

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
July 24th, 2018

PRESENT: Commissioners Lauer and Ahern. County Administrator Libby, Admin. Asst. Norcross.

EXCUSED: Commissioner Piper

OTHERS PRESENT: IT Manager Ruggles, DoC Superintendent Elliott, Maintenance Supt. Oakes.

Commissioner Lauer called the meeting to order at 9:00am and began with the Pledge of Allegiance.

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
July 27th, 2018

AO – Attorney's Office

- Support Staff employee could not merge or export documents in the web application they use. I performed a complete disk/drive cleanup and maintenance on it, as it was acting slow as well.
- Employee was getting an error message when trying to open a specific set of email attachments. Had to adjust a setting in 'Trust Center' of the application.
- Resolved issue with Print Server had to reinstall the Sharp MFP's printer drivers on all AO computer systems.
- Cleaned desktop scanner and its rollers, as the scanned image had a black line down it.
- Reset toner counter and replaced cartridge.
- Fixed setting on the remote software Control Panel of the remote host computer.
- Added three available MFP printers to Attorney's profile on a PC in the Admin Building.
- Attorney's laptop failed completely and would not power on. Got her set up on a temporary laptop, a replacement has been ordered.
- Set up a laptop and projector to be used for in the Jury Room.
- Connected a newly purchased Epson desktop scanner for one of the Attorney's, and got the appropriate drivers installed.
- Added URL to Karpel of he hosted site to one of the employee's 'Trusted Sites' list.
- Assisted Karpel Support Manager with Issue with Karpel Software unable to send Calendar Events, setup remote laptop for Karpel IT Support Manager to utilize to test and troubleshoot. Support Manager found a setting was changed in the configuration causing the issue, set config to proper setting and issue resolved.
- Worked with AO clerk on how to view videos sent from PD

- Completed training with staff member on forwarding an email as an attachment.
- Provided County Attorney with information to resolve issue with a file that would not open.
- Corrected scanning issue on Laptop with installing additional scanning software.
- Resolved printing issue for attorney, Laptop needed to be disconnected and reconnected in docking station.

AS – Alternative sentencing

- Received call to meet with user regarding change in Drug Court and to review Case Files to prepare for exit and change over

CE – Cooperative Extension

- no calls

CO – Commissioners Office

- Print Server Issue - Reinstalled shared printer on all computers as a new driver would not install properly after changes made to our Print Server.
- Manually installed the update of the Accounting software from the location where the Setup file resided.
- Assisted Julie's staff with yearend closeout.

DoC – Department of Corrections

- Issued new PC in Booking Camera Station. Worked with the documenting software company to get the camera and photo software configured.
- Installed the signature pad software on the A/V carts in the two classrooms.
- Removed a jam in a USB printer in Medical.
- Mugshot Camera Failed at the DoC, Ordered replacement unit and setup new DSLR camera at the booking station. Had to update the camera taking software to the newest version.
- Fixed a shortcut to county web mail the Public Users Folder on one of the PC's.
- Issued the new computer in the Kitchen Office. Installed the Culinary software on it, copied over the database, and deactivated the license on the old PC and reactivated it on the new.
- Set up a second monitor on Programs Office Desktop PC.
- Investigated issue with intercom microphones got assistance from Maintenance and they were repaired.
- Configured shortcuts on the new Medical Intake PC for All Users.
- Repaired a program install on one of the Programs laptops for the Inmate reporting suite to open reports.
- Setup accounts for new hires.
- Disabled accounts for retiring employee.
- Completed replenishment of 22 New Windows PC's and 5 laptop's at the jail.
- Made documents, etc., from prior staff available to new staff now in charge of project

outreach.

HR – Human Resources

- no calls

IT – Department of Information Technology

- Updated Accounting Software, had issues with Windows 10 Systems trying to find resolution.
- Attempted to update the Driver for a certain copier/printer on our Print Server. The change affected a few other similar devices as well, which corrupted the connection between the Print Server and the End Point. Removed the Local devices and re-added them, which fixed the Driver issues.
- Performed Windows Updates on all Servers and PC's
- Setup new Server to migrate old HVAC PC to virtual server.
- Changed configuration on network switch ports connected to virtual clusters to allow new server to access HVAC devices and sensors.
- Working with outside Consultant on installing update to network management software
- Working on IT Department Responsibilities manual for County Administrator.
- Update on Operating System on Network Attached Servers.
- Update of Web Browsers for security improvement.
- Reviewed AV version on systems and found users that are not rebooting or shutting down their computers. Email sent to those users to please reboot or shut down.
- Scheduled remote reboot of systems that had not been rebooted for a longtime.
- Removed AV software to reclaim license from decommissioned system from the DOC.
- Restored windows 10 machine to Factory Image for testing financial application.
- Met with County Administrator and reviewed AS IT equipment and software purchased under Grant in s in preparation for transfer of those systems to the Health Consortium.
- Created report(s) that will keep track of low disk space on the servers and workstations throughout the campus. The report will get email to IT staff at 8:00 A.M. every morning.
- Reviewed windows updates and approved then distributed the updates.
- Deployed updates for PDF readers
- Closed out IT Departments Invoices for year end.

MT – Maintenance

- Built new virtual server for HVAC software and controls.
- Made a registry change in employees laptop to point Cache and temporary files to different folder name.
- Completed updates and maintenance on laptop used by MT department of diagnostics of HVAC system.
- Attempted to retrieve emails that had not been received for Department manager. Notified Superintendent to contact originator and have them resend.

RD – Registrar of Deeds

- Had Joey create an image and emergency boot disk of the old Kodak film system PC, Deeds is hoping it can last another year and a half to finish their project. ITM advised Registrar to let us create image.

NH – Nursing Home

- Adjusted the charging cord for one of the Med Cart Chromebooks.
- ITM completed email training with 8 of the RN's and LPN's, still need to complete training with 24 other RN's\LPN's
- Set up scan-to-email for one of the doctors on the Lobby Sharp Copier.
- It was requested that a Unit Manager's laptop be reissued. I removed all the existing User's Profiles on it, and performed maintenance, tuned up and ran disk cleanup on it.
- Set permissions for MDS staff to access folders per request of NH CFO
- Reset password and did training on setting out of office message for CFO.
- Loaded labels into label writer for HIM staff having problem loading the labels.
- Completed task of making new Nursing Procedures and Policies available to nursing staff.
- Installed Trial of PDF Writer Software on NH Administrator and NH Secretaries PC, completed training and overview with Secretary.
- Setup new folder systems to help increase efficiency of creation of Policies and Procedures.
- Completed security scan of thumb drive for director. Thumb drive was from outside source. Drive was clean.
- Resolved email performance issue for NH Purchasing Agent. User had created sub folders under her inbox. Folders were moved to proper place.
- Resolved issue with opening accounting software. User needed to change selected group to open.
- Assisted CFO on converting PDF to Excel sheet.
- Checked for email that had not been received. Email not found requested to contact originator and have them resend.
- Created report of NH IT equipment inventory for NH director.

SO – Sheriff's Office\Dispatch

- Worked with Director of Dispatch to correct issue with dispatch software on supervisors system. Removed and re-installed software.
- Setup Account for new remote agency officer.
- Resolved issue with dispatchers email not replying with group email account.
- Dispatcher's last name changed, renamed her email account.

Yours in Service,

Brent Ruggles

IT Manager

Grafton County Department of Information Technology

The Commissioners signed check registers FY 18 1212-1214; FY 19 1001-1002; 1010.

Supt. Oakes arrived and gave the following report:

COMPLEX

Force Main Sewer Project (4/30/18 – 6/13/18)

- Job is mostly complete. The following items remain:
 - Need to replace section of pipe in pump station broke during change over (temp fixed)
 - Need to install auto-air release
 - Numerous smaller punch list items

Interior LED Lighting Retrofit - In progress in following locations (targeting lights on 24/7)

- Courthouse stairwells and main lobby area
- DOC corridors, mechanical rooms, Areas H and G
- Maint/Farm Bld. Woodshop and 3-bay

Cemetery - Fence damaged by falling trees...*replaced post and few rails*

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Dispatch – Hot water tank failed due to leak...*replaced tank*

HVAC – Building Automation System not starting schedules when programmed causing building to be hot in the AM. *CTI reprogrammed parts of system that lost routing path from power interruptions.*

ADA Requirements – In the process of making several ADA changes to facility recently requested by AOC based on new criteria

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC – ACCU 1 stage has sticking solenoid that won't allow circuit to disengage when satisfied. *NCM installed solenoid rebuild kit to repair unit*

Sprinkler System

- 69 Bldg. dry system has rust hole at 6 o'clock on 4" manifold just north of HRU 3. *Hampshire Fire replaced 10' section of pipe*

- 69 Bldg. dry system has rust hole at 6 o'clock on 4" manifold just in front of exterior double doors in purchasing storeroom. *Hampshire Fire replaced 20' section of pipe*
- 69 Bldg. needs low point drain near double doors to Profile...*Hampshire Fire installed low point drain*

Defibrillator – AED at receptionist desk area failed monthly inspection...would not power up. *Replaced batteries and paddles but that didn't correct problem. Sent unit back to manufacturer for troubleshooting and put loaner unit in its place. Cost estimate is \$800 to repair. Ordered new one*

Employee Entrance – Door-O-Matic outer sliding door motor failed. Door-O-Matic went out of business 20-years ago and only rebuilt parts are available. *Chose to retrofit doors with Condor electromechanical replacement parts. Scheduled for 8/2.*

Fire Alarm – Experienced hard ground fault on loop 1 and lost almost entire system. Did fire-watch 24/7 for 3-4 days until fixed. Norris troubleshoot for 2-days and found and fixed ground fault in elevator module in machine room across from receptionist area. System restored.

Fire Alarm - Annunciator not reading full address nomenclature. *Tested multiple pull stations and all tested the same on this device. Norris tech determined annunciator hadn't been programed right from day-1. Reprogrammed at no cost.*

Laundry AC System – Compressor in ductless split AC system serving dryer room died. *Ordered replacement AC system since failed system is 12-years old and it is much more cost effective to replace system vs. replace the compressor. Parts order and work will likely take place sometime next week.*

Resident Bathrooms – Installed new ADA mirrors in all the 69 Bldg. bathrooms

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Exterior steps – All exterior steps and landings have various amounts of concrete spalling caused from rock salt infiltration. *Jack-hammered out bad sections of concrete and repaired surfaces. Still need to paint surfaces with special industrial finishes to mitigate future degradation.*

HVAC – Building Automation System component lost communication with numerous controls in system. My staff troubleshoot the problem and replaced a repeater (circuit card) they thought was faulty. The problem persists. Requested Trane tech services...scheduled for 7/26

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Door security – Had a few doors that were not operating correctly...*replaced relays on some and disassembled, cleaned and lubricated locks on others*

HVAC – Heat pump WHP-G1 refrigerant low. *NCM leak checked but didn't find leak. Serviced refrigerant to full level*

HVAC – Fan motor died in heat pump HP-B2...*installed new motor*

HVAC – Heat pump WHP-D1, circuit B lost its Freon due to a loose nut. *North Country Mechanical re-serviced after fixing*

Kitchen – Upper left convection oven has bad spark module...*installed new spark module*

Kitchen – Dishwasher drain valve leaking on RH side...*replaced valve*

Plumbing – F103 Shower failed to work...*repaired bad wire connection to shower control*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Exterior - Numerous pieces of siding were punctured from ice falling off eaves, especially on South side. *Replaced numerous pieces of siding on all elevations*

FARM

Dairy Barn – In process of replacing numerous clapboards on West elevation and fixing broken windows

Dairy barn – Bulk tank has Freon leak (cooling works but takes longer)...*contractor will be on site 7/24 to see if they can fix.*

Dairy Barn – All three Rinnai on-demand hot water heaters aren't running well. *Replaced flame rod and gasket on #1. Replaced flame rod, electrode and gasket on #2, replaced upper and lower packing gaskets on #3*

Dairy Barn – Milk house floor has numerous large cracks...*filled cracks with hydraulic cement and leveled*

Greenhouse - UNH Extension requested we install an additional fan to improve CFM and also requested ability to stage fans based on temperature. *Moved existing fan over and installed secondary fan. Installed new controls to facilitate staging of fans. Fan staging control not working right. Replaced pc board but problem persists. Still troubleshooting.*

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Chip Delivery System – Chip sensor in meter bin broken...*replaced sensor*

Boiler Alarms – Not getting ALARMS for power outages. Determined Building Automation System connection doesn't have battery backup. *Installed battery backup and tested good.*

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Porches - Handrails on front and back porches rusted...*guys serving community service requirement removed rust, primed and painted*

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

OTHER

Sander – We solicited quotes from three Fisher sander vendors in the area for the following specification:

Purchase and install of Fisher 9' 3-yard stainless steel sander (item # 99005-1) and strobe light kit. The quotes are as follows:

- Lucky's Trailer Sales: \$5,296
- PTO's: \$6,000
- Dyer's Welding & Upper Valley Line-X: \$5,419

Supt. Oakes stated that they will at some point try and sell their current sander.

MOTION: Commissioner Ahern moved to accept Lucky's Trailer Sales' low bid of \$5,296.00 for the purchase of a Fisher Sander. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Ahern stated that he was approached by a local woodchip dealer and expressed concerns about not being notified about the request for bids. Supt. Oakes stated that this woodchip dealer was solicited for a bid but he may not have noticed that this current contract was for five (5) years and they are in the second year; therefore, bids were not solicited this year.

Corrected Mortgage Discharge – CA Libby stated that there were a couple of words that were incorrect in the paperwork that Commissioner Lauer signed last week. They have requested that the county sign the updated paperwork so that it matches the mortgage. Commissioner Lauer signed the updated paperwork.

CA Libby submitted an out of state travel request for the Sheriff's Department. The request is to send Deputy Hamilton to Portland Maine for the Clandestine Laboratory Enforcement Team recertification from August 20th -22nd. All costs associated with this recertification are fully funded by the DEA and the Organized Crime Drug Enforcement Task Force.

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

CA Libby submitted the NACO Prescription Drug Report for the month of June. There was a price savings of \$1,951.97 or 29.31% with a total of 34 utilizers. There has been a total price savings of \$816,870.48.

CA Libby stated that in order for Grafton County to apply for and receive federal grants they need to be registered through SAM (System for Award Management). She stated that their registration needs to be renewed and one of the requirements is providing a notarized letter appointing the entity administrator. She stated that she has been the entity administrator for a long time and the county has been a member of SAM for as long as it has existed. Commissioner Ahern and Commissioner Lauer signed the letter appointing CA Libby as the entity administrator.

Encumber Adjustment – CA Libby stated that last week when they discussed the encumbrances there was a request from Supt. Oakes to encumber \$2,400 for flooring in the alternative sentencing building that was cut. He did have that money in his budget this year but not enough time so he was carrying over last year's budget and supplemented the balance that he needs with this year's budget.

MOTION: Commissioner Ahern moved to encumber \$2,400 from the Repair and Maintenance Line of the Alternative Sentencing Building. Commissioner Lauer seconded the motion and all were favor.

CA Libby handed out the final FY18 financial reports and discussed them with the Commissioners.

CA Libby submitted a list of additional yearend appropriation transfers totaling \$6,550 for the Commissioners to review. There were two (2) amendments; Health Insurance

MOTION: Commissioner Ahern moved to approve an additional \$6,550.00 in appropriation transfers from the original list. Commissioner Lauer seconded the motion and all were in favor.

CA Libby stated that after that last list of appropriation transfers was done she had two (2) line items that were over expended in the amount of \$71. She stated that the two (2) lines that were over expended were a retirement line and an allocation to the nursing home line.

MOTION: Commissioner Ahern moved to approve the appropriation transfer of \$71. Commissioner Lauer seconded the motion and all were in favor.

Update on Drug Court Transition – CA Libby stated that she met with Nancy Frank, Executive Director of North Country Council, Alex Casale and Doug Moorhead. She stated that August 13th is an all phase's drug court day and they would like to make that the day to transition Drug Court to the state. North Country Health Consortium has posted positions for the Drug Court Coordinator, case manager and LDAC. They also talked about allowing them to continue to use office space on court days at the county complex. The Coordinator will be on site those days and the participants can still go to that building. She noted that they are looking to allow NCHC to use the county's satellite offices to keep the consistency for the participants. They are also working on transferring Verizon phones from Grafton County to NCHC and keeping the same numbers to also keep consistency for the participants.

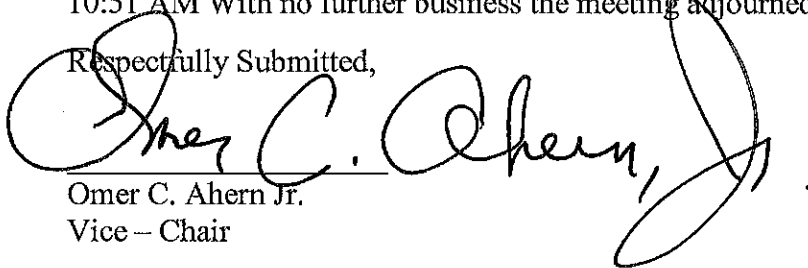
Commissioner Issues:

Commissioner Lauer attended the North Country Council Scenic Byways Council meeting. They have come up with a document talking about the importance of the scenic byways to the cultural and economic livelihood of the North Country. She also attended a Democrats Veterans and Military Families Caucus at St. Anselm College on Saturday. Larry Vogelmann was there talking about Veterans Health Courts and how state organizations tried to increase the availability of the specialty mental health tracks for Veterans. He mentioned that Grafton County has three (3) Veterans Courts. Commissioner Lauer stated that she talked with him afterwards about the unavailability of court time right now, which is tying the County's hands as to what they can do.

Commissioner Ahern attended DOV training for domestic violence and they are looking for attorneys to take on cases from the crisis centers. He stated that when someone files a petition for stalking or domestic violence, they are looking for an attorney who is willing to represent the survivor for free. He noted that many attorneys will provide these services at reduced fees. Many times attorneys will offer their legal services at no charge to these clients as well.

10:51 AM With no further business the meeting adjourned.

Respectfully Submitted,



Omer C. Ahern Jr.
Vice – Chair

Grafton County Department of Corrections
Monthly Program Department Update
June 2018

To: Superintendent Elliott

From: Sergeant Deem

Subject: Programs Update

Date: July 3, 2018

For the Month of June 2018 Programs department provided various services to over 46 different inmates for approximately 331 hours. Services include SUD groups and individual counseling, HiSET along with volunteer services such as AA, Individual Bible Study and Church Services.

June 2018 Population Average

- Average in house population- 85
- Average Checked out- 49 (Including GCPTS)
- Total Average – 134

Individual Counseling- 9 Total Individual Counseling Hours

- Female- 7 hours
- Male- 2 hours

SUD Treatment Groups- 120 Total Group Hours

- Female-39 hours
- Male- 95 hours

Vocational and Educational – 67 Total Group / Individual Instruction Hours

- Female-36 hours
- Male- 31 hours

Volunteer Programs

- **AA- 55 Total hours**
 - Female- 32 hours
 - Male- 23 hours
- **Individual Bible Study- 18 Total hours**
 - Female- 12 hours
 - Male- 6 hours
- **Church Service- 29 Total hours**
 - Female- 0 hours
 - Male- 29 hours

FIRRM – Sentenced Participants as of July 3, 2018

- In House Level I - 1
- In House Discipline - 1
- Level I – 4
- Successful Completion – 5
 1. Wilson Tuttle
 2. Robert Walker
 3. Brent Barrett
 4. Christopher Connolly
 5. Jamie Dalessandro