

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

July 29th 2014

PRESENT: Commissioners Michael Cryans, Martha Richards and Linda Lauer, Executive Director Julie Clough and Admin Assistant S. Norcross.

OTHERS PRESENT: Director Tom Andross, ITM Ruggles, SIT Elliott, COA Dave Falkenham, Supt. Oakes

Commissioner Cryans called the meeting to order 9:03AM and began with the Pledge of Allegiance.

Director of Communications Tom Andross arrived for an out of state travel request and a bid waiver request.

Director Andross stated that he will be attending the APCO International Annual Training Conference in New Orleans, LA from July 30th- August 7th. He stated that he is currently serving as the President of the Atlantic Chapter of APCO and the Chapter funds his attendance at the event and anticipates little, if any, county expense.

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

Director Andross then requested a bid waiver for a digital audio recorder system for the dispatch center. He explained that the new radio console equipment that they were authorized to purchase will be installed in August and the IT Department will be installing the new VOIP telephone equipment in the courthouse as well. Neither of these new systems are compatible with their existing audio recording equipment. The digital audio recording equipment that was purchased in 2010 and 2011 was purchased through Exacom, Inc. out of Concord, NH. The installation of this equipment will allow compatibility with both of the new infrastructure systems. Director Andross stated that the reasons he would like to go through Exacom is because they are the only company in New Hampshire that builds recording equipment. Dispatch has dealt with them for years and they have done the mobile recording equipment in the truck and trailer that Dispatch has for mobile communication operations. The quote for the equipment and installation is \$15,696 and will be funded out of the Communications Infrastructure Capital budget appropriations.

Commissioner Richards moved to waive bid on the purchase of the digital audio recorder system for Dispatch and accept the quote of \$15,696 from Exacom, Inc. Commissioner Lauer seconded the motion and all were in favor.

ITM Ruggles arrived and requested a bid waiver for the phone systems to finish off the campus. He explained that this is the final year of a three (3) year project to put the entire complex on one phone system. This year the nursing home, Sheriff's Department, Dispatch and the Attorneys Office will be switched over to the new phone system. ITM Ruggles stated that he recommend going through Carousel Industries and their quote of \$46,852.08. He stated that the system is very complex and Carousel has experience with Grafton County and the network consolidation. They will also be doing an upgrade to the core Avaya operating system on all systems to the latest version. ITM Ruggles also stated that he has a tentative date set with Carousel for the end of August and with the upcoming construction projects in the nursing home, this system is a core piece in making the transition as smooth as possible.

ITM Ruggles answered various questions from the Commissioners regarding the proposal and the phone systems.

Commissioner Richards moved to waive bid and accept Carousel Industries quote of \$46,852.08. Commissioner Lauer seconded the motion and all were in favor.

ITM Ruggles then gave the following report:

Grafton County Department of Information Technology
Monthly Report
July 29, 2014

AO – Attorney's Office

- Setup accounts for New Hires
- Setup three New laptops, and One Desktop for New Hires
- Assist with resolving problems with Attorneys prosecuting software.
- Laptop of former Attorney cleaned and setup to be courtroom laptop.
- Resolved issue user had lost setting for Kodak scanner.
- Setup access to AO manager to former Grafton attorney and office receptionist email to make sure no important emails are missed.
- Issue ergonomic keyboard issued to user to accommodate users injury.

CE – Cooperative Extension

- N/A

CO – Commissioners Office

- Replaced CPU cooling fan in CO-AR pc
- Update Infinite Visions Software for accounting.

DC – Drug Court

- Setup configure and issue new laptop for mental health coordinator.

DoC – Department of Corrections\Community Corrections

- Corrected registry issue with Angela's desktop looking at abernas. Reset IE settings (resolution was too low, but system resolution was set correct).
- Fixed issue with Auralie's laptop and Nicole Cremona's desktop not opening attachments. Ran reg fix to clear out old abernas data.
- Setup projector in training room for Auralie.
- Corrected issue with user (bfenn) not able to log on. Mapped drive to database folder in Windows. Re-pointed database in Wonderware.
- Fixed Brenda's favorites list in explorer window, to show desktop.
- Presentation from Diamond Pharmacy for software for medical.
- Cleared saved passwords to release WITS password for Angela on her desktop and laptop.
- Reset toner life on Brother printer in kitchen office.
- Replace defective Digital Video Recorder with new working unit.
- Checked problem with tough pad not charging and contacted support for RMA.
- Installed new DVR software on SMS PC and tested. Updated firmware on DVR #3.
- Created screen shots of touch screen alarms for Todd Eck and Toby Compo, for training purposes.

HR – Human Resources

- Installed SKYPE software for HR director to do conferences and training.

HS – Human Services

- N/A

IT – Department of Information Technology

- Tested WiFi radio signal in second floor hallway and rooms for Nursing home migration. Identified best locations for WiFi coverage.
- VOIP Phone System - Added new hunt groups for maint and deeds, for group intercom. Added short codes for both plus UNH, and Mental Health.
- Updated database with new extension, and hunt group ID's. Cleaned out old or not in use. Checked reports are not showing data from months prior to April.
- Setup and configure new Dell server to replace HP v-center server.
- Setup training laptops for Domain access in basement area for use by maintenance dept and other staff to use for training.
- Installed Operating System upgrades to 3 NAS Servers.
- Setup new virtual Remote Access Server for Cooperative Extension and Deeds to access Grafton County Domain. Setup new Accounts to allow the Cooperative Extension and Deeds access to Infinite visions.
- Changed setting on all Department head Infinite Visions software to use Active Directory credentials for single sign on.

- Installed software updates for Network Inventory and Remote deployment software.

MT – Maintenance

- Moved Niagara server from DoC to IT server room. Connected to network, adjusted VLAN, and tested.
- Adjusted VLAN for new laptop to be on DOC VLAN. Perform maintenance on existing Maintenance laptop.
- Setup and installed new laptop at jail office.
- Setup new PC systems for MAINT Department in Admin Building and Courthouse Building.
- Laptop for DC setup to be used for Monitoring software.

MH – Mental Health Court

NH – Nursing Home

- Worked with technician from Heritage Rehabilitation support to troubleshoot network problem. Found WatchGuard firewall to have failed. Connected two laptops to GC public WiFi. Connected printer to laptop via USB cable. Tested connectivity and printing.

RD – Registrar of Deeds

- Virus removal and malware cleanup on system
- Resolved non- booting system put back to working order

SO – Sheriff's Office\Dispatch

- Disabled SPOTS NIC Card in socon3. Removed all persistent routes. Cleaned DNS cache. Checked operation.
- Checked Tony and Doug's PC's for any persistent routes or NIC cards. None found. Disjoined "Training1" laptop in dispatch from grafton911 domain. Set IP static to 10.10.40.101. Joined to CO domain. Created new user "sotraining".
- Corrected issue with user laptop mapped drive to old server. Adjusted registry to fix.
- Setup, configure and issue 5 new laptops for EOC.
- Removed modem power cord from APC UPS, and placed into Eaton UPS. Checked all power cords to make sure all is in the Eaton UPS.
- Setup new VPN service for Dispatch to access State Police Networks, setup redundant failover, tested.
- Setup automated network failover and redundancy for Paging Software in Dispatch, tested.

Commissioner Cryans asked if everyone had a chance to read the minutes from July 22nd. Commissioner Richards had a couple of edits. Commissioner Richards moved to approve the minutes as amended. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed the check registers.

ED Clough read a letter from Wise to the Commissioners thanking them for their funding of the program.

ED Clough reviewed the Alternative Sentencing Director job description with the Commissioners.

SIT Elliott arrived and gave the following report:

Commissioners Report

- | | | |
|-----------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Population | In House: 106 | F Unit: 41
E Unit: 24
D Unit: 24
C Unit: 14
Intake: 3 |
| 2. Community Corrections Report: | | |
| a) Drug Court | | Supervising (18) 1*in custody |
| b) Electronic Monitoring | | Supervising (6) |
| c) Daily Work Release | | Supervising (0) |
| d) Operation Impact | | Sgt. Larson conducted a stranger danger class for the boosters club in Ashland. |
| e) Community Work Program | | Sgt. Larson supervised inmates at the Haverhill and Hebron fair sites to help them set up. Supervised an inmate work crew at the Woodsville Park. |
| 3. General | | |
| a) Request for out of state training | | |
| b) Re-classify Support Service Coordinator position | | |

Out of state training request- SIT Elliot stated that he would like to send two (2) of his officers to South Dakota for a two (2) day training on their Zuercher system. This is their annual training event at their headquarters and users from all over the country attend this training. He explained that the trip is very advantageous; the officers came back last year with a lot of new knowledge that can be shared with their co-workers.

Commissioner Richards asked how it is decided who attends. SIT Elliott stated that he will be sending the two (2) employees who attended last year and he would like to keep it consistent because they are the ones who are applying the information in the system.

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

SIT Elliot explained that he is looking to re-classify the Support Service Coordinator position for the kitchen and laundry that is currently a Sergeant, which is a Group II position to a civilian position. He stated that the employee who had that position has resigned and it would be difficult to find someone who has the dual correctional officer/chef training that the previous employee had. The Commissioners asked several questions regarding this re-classification and its effect on the operation at the Jail.

Commissioner Richards moved to approve the re-classification of the Support Service Coordinator position. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Cryans then opened the bids for the purchase of a new cruiser for the Department of Corrections. Four (4) bids were received and were as follows:

Flanders & Patch- \$24,100
Gateway Motors- \$23,349
Grappone – \$23,598
AutoServ Dealerships- \$23,850

SIT Elliott stated that he would return later in the meeting with his recommendation.

Commissioner Richards requested that SIT Elliott contact Commissioners Lorraine Merrill and William Wrenn to let them know that the farm stand was open and welcome them to come visit.

ED Clough gave the FY2014 Audit- Fraud Questionnaires for the Commissioners to complete.

SIT Elliott returned with his recommendation. He stated that after looking at the bids he recommends going with the low bid from Gateway Motors and their bid of \$23,349.

Commissioner Lauer moved to accept Gateway Motors low bid of \$23,349. Commissioner Richards seconded the motion and all were in favor.

*10:02AM - Commissioner Lauer 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 Richards 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.

*10:22 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Richards seconded the motion and all were in favor.

COA Dave Falkenham arrived and gave the following report:

Food Safety – Nutrition Connections

Deb Maes: A new program Food Safety: Farm and Garden to Preschool is being offered to child care providers in the area. This is a joint grant project between UMass Extension and UNH Extension. The first session was held in North Haverhill.

- Four food preservation workshops have been scheduled throughout Deb's region
- Deb has been scheduling food safety classes to be taught this fall in the western part of the state

LISA FORD Wednesdays, 3-4:00, Garden Exploration for families, reading a garden story, harvesting produce, and making a recipe using available ingredients

A new program at Plymouth Regional High School - It is to help youth be prepared for high school, specifically food, nutrition, and the importance of eating breakfast.

I continue to meet with participants in their homes, will be visiting the WIC clinic in Plymouth to market a grocery store tour, a mini-series (4-week class) Saving Money (at the grocery store).

We anticipate that a full-time CED Field Specialist and a full-time CED Food Safety Specialist will be hired within the next year to meet the increasing needs for both those program areas. The CED staff person will be a specialist in local Economic Development issues and the food safety hire will work with the food safety and agriculture teams to help local farmers implement the Food Safety Modernization Act guidelines produced by the Food and Drug Administration.

4-H The Fair - No full report yet spoke with Kathy and things went well despite the weather

People from the office (including two department heads) AC Members and some local representatives helped judge 4-H exhibits at the fair last week.

AG Several farm visits this summer. No major issues yet however Spotted Winged Drosophila has been found in Hillsborough and Rockingham Counties. This is a pest that attacks fruit crops, specifically berries.

- Heather and her summer tech have been helping local farmers monitor for this pest

The first year with the greenhouse new location is going great. Looks great and works well. She is running a tomato trial that is going well and expects a HUGE volume of tomatoes at harvest time

FORESTRY – Many site visits as always, around 2000 acres since April.

Hunter Education is complete for another year – Graduated 37 this year

Trust for Public Land Report – *New Hampshire's Return on Investment in Land Conservation*. Quantifies that investment in conservation has a measureable impact. For every \$1 invested in conservation of land \$11 is returned in Natural Goods and Services (tourism, hunting, fishing, clean air, water, forestry, timber industry etc.)

According to the Outdoor Industry Association each year recreation generates 49,000 jobs and \$4.2 billion in consumer spending in the state. In addition, agriculture, forestry, commercial fishing and related processing activities are responsible for \$2.5 billion in output and 18,500 jobs in New Hampshire.

COA Falkenham stated that he has scheduled a forest tour for the Commissioners at the conclusion of their meeting on September 30, 2014.

Supt. Oakes arrived to discuss the CM proposals for the nursing home fire safety and renovation project. He reviewed a spreadsheet that he had made comparing all the companies who submitted proposals with the Commissioners. Supt. Oakes stated that based on costs and the fact that it is a Grafton County company and had good references, he recommends Estes & Gallup out of Lyme, NH.

Commissioner Lauer moved to accept Estes & Gallup and their proposal as submitted. Commissioner Richards seconded the motion and all were in favor.

The Commissioners discussed the nursing home projects and any updates that Supt. Oakes and/or ED Clough had.

ED Clough stated that they had a meeting with the State Fire Marshal's office. They received some feedback and are under the impression that things will be approved to move forward.

The Commissioners then went back to the Alternative Sentencing Director job description. Commissioner Richards moved to accept job description as submitted. Commissioner Lauer seconded the motion and all were in favor.

ED Clough stated that the Commissioners need to complete the department head evaluations for the Executive Director and the Department of Corrections Superintendent.

ED Clough reminded the Commissioners of the Farm Advisory Committee meeting next Tuesday at 1:00PM.

Commissioners Cryans and Richards stated that they will not be able to attend Deb Mae's retirement party on Friday. Commissioner Lauer stated that she has a meeting in Concord but will try to make it back in time.

Commissioner Lauer stated that she would be attending the Piermont select board meeting tonight.

ED Clough stated to the Commissioners that Jim Hobbs from Woodsville donated pictures to the Historical Room and that a formal thank you will be sent.

11:19AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk