

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

October 22, 2013

PRESENT: Commissioners Mike Cryans, Ray Burton and Martha Richards. Director Clough and Admin Assistant S. Norcross

Commissioner Cryans called the Meeting to order at 10:00 AM and began with the Pledge of Allegiance.

Commissioner Cryans stated that the day had been opened with the dedication of the Ray Burton Park at the site of old jail and the unveiling of the commemorative plaque listing of all the superintendents who had served in that building. It was a wonderful tribute to both.

Commissioner Burton expressed his appreciation to Commissioners and the entire staff. He stated he will attend the Conference Awards Banquet on Monday night.

Supt. Libby arrived and gave the following report.

October 22, 2013

Commissioners Report

1. Population:	In-house	131	F Unit	43
			E Unit	34
			D Unit	32
			C Unit	22
			Intake	0

Weekenders: 9

Out of Facility: 44

2. Community Corrections Report:

- a) Drug Court: supervising (23) *3 in custody - Update
- b) Electronic Monitoring: supervising (5)
- c) Daily Work Release: supervising (0)
- d) Operation Impact: Sgt Larson doing presentations/tours with King Street School, North County Academy, and Canaan Elementary
- e) Community Work Program: Mostly working on the complex providing assistance to the farm operation and harvesting potatoes
- f) Farmstand: Collected \$52,500 in receipts – tentative closing 1st week of November

3. General:

- a) Inmate transfer requests – Sullivan/Hillsborough: Motion/approval required
 - b) SCAAP – Use of award - update
4. Personnel:
- a) Staffing – update
 - b) Captain Lafond resignation
 - c) In facility Job Fair w/HR scheduled for October 24th
 - d) NHAC Certification Board appointment
5. Commissioner Items:
- a) Commissioner Burton – none
 - b) Commissioner Cryans – none
 - c) Commissioner Richards - none
- Are there any Commissioner concerns?? Input sought.

Upcoming Events:

Job Fair w/HR scheduled for October 24th

Commissioner Richards moved to approve the inmate transfer requests from Sullivan County and Hillsborough County. Commissioner Burton seconded the motion and all were in favor

Supt. Libby stated that they are in the process of hiring four (4) new part time officers

Supt. Libby announced that Captain Roland Lafond had given his notice and would be leaving the Dept of Corrections. He stated that Captain Lafond has been an extremely valuable second in command. He stated it is one of the toughest jobs you can have in an organization and he has been a very loyal, dedication employee. His last day will be October 31st.

Commissioner Richards asked if there was someone to move in to position. Supt. Libby stated that he hopes to find someone within to replace the position.

Commissioner Burton recommends that a letter be prepared to be signed by Commissioners commending Captain Lafond and his 17 years.

Captain Lafond is the NHAC Certification Board Representative for Grafton County. Supt. Libby recommended that the Commissioners appoint Lt. Elliot through 2014 which would be the rest of Captain Lafond's term.

Commissioner Richards moved to approve Supt. Libby's recommendation to appoint Lt. Thomas Elliot to represent Grafton County on the NHAC Certification Board. Commissioner Burton seconded the motion and all were in favor.

Commissioner Richards asked Supt. Libby to describe what Operation Impact is. Supt. Libby stated that there are a dozen different models they have and they are presentations that are geared towards age groups and what the agency requests.

Supt. Libby stated that he knows today's a special day. He stated it's been an honor to work for Commissioner Burton and is very fortunate to have had him as a boss the years he's been here.

Commissioner Burton stated that Supt. Libby is a credit to public service.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
October 22, 2013

AO – Attorneys Office

- Resolved print issue for users
- Resolved Laptop not functioning
- Resolved Kerio Outlook issue after update.
- Setup new network user accounts setup for new employees.
- Laptop/Desktop setup for new employees.
- Export requested Email folders to text files.

CE – Cooperative Extension

- NA

CO – Commissioners Office

- Work with Veramark Software on training and configuration of new call accounting software.
- Resolve issue with Dymo Label Printer Exec. Secretary's system

DC – Drug Court

- N/A

DoC – Department of Corrections\Community Corrections

- Complete PC Maintenance on all systems
- Repair and reimage 3 laptops for programs department

HR – Human Resources

- Resolved issue with user not being able to clear counters on scanner

HS – Human Services

- N/A

IT – Department of Information Technology

- Continue work with vendor on Virtual Server Project
- Setup new Networks for VMWARE
- Complete VSphere VM Host wiring in Server Room
- Install, setup and configure new Synology Rackstation Backup Server
- Complete minor modifications to new Avaya phone system
- Finalize migration of SO and Dispatch systems onto new Network.
- Source replacement laptops for AO and new employee in Juvenile Dept.

MT – Maintenance

- Work with CTI to allow transport of Biomass alarms to Maintenance Pager and email.
- Complete PC Maintenance in HVAC systems
- Fix Java problem with Niagara software

MH – Mental Health Court

- N/A

RD – Registrar of Deeds

- N/A

NH – Nursing Home

- Install 2 AHT software updates
- Replaced Laser Printer in MDS Department
- Resolved password issues for users.
- Worked with new restorative vendor on connectivity.
- Setup scheduled Maintenance
- Resolved issue for MDS for changes in submission software.
- Resolved Ecare software issues on kiosk system.
- Resolve Internet connection problem on residents laptop
- Remove Old WIFI Access Points from Nursing Home

SO – Sheriff's Office\Dispatch

- Setup and install 4 new replacement PC systems in EOC - Dispatch Consoles
- Reconfiguration of settings of Video Camera system.
- Removed KVM device from consoles that with no longer compatible.
- Rebuild and re purpose of 4 systems used by Dispatch for The deputies.
- Installed new dispatch PC's
- Assist Director of Communications with Bath PD remote network access

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Richards moved to approve the 10.15.13 minutes. Commissioner Burton seconded the motion and all were in favor.

Commissioner Cryans stated that he attended Farm Bureau dinner Saturday night with Commissioner Burton. At least 50 people were in attendance.

The Commissioners signed check registers.

Commissioner Richards stated that she has made visits to three (3) of her towns select board meetings, Bridgewater, Holderness and Campton.

Commissioner Richards stated that there was a lady in the Campton audience who stated that she had placed her mother in Alzheimer's unit at the Grafton County Nursing Home and praised the Nursing Home and the care her mother is receiving.

Commissioner Richards stated that she will attend the dinner for the 250th anniversary of Warren with her Husband.

Commissioner Cryans stated that there will be a food drive for the Community Cupboard in Lancaster at this year's County Conference.

Deb Maes arrived and gave the following report:

UNH Cooperative Extension Commissioner Report October 22, 2013

Staff have completed the October 1, 2012 to Sept 30, 2013 program year and are busy entering year-end data into Extension's on-line reporting system. Extension Administration uses this information in the system to respond to requests from lawmakers, UNH administrators and others.

Heather Bryant has started the process of moving the greenhouse to across the street behind the County Farm Stand. Once moved, she will be able to continue to use the space to start seedlings in the spring as well as do research on growing leafy greens during the winter.

During the past summer onions and tomatoes were harvested as part of H Bryant's ongoing research in conjunction with Becky Sideman at UNH and Olivia Saunders in Carroll County. Based on the fair market value of the produce as listed in the Weekly Market Bulletin the value of the produce was \$1132.95-\$1701.00. 105 pounds of onions and 350 pounds of tomatoes were donated to Senior Centers and youth organizations.

Kathy Jablonski has been busy organizing training for teens on *Choose Health: Food, Fun and Fitness*. Teens will then teach the six lessons in the curriculum to 8-12 year olds. The training is sponsored by Littleton Regional Healthcare and will be held at their space.

Deb Maes starts the first of five scheduled ServSafe programs this Friday in Lancaster. Other programs are scheduled for Claremont, Littleton and North Haverhill (2). County staff from Food Service and Activities is planning on attending this training.

Donna Lee has been busy working with volunteer leaders to start new 2 new 4-H clubs in the county and has also held this year's meeting for club organizers. The number of adult leaders and 4-H youth has remained constant over the last few years. One new aspect of the program this is the adoption of SPIN (Special Project Interest Groups) such as GPS training and sign language. These short term projects are intended to spark interest in our larger 4-H Club program.

Grafton County's own Van Anderson was just awarded the 2013 4-H Alumni Award for her 40 years as a volunteer 4-H project and organizational leader—an award well justified.

Dave Falkenham continues to travel the county working with private forest land owners, loggers and foresters. He makes referrals to licensed forestry professions when appropriate, there are five logging operations that have started due to his referrals and 6 forest management plans written. Over 350 adults and 124 youth attending workshops presented by D. Falkenham during the past year.

D. Falkenham received the following email following a landowner visit "This was my first experience using UNH Cooperative Extension, and thanks to you, I am even more eager to tap into what it has to offer. This was always a resource I was aware of, but never knew how much value it had until we met. You've easily converted me to being a big fan."

Extension is 18 months into their reorganization, brought on by the reduction in UNH funding for the 2013 budget year. D. Maes stated that they continue to have staff providing programming on a regional basis and at the same time are keeping better track of when other Extension staff share their expertise in Grafton County.

Commissioner Richards asked if D. Maes will be looking for someone to replace her once she retires and take over her food safety program. D. Maes stated that it is not up to her but she wants to make sure that the food safety program will continue.

D. Maes discussed report summary of the Granite State Future with the Commissioners.

Commissioner Cryans stated that Heather Bryant from UNH Cooperative Extension was appointed on the Farm Bureau Board.

Director Clough stated she received an email from Tara Bamford from North Country Council and as dues paying members the County has two (2) representatives that serve on the Board. Currently those are listed as "Grafton County Commissioners" she would like actual names since the law requires that. The Commissioners decided to list Commissioner Richards and Cryans with Commissioner Burton as an alternate.

Director Clough presented an Educational Assistance Application to the Commissioners. Commissioner Richards moved to accept the Application for the Educational Assistance. Commissioner Burton seconded the motion and all were in favor.

Director Clough discussed the rates for the Health Trust Health Insurance GMR for FY 2015 with the Commissioners and stated it will be a further discussion as the budget process begins.

Director Clough stated that the November 7th meeting with Coos County Delegation sub-committee has been postponed.

Commissioner Richards stated that Director Clough has been very helpful to Commissioner Rick Sampson from Coos County.

Director Clough discussed final conference planning with the Commissioners.

11:16AM with no further business the meeting adjourned.

Respectfully submitted,

Raymond S. Burton, Clerk