

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
March 25th, 2014

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

Employee Council- Anthony Stiles, Mark Deem

The Commissioners presented their counter proposals to the Employee Council. The Employee Council had requested a 3.5% cola as well as a new buyback program. The Commissioners proposed a 1.5% cola and stated that they feel that if an Earned Time Buy Back program is going to be instituted that it should be the policy that was created last year and tied to the changes to the Family Medical Leave.

Mark Deem and Anthony Stiles both stated that they didn't feel the Employee Council as a whole will want to go back to the previous buyback program. He stated that he will bring the Commissioners proposal back to the Employee Council and get their opinions on what they would like to do moving forward.

Commissioner Cryans stated that there were three (3) sets of minutes to be approved.

Commissioner Lauer moved to accept the minutes of March 18th. Commissioner Cryans seconded the motion and all were in favor. Commissioner Richards abstained.

Commissioner Lauer moved to accept the minutes of March 20th. Commissioner Cryans seconded the motion and all were in favor. Commissioner Richards abstained.

Commissioner Richards moved to accept the minutes of March 6th. Commissioner Lauer seconded the motion and all were in favor. Commissioner Cryans abstained.

The Commissioners signed check registers.

Dave Falkenham from UNH Cooperative Extension arrived and gave a presentation on the update of the County Woodlands and the 2015-2020 timber sales. (*see attached)

He stated that there are four (4) objectives of the upcoming timber sales.

- 1) Release & Regenerate softwood
- 2) Regenerate mixed species
- 3) Increase percentage of young forests on the property
- 4) Improve the main road onto the property for farming and forestry.

He stated that the Conservation District has come up with a grant that they want to spend on the County Farm and are looking for ideas on what to do. D. Falkenham stated that what he is proposing to do is to open an area on the property back up that is growing in and has a lot of low quality pine.

D. Falkenham stated that they like to use the County property for educational purposes as well. The Professional Loggers Program, which is a joint effort with the UNH Thompson School, NHTOA and UNHCE, is putting on a Safe and Productive Felling workshop. The workshop involves logging & trucking safety. He stated that he has invited the maintenance department if they would like any additional training and anyone who operates a chainsaw should look to attend.

Commissioner Richards asked D. Falkenham if they have ready buyers for the timber sales. D. Falkenham stated that they have a mailing list of loggers who will receive the list of perspectives. He stated he mails to 80 different loggers.

Commissioner Richards asked what would happen if you receive bids from multiple loggers that are all the same. D. Falkenham stated that would not happen, they are always different bids whether it's a .50 cents or \$1.00 difference.

Commissioner Cryans asked when the Grafton County Conservation District Annual Meeting is. D. Falkenham stated that it is April 30th in the Lebanon area. The location hasn't yet been decided.

ED Clough asked if in FY15 will we see any revenue from the timber sales? D. Falkenham stated that they will not see any revenue in FY15 but will possibly start to see revenue in the FY16 budget.

Sheriff Doug Dutile and Director of Communications Tom Andross arrived to request a bid waiver.

The request is to waive the competitive bidding process on the radio console project that was included in their FY14 capital budget. The proposal is to purchase the equipment from Motorola, Inc. to be installed by Ossipee Mountain Electronics of Moultonborough, NH at a price of \$295,458. Director Andross stated that Ossipee Mountain has been their primary source of communications for a long time and have provided excellent service and maintenance for all of their communications gear for both uniform division and the dispatch center. The radio equipment is all listed on "NH State Bid" and in their experience, dealer pricing will never be better than the rates in the state bid agreements.

Dispatch has also been approved for Emergency Management Performance Grant funding in the amount of \$192,991 which is one half of the projects costs and the remainder is authorize Capital and Dispatch Capital Reserve budgets.

Commissioner Richards moved to accept the bid waiver for the console project included in the FY14 capital budget. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Lauer stated that they still have the issue of the donation to the Bath Historical Society for the Raymond S. Burton Memorial & Learning Center. Commissioner Lauer moved to donate \$2,500 to the Bath Historical Society. Commissioner Richards seconded the motion.

Discussion:

Commissioner Richards asked where this donation will be taken from within the budget. ED Clough stated that she would look in the budget to see where the funds will be taken from.

The Commissioners voted on the motion and all were in favor.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
Tuesday, March 25th, 2014

IT – Department of Information Technology

- Complete Successful Migration of the County Payroll\Accounting Software to new Virtual Server
- Completed new County Wide Share on Network to share important documents, polices, handbook, safety forms to all departments.
- Migrated CO and MT documents from older server to new server.
- Vendor Meetings with Phone Vendors and engineers on final phone consolidation for the campus.
- ITM – Completed IT Budget for all departments at the campus, review of all current systems and software, meet with individual departments and many IT vendors and sales staff.
- Attended meeting on review of campus Fire Alarm system with Sheriff, Director of Communications, Maintenance Superintendent and outside vendor to review alternative connectivity other than phone lines. Reviewed Wireless, Network and direct connect options. Purpose to reduce phone line costs for all campus alarm systems.
- Continue work on migration off of data and user files from old servers system to new virtualized systems.
- Resolve issue network issue with firewall firmware update install hot fix to resolve slow connections and connectivity issues.
- Start work on upgrading network domain from Windows 2008 to new version.

AO – Attorney's Office

- Assisted setting up PC Scanner system for Court Room Case, scanned documents for Prosecuting Attorney
- Worked with user on changing passwords, and changed guest password on shared laptop.
- Replaced bad CPU fan unit in Receptionist's desktop.
- Worked with Office Manager and Attorney on creating audio CD's from MP3 recorder.
- Ran full diagnostics on Admin Assistant's desktop after she experienced issues.
- Fixed issue with PC loosing access to DVD drive.
- Reviewed Issue with Victim Witness department on trial notifications in PBK software.
- Review issue with offline files with
- CE – Cooperative Extension
- Installed and setup new phone headset for user

CO – Commissioners Office

- Reconfigured all PC systems accounting software to work with new server.
- Corrected issues with offline files and replaced battery on Executive Director's laptop.
- Fixed BIOS update issue on Admin Assistant's laptop.
- Corrected user drive mapping issues.

DC – Drug Court

- Installed and setup Drop box for user to securely share files with outside agency.

DoC – Department of Corrections\Community Corrections

- Pursue work on Camera Security system replace DVR's and source parts
- Installed two new DVR's, configured, and tested.
- Adjusted DVR settings to allow more storage time.
- Adjusted firewall to allow 6 computers access to inmate call monitoring.
- Fixed issue with Sharpdesk on Glenn Libby's laptop.
- Setup projector software on laptop.
- Modified Firewall to disable internet access on 10 computers.
- Re-imaged laptop for Medical Coordinator.
- Corrected issues with Kerio email and IE 11.
- Corrected issue with network authentication on control 1 PC
- Adjusted time (Manually) on all door control computers.
- Training on importing videos from camcorder to laptop.
- Modified phone scripts and added extension for Sarah Brooks.

HR – Human Resources

- Reset users credentials in HR Software

HS – Human Services

MT – Maintenance

- Setup offline files for Maintenance Superintendent.
- Migrated existing Maintenance Department Share from old to new server

MH – Mental Health Court

RD – Registrar of Deeds

NH – Nursing Home

- Reconfigure Network Settings for Kiosks and Hand held Devices
- Present final Nursing Home IT Budget to Administrator and Business Office
- Assist HIM with remote access to Cottage Hospital
- Install AHT Software Update.
- Corrected issue with one of the MDS office QIES submission software.
- Setup new user accounts for new hire, Doctor Clare Wilmot, and provided basic computer training on Windows and Kerio Email.
- Install NH Documentation Software updates on Receptionist's PC system.

SO – Sheriff's Office\Dispatch

- Adjust power on WIFI network Access Point in EOC
- Installed and setup new Firewall for dispatch camera monitoring system.
- Meet with Director of Communications on current phone system for migration to new system.

SIT Tom Elliot arrived and gave the following report:

March 25, 2014

Commissioners Report

- 1. Population In House: 99 F Unit: 30
E Unit: 25
D Unit: 20
C Unit: 21
Intake: 3

- 2. Community Corrections Report:
 - a) Drug Court: Supervising (21) 2 * in custody
 - b) Electronic Monitoring: Supervising (10)
 - c) Daily Work Release: Supervising (1)
 - d) Operation Impact: Sgt. Larson did a bullying class at the Becket School in Campton, Cyber safety class in Canaan Elementary School, OPI presentation at Lebanon High School.

 - e) Community Work Program Sgt. Webster finished painting at the Orford Town Clerk Office.
Currently painting an office at the Clifford building.

- 3. General
 - a) Parenting class graduation April 6th.
 - b) Started creative writing class for females

Commissioner Richards asked for statistics on the parenting class and its success rate in the future for budget purposes and keeping the program in the County.

ED Clough presented the MicroCredit CDBG drawdown requests for each of the three (3) agencies that are receiving those grants funds to be signed by Commissioner Cryans. The drawdowns are as follows:
Hanna Grimes- \$37,138
Grafton County Economic Development Council- \$31,695
WREN- \$25,312

*10:17AM - Commissioner Richards moved to enter into non-public session for the purposes of Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph (e) Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”;

Commissioner Richards “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:18AM– 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.

10:21AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk