the amount of \$1336 and \$2323 which was seconded by Commissioner Ahern. A roll call vote was taken and all were in favor.

Director Clough informed the Commissioners that she had received a right to know request from Nancy West from the Sunday Union Leader asking for the 2011 salaries of all Grafton County employees and officials and costs that were paid by the county in defending Superintendent Libby in his case with the NH Retirement Board. Director Clough said she

supplied the salary information and the total legal fees were paid to defend the County and Supt. Libby in the NHRS matter.

Director Clough said that a Medicaid ProShare payment will be going into the County account in the amount of \$813,036 . Another payment is expected in July. Commissioner Ahern asked how much was budgeted and Director Clough said \$400K, so they have already received more than twice the budgeted amount.

A request was made that a door be put on one of the offices over at the white building so that private meetings can be held. It was decided that Director Clough would go over and look at the area that was suggested to see if that was feasible or if perhaps an alternative option could be found.

Commissioner Ahern said that he would still like to see an inventory of all the available space at the County and said they might be missing out on a good herdsman because the County no longer offers housing for them.

Director Clough said that an agreement has been made with the Union and they too have accepted the 1.875% COLA and the switch to Anthem insurance.

Director Clough said that she sent a reply letter to Woodsville Water & Light and offered some dates which they can consider for attending a County Commissioner meeting.

A request was sent to Director Clough from the HR Director that stated that the Board of Commissioners wanted to approve the new herdsman position. Since Director Clough had not heard this and this practice had never been done before she questioned if it were true. Commissioner Ahern said that while sitting in on the Farm Advisory sub-committee to hire a new Farm help, Farm Manager Kimball had said that the Board needed to approve the position so he assumed that was the process. Director Clough explained how all County job descriptions are created which does not include approval from the Board of Commissioners. Commissioner Cryans said they will continue to stick to current procedures.

Commissioner Cryans said that the Bar Association had contacted him about using a part of the County logo for their logo and there was a discussion as to whether this should be done. Consensus was that the logo belonged to the County and would not be offered out for use.

Commissioner Ahern noted that he thought that the Board should meet with Department Heads twice a month as opposed to once and Commissioner Cryans suggested putting that discussion off until at least after the summer.

12:10 With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Department of Information Technology
Monthly Summary Report
6-26-12

AO – Attorneys Office

- ⤴ Setup Email accounts for new users.
- ⤴ User with issue viewing PDF s
- ⤴ Performed Maintenance on hard drive array on the AO Server.
- ⤴ user needed help with creating a CD/DVD. User was using bad media.
- ⤴ Test Migration of back office system to new Domain.
- ⤴ Install scanner at the AO for two users.
- ⤴ user could not merge documents after Kerio update.
- ⤴ Reconfigure redirection of scanned documents from desktop scanners.
- ⤴ Redirection of documents for users moving location with in the office.
- ⤴ Install CD\DVD RW for AG on her laptop. Install new monitor, new wireless keyboard and mouse.
- ⤴ Install and configure new wireless printer to allow AO staff to print from court room
- ⤴ Setup remote access from the courtroom to AO .
- ⤴ Conversion of a PDF to A JPEG per for the AO.
- ⤴ Assistance to AO with different video conversions.

CC – Community Corrections

- ⤴ Work with staff on setting up Voice Mail boxes

CE – Cooperative Extension

- ⤴ Request to adjust Voice Mail system

CO – Commissioners Office

- ⤴ Install BudgetSense Update, update failed and required contact to vendor for resolve
- ⤴ **Note BudgetSense is been acquired from Tyler Technologies and is now called Infinite Visions
- ⤴ Work with Kristen and Leslie to complete Year End Fiscal Roll Over in Infinite Visions
- ⤴ Continued work and several meetings in attempt to finalize shift differential module with Time Clocks Plus

DC – Drug Court

DoC – Department of Corrections\Community Corrections

- ⤴ Finish installing MS Office suite to make full use of inmate management software.
- ⤴ Complete finishing creation of additional network user accounts and finalizing group policy
- ⤴ Remotely deploy Kerio WEB certificate for email encryption to all stations.
- ⤴ Ran network lines with DC staff for inmate phone system.
- ⤴ Redirected users printing users printer was put out of commission.
- ⤴ Ran temporary line to connect existing old time clock to mail room, configure and test.
- ⤴ Assist migration of Councilor's user account and files to new workstation.
- ⤴ Working on remote access for the SO staff for booking in IMC from the new DOC Outside Agency PC, additionally setup remote access for Haverhill PD to access their office IMC system.



HR – Human Resources

IT – Department of Information Technology

- ⤴ ITM attended SNS open house in Littleton NH last Thursday to discuss possible business relationship for future GC DoIT initiatives
- ⤴ Waveguide completed installation of new Fiber Optic Cable thru Nursing Home
- ⤴ In contact with Doug Green from UNH to review status of BTOP project and new Fiber Optic.

MT – Maintenance

- ⤴ Setup access to public system for viewing training DVDs
- ⤴ Installed NIC card in system to allow user to access vendors on the Internet.

RD – Registrar of Deeds

- ⤴ Assist in ordering supplies for new color printer and cash receipt printer

NH – Nursing Home

- ⤴ Removed unneeded software from In-service directors system
- ⤴ Moved profile of user taking asst activities director position.
- ⤴ PDA issues through out the month.
- ⤴ Released lock documents for HIM staff to continue merging scanned health information of residents.
- ⤴ Bad patch cables replaced for Granite Unit PC systems.
- ⤴ AHT updates.
- ⤴ Printer issues through out the month.
- ⤴ User 's PC experiencing heat issue. Adjusted BIOS setting to increase the internal fan speed.
- ⤴ User had issue viewing document from government insurance site, resolved.

SO – Sheriff's Office\Dispatch

- ⤴ Replaced non-functioning booking system with another from the SO deputies room.
- ⤴ Test Migration of system and User account to new Domain.
- ⤴ Installed new server in basement to capture Video from the new Video cameras installed in SO deputies cars.

Yours in Service,

Brent Ruggles

Information Technology Manager
Grafton County Department of Information Technology



June 26, 2012

Commissioners Report

1. Population:	In-house	117	F Unit	48
			E Unit	24
			D Unit	24
			C Unit	19
			Intake	02

Weekenders: 05 Out of Facility: 34

2. Community Corrections Report:

- a) Drug Court – supervising (14) * 1 in custody
- b) Electronic Monitoring – supervising (8)
- c) Daily Work Release – supervising (0)
- d) Operation Impact – Sgt Larson assisting supervision
- e) Community Work Program: Sgt Webster – Bath Fire Department – farm/garden duties

3. General:

- a) Farm Operation – discussion *Request for non-public session
- b) Old Facility
 - 1) Process of cleaning it out
 - 2) Scrap metal needs to be saved – scrapped as County revenue
- b) New Facility
 - 1) Inmate move recap
 - 2) Operations
- c) Clerk of the Works – discussion

4. Commissioner Items:

- a) Commissioner Ahern – none
- b) Commissioner Burton – responded to recent inquiries of Ms. Joyce and Mr. Provencher
- c) Commissioner Cryans – none
- d) Are there any Commissioner concerns?? Input sought.

Upcoming events: