

## GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

February 4, 2014

PRESENT: Commissioners Mike Cryans, Martha Richards, Linda Lauer, Admin Assistant S. Norcross.

EXCUSED: Executive Director Julie Clough

Commissioner Cryans called the Meeting to order at 9:07AM and began with the Pledge of Allegiance.

Commissioner Cryans welcomed Commissioner Linda Lauer from Bath, NH. He stated that Commissioner Lauer will serve the remaining term of Ray Burton which will go till January 6<sup>th</sup> 2015.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
Tuesday, February 4th, 2014

### IT – Department of Information Technology

- Reapportion Fairpoint bill for departments on new PRI and update call accounting software
- Install new VMWare Host wiring to 3 servers and Vcenter server
- Setup new Backup Server for Virtual Machine Backups, test and validate
- Install Year End software update for accounting software on server and CO and HR office PC systems
- VM Creation, adjusting, testing
- Successful Migration of 3 core SO Dispatch Server to virtualized environment, remove and decommission 3 physical servers.
- Replace backup software on IMC server, perform testing and validation
- Setup and automate pager and email alerts on AVTech server to monitor critical system's up time and temperature alerts.
- Created backup schedule and validate backup of SO-Radio IP and SO-GPS servers\
- Work with Doug Green, UNH Network Architect to get quote on alternative Internet Service for Campus thru IBEAM project.
- Continue work on migration of various departments Public Folders and Home folders from old to new storage server, anticipate completion by end of this month.
- Finished new Campus wide computer share to allow departments to share documents

across the campus

- Continue work on setting up Accounting Software Access for department heads to allow them real time access to individual Accounting Data and Reports.

#### AO – Attorney’s Office

- Resolve print issue for users
- Resolve issue Laptop not functioning
- Resolve Outlook issue after software update.
- Setup Computer and Email accounts for new employees.
- Setup Laptop/Desktop setup for new employees.

#### CE – Cooperative Extension

- Assist UNH IBEAM team with transfer of UNH Extension Office from Charter Internet Services to new IBEAM Internet Service.

#### CO – Commissioners Office

- Perform PC Maintenance and Software updates all systems

#### DC – Drug Court

#### DoC – Department of Corrections\Community Corrections

- PC Maintenance
- Repair and reimage Programs Department laptops (3)
- Perform PC Maintenance and software updates all systems
- Modified Avaya phone system recording for new staff changes in positions
- DVR issues – Issues with bad hard drive in DVR and
- Public folder reconfiguration
- Relocate PC Systems and phones for Office moves (X2)
- Corrected voice mail issue with Captain Chris Kendall’s phone

#### HR – Human Resources

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

#### HS – Human Services

#### MT – Maintenance

- PC Maintenance
- Fix Java problem with Niagara software

#### MH – Mental Health Court

- Assist with download and burn to CD video on Mental Health program

RD – Registrar of Deeds

- Work with outside vendor and create emergency restore baseline image of pc system

NH – Nursing Home

- Install 4 AHT (Long Term Care Software) updates
- Replaced old faulty printer in MDS office
- Worked with new restorative vendor Healthtech on Internet connectivity.
- Automate and deploy scheduled Maintenance all pc systems
- Resolve issue for MDS for changes in submission software.
- Resolve Smart Charting issues on kiosk.
- Setup new Wound Care Tablet for In Service Director
- Deploy 12 new wireless hand held computers for LNA's and Dietary, 3 on each unit.
- Setup security software for new hand held computers to lock down and protect hand helds.
- Train In Service Director on proper hand held computer usage (train the trainer)

SO – Sheriff's Office\Dispatch

- Installed new PC's in Dispatch Center
- Resolve issue with Admin PC system dropping connectivity
- Install replacement scanner\printer in Sheriff's Office

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report

February 04, 2013

Census:

Medicare: 4

Medicaid: 105

Private: 22

Total: 131

Year To Date Numbers:

Admissions (YTD) 5

Discharges (YTD) 1

Deaths (YTD) 6

Other Topics:

- 1) GCNH Accounts Receivable
- 2) Budget Preparations
- 3) Joint Project Proposal between Registry of Deeds and GCNH

GCNH Accounts Receivable- NHA Labore stated that he contacted a collections agency out of Boston and due to the age of the receivables there was nothing they could do.

Commissioner Richards moved to accept the amount of the Accounts Receivable to write off per NHA Craig Labore. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Lauer abstained.

Budget Preparations- NHA Labore stated that they have begun putting together their budget for FY15.

Joint Project Proposal between Register of Deeds and GCNH- RD Monahan arrived and discussed a project called "Tell Me a Story". She stated this would be having seniors at the Nursing Home telling a story to help educate on the history of our area. She stated that she has been thinking about doing a "Tell me a Story about Ray" and combining it with Open Barn Day this June. She stated that they could possibly state that they were accepting donations to the Bath Historical Society for the Raymond S. Burton Memorial and Learning Center.

Shelley Hadfield and Glenn Coppelman arrived for the CDBG public hearing.

Mid-Grant Public Hearing for the 2013. Microenterprise Grant

Commissioner Cryans opened the Public Hearing

Shelley Hadfield explained that the purpose of this public hearing is to advise citizens of the progress of the 2013 CDBG Microenterprise Grant. Funds were sub-granted to Grafton County Economic Development Corporation (GCEDC), Women's Rural Enterprise Network (WREN) and the Hannah Grimes Center to provide training and technical assistance to micro-entrepreneurs. The County is required to conduct at least one public hearing during the implementation phase of a CDBG project as required under 24 CFR 570.486 and NH RSA 162-L:14.

Shelley Hadfield provided an update on the status of the grant. Funds were sub-granted to three entities, GCEDC, WREN and the Hannah Grimes Center.

Commissioner Cryans asked if any member of the public wishes to comment. There were none.

Commissioner Cryans closed the mid-grant public hearing.

CDBG Grant Application 2014 Micro-Enterprise.

Shelley Hadfield explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. The maximum grant size is \$500,000. However, a community or County can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. Up to \$500,000 total is available for micro-enterprise grants for the purpose of promoting small business.

A handout is available describing the proposed project.

10:32AM Commissioner Cryans opened Public Hearing # 1 – Grant Submission

- Shelley Hadfield explained that this proposal to be considered by the Commissioners is a CDBG Micro Enterprise grant to be submitted by Grafton County on behalf of multiple organizations statewide. The grant, for up to \$500,000, would be used to provide training and technical assistance to micro enterprises.

Discussion followed.

Shelley Hadfield explained that this grant would be through three (3) different entities that have shown interest that they have been working with. She stated there could be more but they do not know yet. Glenn Coppelman stated the application period is open until March 18<sup>th</sup>. There has been one (1) other entity that has called expressing interest in the Mt. Washington area, because it is open to competition for the funds there could be more. He stated they expect that the same three (3) will apply again but there could be additional ones as well.

Commissioner Richards asked if these were the people who would be administering and dispersing out money to the entrepreneurs. Shelley Hadfield explained that all the administration will come through them. What we did was set up one application for the County then there are multiple applications under the County's. Glenn Coppelman stated it is important to note that it is very good that Grafton County has offered to do this. It helps to save most of the money in the

grant to be used where it was intended for because less money is being spent on administration and more is being spent on the micro enterprise support.

Commissioner Richards asked about the work load that this would create for the staff at the County. Mr. Coppleman stated that most of the work will be done by Shelley. There will be checks that need to be cut and various paperwork that will come through the office but the majority of work is done by the Grant Administrator.

Commissioner Cryans asked if any member of the public wishes to comment. There were none.

10:36AM Commissioner Cryans closed Public Hearing # 1

10:36AM Open Public Hearing # 2 – Housing and Community Development Plan

- Shelley Hadfield explained that Housing and Community Development Plan must be reviewed and re-adopted every three years.

Commissioner Cryans asked if any member of the public wishes to comment. There were none.

10:37AM Commissioner Cryans closed Public Hearing # 2

10:37AM Commissioner Cryans opened Public Hearing # 3 – Anti-Displacement and Relocation Plan

- Shelley Hadfield explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project. Under the certification section of the application, the County will certify that the Residential Anti-displacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

Commissioner Cryans asked if any member of the public wishes to comment. There were none.

10:38AM Commissioner Cryans closed Public Hearing # 3

Commissioner Richards moved to support submission of a CDBG Micro Enterprise grant to provide funds to multiple entities throughout the state for the purposes of providing training and technical assistance to micro-enterprises and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract.

Commissioner Cryans seconded the motion and all were in favor. Commissioner Lauer abstained.

Commissioner Richards moved to re-adopt the Grafton County Housing and Community Development Plan as presented. Commissioner Cryans seconded the motion and all were in favor. Commissioner Lauer abstained

Commissioner Richards moved to adopt the Grafton County Antidisplacement and Relocation Assistance Plan for this project. Commissioner Cryans seconded the motion and all were in favor. Commissioner Lauer abstained

Supt. Oakes arrived and requested to go into non-public session:

\*10:44AM - Commissioner Richards 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 Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer abstained. Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*10:51AM– 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 Cryans seconded the motion. Commissioner Lauer abstained. Commissioner Cryans disclosed that during the non-public session, the Commissioners voted (2-0) to give an employee an out of cycle step increase.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report  
Donna Cramer, Human Resources Director  
February 4, 2014

1) **HR Activity Report** (1/1/14 – 1/31/14)

• **New Hires**

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	7 (5 FT, 2 PT/PD)	4 LNA's, 1 Diet Aide, 1 Unit Aide, 1 Activities Aide
Corrections	5 (5 PT)	1 Cook, 4 Uncert. Corr. Officers
Sheriff's Dept	2 (2 PT)	2 Special Deputies
County Atty. Office	1 (1 PT)	1 Admin Asst

- **Separations**

Departments	#	
Nursing Home	5 (2 FT, 3 PT/PD)	1 RN, 4 LNA's
Sheriff's Dept	1 (1 PT)	1 Special Deputy
County Atty Office	1 (1 PT)	1 Admin Asst
Corrections	1 (1 PT)	1 Cook

- **Leave of Absences**

Department	#	
Nursing Home – Nursing	10	(7 are intermittent, 6 for self, 4 for family)
Nursing Home – Non-Nursing	6	(4 are intermittent, 2 for self, 4 for family)
Non-Nursing Home	1	(1 for self)
TOTAL:	17	

- **Current Openings**

Positions	Department	Status
RN/LPN (2 FT openings)	Nursing Home	Open to all
LNA (2 FT Openings)	Nursing Home	Open to all
Correctional Officers (PT)	Corrections	Open to all
Deputy Sherriff (FT)	Sheriff's Dept.	Internal Only

**Summary:**

- New Captain and Lieutenants: Chris Kendall, Nicole Cremo, Aaron Vannamee
- Tobacco Free Campus update: No Tobacco Friday's, effective 1/10/14
  - Schedule going forward
  - Trendy Times article 1/21/14
  - Support from DHMC – brochure, press release, etc.
  - Support from GCNH pharmacy – Nicorette lozenges
- Wellness Committee
  - Onlifehealth – Online health assessments (\$75) for DOC/Nursing Home, promote others
  - Trainings, April is stress awareness month - workshop
  - Wellness newsletter
  - Biometric Screening (\$50) – February 24, 8am-3pm, nursing home

**2) HR Internal Operations**

- Goals/Projects:
  - Salary survey/compensation review to market – All-county survey received. I will be working this month on salary reviews of all Grafton County positions.
  - Department Head Handbook
  - Nursing Home employee climate survey
  - Electronic (and/or paper) distribution of handbooks, etc. with sign-off
  - HR Work Flow/Structure
  - Budget
  - Survey - HR



Commissioner Cryans opened Audit Services bids for Fiscal Years 2014-2016. Bids were as follows:

Ron L. Beaulieu & Company Portland, ME

- FY14 \$19,490
- FY15 \$19,490
- FY16 \$19,490

Melanson Heath & Company Nashua, NH

- FY14 \$26,300
- FY15 \$26,900
- FY16 \$27,500

Graham & Graham, P.C

- FY14 \$30,500
- FY15 \$32,000
- FY16\$ 34,000

Vachon Clukay & Company PC

- FY14 \$24,944
- FY15 \$25,315
- FY16 \$25,812

Director Clough will review the bids and present her recommendation at the next meeting

Admin Asst. Samantha Norcross read a letter from the N. Haverhill Fair Association thanking the Commissioners for their help in providing crew help at the fair.

Admin Asst. Samantha Norcross read a letter from the Town of Hebron that stated due strictly to financial reasons the Town of Hebron is terminating the Grafton County Sheriff's Department Communications Center agreement effective May 1st 2014. The Hebron Board thanked the Sheriff's department for their excellent service.

Commissioner Richards stated that Groton has had a surprise in increasing property taxes due to the property value increase from the Wind Farms. She stated to get a better handle on it she got in touch with Commissioner Beardmore from the DRA and he will be coming to Alexandria to talk about tax implications from the proposed wind farm.

Commissioner Richards stated she received a phone call from Charlie Neebling regarding thermal renewable certificates and recouping money at the County complex because of the Biomass Plant. She stated that he said he would be willing to come out and discuss this with the Commissioners at one of their meetings. She discussed the email with Commissioners Cryans and Lauer. Commissioner Cryans stated that he would like to have Supt. Oakes do some research regarding where we stand with the biomass usage and what is needed to qualify for this money.

Commissioner Lauer stated that she continues to be impressed by the quality of employees at the County. She stated that she met with Supt. in Training Tom Elliot and Supt. Glenn Libby last Thursday for a tour of the facility.

11:34 AM with no further business the meeting adjourned.

Respectfully submitted,

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Martha B. Richards, Vice-Chair