

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
September 27, 2016

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

OTHERS PRESENT: ITM Ruggles, AS Director Gilding

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

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
September 27th, 2016

AO – Attorney's Office

- Setup accounts, software for new hire and did training on accounts.
- Setup Attorney with temporary laptop. Needed to rebuild issued laptop, reinstall operating system and reinstalled software on Attorneys Laptop due to Operating System corruption, reissued laptop back to user.
- Attorney and staff could not play a certain video extension from a DVD. I installed the provided video viewer and had to associate that file type to that viewer.
- Walked an attorney through setting up a filter rule through the web mail console.
- Activated 3 network drops in an office at in the Admin Building, and configured them to the appropriate VLAN.
- Moved an Attorney's devices into a new office where she was relocated.
- Finished up setting up an Attorney's laptop that had OS reinstalled.
- Installed video editing software on two of the Attorney's laptops.
- Copier/printer was constantly jamming when used from a specific tray. I noticed that the paper size adjustment inside the tray was not in the correct position.

AS – Alternative Sentencing

- Assisted employee with printing a website.
- Changed the default web browser for a couple of employees, so they could easily have a spell checking enabled while logged into web mail.
- Set up a spare laptop with a local User Profile for Interns to use with a projector.

CE – UNH Cooperative Extension

- Modified the department's Voice Mail Auto-Attendant, as two employees have left. Also cleared their voice mailboxes.

CO – Commissioners Office

- Notified Payroll Coordinator on issue with NH Time Clock with employee's unable to punch in, she resolved issue.

DoC – Department of Corrections\Community Corrections

- Replaced 4 UPS Battery Backup Units that had failed.
- Setup Accounts for new hires and did training on proper account usage.
- Worked with co-worker to create script to remove items from users desktop folder. Icons will then come from public desktop folder.
- Did fresh install of OS and software on laptop to be re-purposed.
- Resolved a login issue with a phone in one of the classrooms.
- Had to log the security software PC with the necessary profile, so the staff could create new profiles within that software.
- Changed power supply in one of the DVR's.
- Employee reported an issue with speaker noise which sounded like a lot of feedback. After investigating, there was an extension for the video cord that was causing the issue. I simply eliminated the extension.

HR – Human Resources

- Worked with HR receptionist on problem with PRIMEX document watermark printing out to dark, change browser to CHROME, waiting to hear back on resolve.

HS – Human Services

- Checked on issue with WIFI to basement TV set, all ok.

FA – Farm

- n/c

IT – Department of Information Technology

- Updated DSM (OS) on 2 NAS devices.
- Deleted older backup jobs on payroll software server to gain back storage space.
- Updated the notification settings on NAS devices and VM backups.
- Reviewed backup retention settings and made changes as needed.
- Removed old files from USB drives, did secure erase, then tested drives for use by IT department.
- Updated Anti-virus software with new version on all servers and campus computers.
- Worked with co-worker to test phone fail over.
- Worked with IT manager to resolve backup issue.
- Installed all monthly security updates to all PC's and Servers.
- Updated software on server used for distribution of programs used throughout the campus.

- Updated software used to remotely manage campus computers.
- Primary Internet circuit was under a Denial of Service cyber attack yesterday, switch all systems to alternate Internet provider.
- Replaced batteries in a UPS, that was in storage with bad batteries. The unit has been charged and tested.
- Performed monthly Windows Updates on all Servers. While logged into the systems, I also installed a new web browser and modified the Registry Backup retention.
- Burned the latest 2 months' worth of Email Archives to DVD's.
- A hand held label printer had a battery pack that would not charge anymore. Ordered replacement, installed.
- Shut down our old VoIP server who's Programs and Services got migrated to another. Confirmed that we could make inbound, outbound, and incoming calls without that server powered on.
- Installed an updated firmware version on our new Email Security Appliance.
- Picked up an unused laptop from the Attorney's Office that was replaced. Performed Maintenance and renamed, and now is ready to be used as a spare.
- Tested fail over of two Primary Campus VoIP switches, by unplugging the Ethernet cable and confirming that phones properly failed over to other campus switches.
- Mounted our spare Avaya VOIP switch in the 2nd Floor Server Room in Admin Building.
- Created a batch file and Scheduled Task to copy our phone switches backup and configured files.

MT – Maintenance

- Assisted employee with opening a zipped folder. It was defaulting to open with different zipping software.

RD – Registrar of Deeds

- n/c

NH – Nursing Home

- Replaced Drum in printer
- Updated OS on laptop for HIM director.
- Resolved printing issue for MDS staff member. made change in browser to print instead of save as.
- Setup profile for supply clerk on booking system while that user was out.
- Made changes to browser to not retain user login info.
- Moved deposit folders for Financial Officer to NH Finance folder and set permissions for select staff.
- Changed toner in printers for nursing staff.
- Resolved a VoIP issue where four of the Nurses Station phones were not able to Park or put on Hold. I basically had to put them in a certain Group.
- Put the new program icon on the LNA's profile on all kiosks. Also put a shortcut for the

On-Screen Virtual Keyboard.

SO – Sheriff's Office\Dispatch

- Installed and configured imaging software on server used by outside Police departments to connect to SO.
- Performed maintenance on dispatch console to help diagnose and resolve issue with paging software.
- Made separated employees email accounts available to Sheriff's office director for review before deletion.
- Disabled separated employee accounts.
- Recovered many PDF files that were accidentally deleted while user was trying to burn them to a DVD.

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

The Commissioners told AD Director Gilding that he was to ride with supervision twice a month for October and November and then once a month after that.

Commissioner Cryans asked if everyone had a chance to read the minutes from September 20th.

Commissioner Richards moved to approve minutes from the September 20th meeting. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 1041; 1056-1057

Commissioner Cryans reviewed and signed the Management Letter for the FY16 Audit.

CA Libby stated that she has received the following three (3) overnight travel requests from Dispatch:

Dispatcher Trainee Jeffrey Rose will be attending "SPOTS" certification training at the New Hampshire State Police in Concord September 27 through September 30 (as is required of all new dispatch hires.) Director Andross is requesting permission for his overnight stays in Concord and estimate the cost at \$320.76, which is available in their training budget.

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

Director Andross' second request is for him to attend the APCO Atlantic Chapter conference October 10-13 in Albany, NY. The total conference cost will be approximately \$579.00, which is also included in the Dispatch training budget.

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

Director Andross' final request is for Office Assistant Thayer Paronto to attend the IMC Fall Training conference in North Falmouth, MA November 1-3. They were awarded a free registration to this conference by IMC and the costs will be for the room, at approximately \$400.00 (covered in the Dispatch training budget).

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

CA Libby stated that she received the Tax Apportionment FY 2017 from the DRA. She gave them each a comparison between FY 16 and FY 17 by town for FY2017 and also a list of taxpayers from largest to smallest. The Commissioners reviewed the information.

TAN Update – CA Libby stated that they have borrowed \$4 million to date. She stated that they have secured the additional borrowing that was approved by the delegation last week, from WGSB at the same rate. Woodsville's partner bank will do \$2.6 million and Woodsville will do the rest.

CA Libby presented the Commissioners with an Engagement Letter from Northeast Municipal Advisors for the financial advisory services for the advanced refunding of the bonds.

Commissioner Richards moved to waive bid and use the services provided by Northeast Municipal Advisors for the advanced refunding of the callable jail bonds. The cost for this service is factored into the bond issuance costs and any savings will be net of the bond issuance costs as explained to the delegation at their meeting on September 19, 2016 to approve the bond refunding process. Commissioner Lauer seconded. All were in favor.

Commissioner Cryans signed the engagement letter.

The Commissioners and CA Libby discussed the October 4th meeting with the sale of the bonds and stated that they will start the meeting at 10:00am.

CA Libby review the Preliminary Official Statement for the bond advanced refunding with the Commissioners. She asked if they had any questions and the Commissioners did not have any questions.

CA Libby update the Commissioners on the bond refunding. She explained that last week the market had gone up more and that the new analysis showed a much lower savings amount. She, Dick Ranaghan from Northeast Municipal Advisors and Mark Piscatelli from Piper & Jaffery discussed alternative ways to structure the sale and decided to change the due date from December 1 to July 1, moving the date forward in the first year of principal payments (2021) and making the bond noncallable. This resulted in an analysis that shows over \$700,000 in net savings and gives the county a \$340,000 cash savings in fiscal year 2017. This is how the bond sale will be structured. After it was explained the Commissioners agreed that it made sense to proceed in this manner.

Commissioner Lauer stated that she attended the Farm Bureau Meeting.

Commissioner Richards stated that she enjoyed her last NHAC Conference and noted that she loved the setting.

Commissioner Cryans stated that he very touched by his Commissioner of the Year award at the NHAC Awards Banquet. He also noted that Amy Lynn Kukler received the Nursing Home Employee of the Year award, Dustin Taylor received County Employee of the Year and Paul Fitzgerald was awarded the County Attorney of the year.

* 10:30 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.

* 10:45 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.

10:45 AM With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk