

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
August 25th 2015

PRESENT: Commissioners Cryans, Lauer, Richards, ED Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: Supt. Elliott, ITM Ruggles, Supt. Oakes, Treasurer Parker

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

Treasurer Parker arrived and handed out the following letter stating her recommendation for the TAN line of credit.

Bonnie McCrory Parker
GRAFTON COUNTY TREASURER
August 25th, 2015
Recommendation to the Commissioners

Subject: Establish a 6.5 million line of Credit at WGSB

I have researched rates at area banks: MASCOMA BANK, LEDYARD BANK, CITIZENS BANK, PASSUMPSIC SAVINGS BANK and WOODSVILLE GUARANTY SAVINGS BANK and others to determine the best option for a \$ 6.5 million line of credit that we need to meet our obligations for the remainder of 2015.

Many banks are not interested in providing funds for this line of credit. Additionally, a legal opinion letter, when required by the lending institution, pushes the actual lending costs higher.

Woodsville Guaranty Savings Bank has once again offered Grafton County the most favorable terms for establishing this Line of Credit to meet our 4th quarter needs while awaiting tax receipts. **The rate is .75% which is much lower than other banks and, again this year, no legal opinion letter is required. Additionally, if we need further funds, WGSB will add up to \$500,000.00 to the LOC if necessary.**

To illustrate the excellent terms offered by WGSB: Mascoma Savings Bank offered us 2.00% rate plus they require a legal opinion letter, Passumpsic offered a rate of .95% for up to \$7 million.

Citizens Bank declined to quote a rate as they require a "significant relationship" with them in order to consider our request for the LOC, which we do not have.

At WGSB we have a longstanding significant relationship which is key to gaining good rates for our borrowing needs as well as for our General Fund's account.

After discussion with Executive Director Libby, it is my recommendation that we establish this line of credit at Woodsville Guaranty Savings Bank for \$6.5 million at a rate of .75%.

Respectfully submitted
Bonnie Parker
Grafton County Treasurer

Commissioner Lauer moved to accept the Treasurer's recommendation and establish a line of credit at Woodsville Guaranty Savings Bank for \$6.5 Million at a rate of .75%. Commissioner Richards seconded and all were in favor.

Commissioner Cryans arrived.

Commissioner Richards suggested writing a letter to Woodsville Guaranty Savings Bank thanking them for the continued support they give them with these lines of credit.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
August 25, 2015

Summary: Grafton County IT Department has been extremely busy with roll out of 2015-16 budget items. These include new Video Conferencing System for Courtrooms 1 and 2. New Laptops for AO, AS. 3 Laptops for the Nursing Home In-service Department. 2 Tablets for the MDS Coordinator and In-service Director. 4 Chromebooks, one for each of the Units. Cell Phone Repeaters have been installed at the Nursing Home and the Administration Building.

AO – Attorney's Office

- Assisted employee on how to use "disk spanning" with large video files.
- Attorney needed help opening files with certain file extension. Seemed to be an unusable file extension with any of our applications.
- Decided to deploy new laptop to AmeriCorps volunteer, and then renamed it another name.
- Installed Acrobat on one of the Attorney's laptops.
- Created copies of DVD's that were previously burnt from a USB flash drive.
- Set up one of the attorney's with a courtroom laptop in his office, as he forgot his at home.
- Resolved issue with user access to Server.
- Install MP3 Plugin update for Audio recording software on Attorney's laptop.

- Resolved WIFI access issue for office manager in Grand Jury

AS – Alternative sentencing

- Added County email to two of the employee's cell phones.
- Put .iso of assessment software CD on IT's shared drive, for remote installation.
- Placed a shortcut to a program from a separate server on desktop of Director's laptop.
- Relocated Station into a different office.
- Renamed extension name for new employee.
- Re-terminated the two cables from one of the stations to attempt to isolate connectivity problem to occasionally occurs. And also ran new cable and re-terminated ends from a different office.
- Set up new employee with printer retention and scan-to-email.
- Full Maintenance On users systems.
- Setup Accounts for new hire and training on accounts.
- Network Lines replaced to resolve intermittent network connectivity issues.

CE – Cooperative Extension

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CO – Commissioners Office

- Performed cleanup and maintenance on Desktop while employee was out.
- Installed meeting recording software on Executive Secretary's laptop
- Updated older office laptop to Windows 7 Pro and reinstalled meeting recording software
- Resolved issue saving recordings on executive Secretary's laptop and access to archived images on media PC.
- Tune up and clean Financial Coordinator's PC

DoC – Department of Corrections\Community Corrections

- Performed cleanup and maintenance on desktop PC in programs.
- Performed repair on software that would not open, on one of the stations.
- Replaced a 2 network patch cables in the Transport Office.
- Performed a power-cycle on one of the states router's in telco dmarck closet.
- Issue with Label Printer in Booking/Intake.
- Resolved printing issue.
- Helped with install of phone call review software for Detective at AO.
- Resolved Issue with Inmate software client not working.
- Reset inmate Kiosk system for vendor, renamed and changed IP address F Unit

HR – Human Resources

- Installed software for staff member to view webinar with Insurance provider.

HS – Human Services

- Install MS Office 2013

IT – Department of Information Technology

- Fixed scheduled backups on email server.
- Created Report in network inventory software that describes and identifies every device of all departments.
- Exported all those device reports to spreadsheets, and created as one workbook with multiple sheets.
- Researched additional drives for one of our new servers that could be used for new email server.
- Took image of spare laptop to install SSD drive. SSD drive installed on one of the IT Dept. spare LT's
- Oriented with Brent on where and how the cables are going to be run for two of the courtrooms, for video conferencing.
- Worked with and assisted contractors with running cable for 2 courtrooms.
- Swapped one of the VoIP switch modules.
- Clean up of images of various systems on external USB drives moved to NAS.
- Updated Adobe Flash on campus systems.
- Update JAVA on Campus systems.
- Installed Windows updates on assigned Servers.
- Continue with scanning in documentation from notes to department Knowledge base to improve issue resolution time
- Update AV software Client on Campus systems.
- Maintenance of WSUS server.
- Update of Campus wide distribution list.
- Update of software distribution server.
- Found power issue with servers in white building, All servers brought online and checked for function.
- Changed the imaging software for DC key kiosk.
- Setup email notification of backup success or failure on email server.

MT – Maintenance

- Performed Cleanup on LT.
- Resolved Java issue with HVAC software.
- Created extension for one of the Mechanical Rooms at DoC.
- Install new imaging software on HVAC server.
- Install security software updates on HVAC software server.

RD – Registrar of Deeds

- Cut over Deeds to new fiber optic Internet circuit and test.
- Reconfigure Deeds Public WIFI for new WAN and test.

NH – Nursing Home

- Routine resets of disabled PDA's
- Gave Dietary tablets access to PDF viewing Application.

- Identified all IP printers and stations in inventory software with location and description.
- Uninstalled unwanted freeware from resident's laptop.
- Doctor's tablet appears to not power on at all. I contacted Dell, and they sent a Tech on-site to replace the motherboard.
- Coincidentally, the other Doctor's tablet experienced the same exact issue. It seems like the battery would not recognize the charge, at all. After contacting Dell to get the same part warrantied, I called the Tech to have him plan accordingly so he could repair both devices together, while in the area.
- After mother board replacements on the two tablets, we noticed that the keyboard was not being recognized by the tablet.
- Contacted Dell about the tablet not recognizing the travel keyboard. They are sending a return package to have it sent to them for repair.
- Extension unable to take over ext. and login. Opened up a ticket with our VoIP service provider.
- Worked with the tech and got that VoIP issue resolved.
- Replace Hard Drive, reload OS, Build Profile for Activities Director create backup image of system.
- Replace misplaced Tablet Charger.
- Setup Distribution list for HIM department.
- Meeting with HIM department to discuss where documents from prior Health Information Support Technician.
- Made documents from former Health Information Support Technician available to HIM staff.
- Called for printing issue in restorative no issue found.
- Configured dictation software for new Health Information Support Technician.
- Re purposed older laptops for IT projects testing.
- Resolved printing issue to sharp copier.
- AHT updated
- Resolved issue with Lobby computer used for PowerPoint presentations.
- Resolved issue with system lock up from user placing book on keyboard.
- Did training on proper way to run power points on lobby TV.
- Resolved issue with PDAs on Granite found that users had disconnected charging station.
- Resolved document saving issue.
- Replaced printer for MD.

SO – Sheriff's Office\Dispatch

- Setup and configure Internet Access for MDT systems and test.
- Fixed USB camera connection on PC in Outside Agency Room.
- Added County email account to Dispatch employee's cell phone.
- Verified port availability on POE switch.
- Removed email accounts for former Dispatch employees.
- Updated license for AV software on dispatch display system.
- Did conversion of a PDF to JPG to be added to case file.

The Commissioners signed check register 1027.

ED Libby submitted a CDFA Monitoring Report on the Plymouth Senior Center sprinkler grant for Commissioner Cryans to sign.

ED Libby submitted a CDFA Agreement for the NHRDC CDBG for Commissioner Cryans and Commissioner Lauer to sign.

The Commissioners opened proposals for the CDBG Administration for the Orford Academy Planning grant. There was one proposal and it was as follows:

Donna Lane - \$1,200

Commissioner Lauer moved to accept Donna Lane's proposal for the administration of the Orford Academy Planning CDBG in the amount of \$1,200. Commissioner Richards seconded the motion and all were in favor.

Supt. Oakes arrived with his recommendation from last week's lightening protection bids. He stated they only received one bid from Acme Lightening Rod. Supt. Oakes called all references and everything came back positive. He stated that he went online to check reviews and could not find anything that would raise a red flag.

Commissioner Richards moved to accept the bid from Acme Lightening Rod of \$40,685.00. Commissioner Lauer seconded and all were in favor.

Supt. Oakes stated that he spoke with Lew McCreery from the Forest Service regarding the State of NH's thermal rec program for the biomass plant that could potentially bring in revenue and if it is something the Commissioners want to pursue. It would require a test and monitoring equipment that the USFS would be willing to share the cost of with the County. He further discussed details regarding the program with ED Libby and the Commissioners.

Commissioner Lauer moved to conduct emissions testing of the county's existing biomass plant to see if it qualifies for the State of New Hampshire's Thermal Rec Program contingent upon the Forest Service paying 75% of the estimated \$15,000 it would cost to conduct emissions testing and install monitoring equipment. Commissioner Richards seconded the motion and all were in favor.

ED Libby stated that they received the Health Trust return of Surplus in the amount of \$297,975.44. She stated that a portion of that surplus will go back to the active employees.

ED Libby reviewed the July Financial Reports with the Commissioners. She stated that it does not look good but that is not abnormal for July. They have had three (3) payrolls in July and paid 100% of property liability insurance plus 100% of various IT contracts. She pointed out that the unassigned fund balance was very low and stated that it is most likely that there will not be \$3M

available to be used to reduce taxes in FY 2017, she also pointed out that there would be 27 payrolls in FY 2017 so it is likely that there will be a larger than normal tax increase.

ED Libby stated that the NHAC Awards Annual Conference nominations are due to her by September 9th.

ED Libby asked if the Commissioners had received the letter to Senator Birdsell from Strafford County regarding the continuing resolution and the way DHHS has decided to pay out the statutorily mandated credit and Strafford County's disagreement on how it is being paid out. The Commissioners stated that they received the letter.

Commissioner Richards stated that she would like to plan a visit to the farm and farm stand.

Commissioner Richards attended Rep. Jim Aguiar's service. She stated that it was very sad but a very nice service. She attended the opening of the Ray Burton Museum afterwards.

Commissioner Richards stated that the meeting regarding Northern Pass is tomorrow night at the Inn at Newfound from 4:00pm – 7:00pm.

Commissioner Lauer stated that she attended the scenic byways council meeting in Lancaster. They talked about one of the northern scenic byways and one of the issues is the impact of the new proposed northern pass on some of the designated scenic byways.

Commissioner Cryans thanked everyone from the county who attended the Ray Burton Museum opening on Saturday.

10:30 AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk