

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

April 22nd, 2014

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

Commissioner Cryans called the meeting to order at 9:08AM.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
Tuesday, April 22nd, 2014

IT – Department of Information Technology

- Updated DSM on all Synology stations.
- Planning with Tom for SO data migration.
- Completed department file and folder migration to new server for the following departments, Corrections, Nursing Home, Sheriff's Office, will complete Attorney's Office by end of week.
- Planning with Richard to get wire run into White Building for fire panel phone line. Attempted to pull new failover line for fire alarms and hit ice in culvert, will attempt again in 3 weeks.
- Created list of all computers with version less than IE 11, and a list of computers with version IE 11.
- Adjusted GPO for Littleton PD desktop redirection.
- Installed Macrium on nhdb01, fs01, lf01. Setup full backups.
- Start Deployment of accounting software to remote department head systems, planned completion end of this week.
- Patch all servers for the Heartbleed SSL problem, detected on April 10th, completed patching on April 11th.
- Training on Layer 3 Networks and installed firmware updates on Grafton County network switch infrastructure.

AO – Attorneys Office

- Resolved issues with PBK after IE 11 update
- Removed malware from laptop
- Resolved issue with wireless being available in the courtroom.
- Create snapshot image of server
- Repair “Home” folder for user and migrate to new server.

- Install and setup Audacity for end user, provided end user training.

CO – Commissioners Office

- Install software update on accounting software

DoC – Department of Corrections\Community Corrections

- Fixed monitor issues in Intake.
- Installed Service Pack 1 on dctrnl, and ran all other maintenance.
- Maintenance on docbookingcam.
- Adjusted permissions on "Administration" folder for Tim Dailey. Allowed access to "FoodPrep" folder only.
- Corrected issues with DC Partner program in IE 11.
- Trained Brenda how to forward extension to another phone.
- Installed new battery backup on Adam Guida's computer (doccommcor2). Checked issue with phones in Comm Corr office.
- Worked with Toby on missing documents. Documents cannot be found.
- Adjusted camera settings to gain storage time. Checked quality and found it to be poor. Adjusted settings back to what they were.
- Restore documents from backup for administrative user.
- RDP training for Brenda.
- Replaced CPU fan on dcontrol1. Ran maintenance.
- DVR #4 reportedly is not recording. Checked settings. DVR is recording on "Continuous" mode only. Entered credentials into captain's computer for viewing.
- Phone training for two new employees.
- Corrected issue with Mark Deems' documents still looking at Abernas.
- Setup Compaq laptop for Kenn Stransky. From programs.
- Migrated "Home" and "Public" folders to gcnas.

HR – Human Resources

- Repair HR Directors Operating System on laptop.
- Access to some Infinite Visions reports not working, reinstall application and reset security access

NH – Nursing Home

- Sent out touchscreen kiosk to mfg. for repair under warranty.
- Setup email accounts for RN shifts and email training.
- Install 2 AHT software updates
- Repair touchscreen kiosk with bad memory and place back in service.
- Assist Jim Marshall with migration of NH Documents to new file server.
- Resolved ppace issue for user.

SO – Sheriff's Office\Dispatch

- Recovered documents for director from failed external hard drive.

COA Deb Maes and Ken La Valley, Assistant Director of Programs from UNH arrived. K. La Valley introduced himself to the Commissioners. He handed out an informational packet that has the highlights of the Cooperative Extension in Grafton County and briefly discussed it with the Commissioners.

COA Deb Maes then gave the following report:

**Commissioner's Report for April, 2014.
UNH Cooperative Extension, Grafton County Office**

- ✓ Dave has been helping to coordinate the Professional Loggers Education Program this spring. The program is a cooperative effort between NH Timberland Owners Association, UNH Thomson School and UNHCE. Dave is on the NHTOA board of directors and the Timber Harvesting Council. This spring there are 20 workshops in 6 counties. Five of them are in Grafton County and one will be held on Grafton County property.
- ✓ Dave organized the recent Hunter Education April 10, 12, and 13 held at the Ammonoosuc Fish and Game Club in Bath.
- ✓ Two upcoming plant sales/deliveries are coming up through the State Forest Nursery and the Grafton County Conservation District.
- ✓ After a very cold winter that forced several plan revisions, Heather started the winter greens trial in the greenhouse in late March and is preparing a workshop series to go along with it in April and May. Once the greens trial is complete the greenhouse will be one site of a three-site tomato nutrient management study on campus, and in Maine.
- ✓ This past Saturday over 80 people attended a blueberry pruning and apple grafting workshop in North Haverhill.
- ✓ Deb has worked in three communities during the last several weeks, two of those in Grafton County. She helped plan two visioning sessions for the Friends of Livermore Falls group and continued to work with the committee to review the proceedings report and analyze the data to help the group's steering committee develop a set of action plans.
- ✓ Deb also worked with Charlie French and Molly Donovan during the recent Barrington Community Profile. Deb worked with the volunteer facilitators and scribes that were running the small break-out sessions during the event. More than 100 members of the Barrington community attended the two-day event.
- ✓ Deb has also begun working with the Bethlehem Broadband Readiness committee in Bethlehem and will serve as the local Extension contact for that group.
- ✓ Lisa is working at Lakeway Elementary School in Littleton using the Fresh Fruit & Vegetable Program. She has the students do a taste test of a new fruit and vegetable and provide the students with materials to bring home to parents.

- ✓ Lisa also started a Cooking Matters for Parents class beginning Thursday, April 3 at Whole Village in Plymouth. This program is supported by the NH Food Bank.
- ✓ Kathy Jablonski is updating curriculum materials that are used statewide in 4-H Club and Afterschool programs and working with a team to develop a new afterschool healthy living curriculum.
- ✓ She continues to work with the North Country Health Consortium on planning the June 27th Health Summit. She is focusing on community based practices to increase healthy living choices.
- ✓ Kathy is also working on developing and providing healthy living trainings for the statewide professional development network (ACROSS NH), 4-H leaders and afterschool program providers.
- ✓ It's been a busy season for our 4H participants and their leaders. A two-day Fashion and Textile Event (quilts, garments, stuffed animals and purses) was held in Woodsville with a total of 52 members participating in the event. This event wouldn't have been possible without the help of 26 volunteers who helped organize the event, judged and were all around helpers. In addition 15 local sponsors supported the event with donations of gifts and prizes.
- ✓ Donna and her team of event superintendents are already getting organized for this year's North Haverhill which showcases the year's efforts of the 4-H youth from around the county.
- ✓ Michal took advantage of the pre-growing season for agriculture/livestock producers to organize a number of workshops across the state including; Dairy Conferences in Concord, Whitefield; a - Livestock Producers Working with Slaughterhouses session also in Concord; 3 Winter Forage Workshops in Lancaster and Concord. He also provided four risk management trainings for Future Farmers of America groups at their schools and at their state wide convention.

Submitted by Deb Maes, Extension County Office Administrator

Commissioner Cryans stated that John Pike is stepping down and he was wondering if anything is being done to honor him. K. La Valley stated that there will be a reception June 11th from 3:30-5:00 at the University of New Hampshire.

Commissioner Richards informed K. La Valley about Grafton County's Open Barn Day on June 7th from 10:00am-2:00pm

COA Maes stated that on May 19th they will be giving the Delegation a tour that will highlight UNH Cooperative Extension's relationship with Grafton County. She stated she chose this date due to the fact they already have a meeting scheduled that afternoon and will be at the complex.

Commissioner Cryans asked if everyone had a chance to read the two (2) sets of minutes.

Commissioner Richards had a couple edits on the minutes from the April 15th minutes. Commissioner Lauer moved to approve the April 15th minutes as amended. Commissioner Richards seconded the motion and all were in favor.

Commissioner Richards moved to approve the minutes of April 17th. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed the check registers.

ED Clough presented a drawdown request on the CDBG for the NH Alliance of RDC's. She stated that it is a \$200,000 grant and \$19,000 goes to each of the ten (10) RDC's in the state. The drawdown is for \$197,000.

ED Clough presented a Group II Position Certification form for the new full time correctional officer for all Commissioners to sign.

ED Clough read a thank you from Sharon Lee Bradley to the Commissioners for their donation to the Pemi Valley Church in memory of Lester Bradley.

Supt. Oakes arrived to open bids for the Off Road Diesel for fiscal year 2015. There were two (2) bids and they were as follows.

Irving
\$3.496/gallon

Dead River
\$3.6385/gallon

Supt. Oakes stated he will get in touch with both companies and return with his recommendation.

Supt. Libby and SIT Elliot arrived and gave the following report:

Commissioners Report

1. Population	In House: 105	F Unit: 31
		E Unit: 25
		D Unit: 23
		C Unit: 21
		Intake: 5

Community Corrections Report:

a) Drug Court:	Supervising (21) 3 * in custody
b) Electronic Monitoring:	Supervising (7)
c) Daily Work Release:	Supervising (1)

d) Operation Impact

Sgt. Larson conducted a cyber -safety class in Campton. Day in a life of an inmate class at Littleton High. Presentation at Beckett School. Character class at Landaff Blue School.

e) Community Work program:

Roadside cleanup along Route 10. Piermont little league field building dugouts. Painted an office at Clifford Building. On- site gardening and clean up

3. General

a) Substance Abuse Counselor Bill O'Malley resigned

b) Crossroads class starting May 5th.

4. Commissioners Items:

a) Commissioner Cryans- None

b) Commissioner Richards- None

c) Commissioner Lauer- Thank you for attending Parenting Class Graduation April 6th.

SIT Elliot stated that a temporary resolution to fill the Substance Abuse Counselor position would be to talk to Karen McNamara who does the RSAT program for women.

Budget Review

ED Clough gave the Commissioners the up to date Revenue Comparison from FY14 and FY15. She said that if they were to bond both Nursing Home projects there would be no affect in this fiscal year.

They discussed how much would need to be cut in order to get the amount to be raised by taxes to under 3%.

Supt. Oakes arrived with his recommendation for the diesel fuel bids. He stated that he spoke with someone from both Dead River and Irving. Irving cannot provide a fixed rate only a variable and Supt. Oakes did not recommend going with a variable rate. He stated that he recommended the Commissioners go with Dead River's fixed bid of \$3.6385/gallon.

Commissioner Lauer moved to accept Dead River's bid of \$3.6385/gallon. Commissioner Richards seconded the motion and all were in favor.

ED Clough stated that she received a call from Ty Gagne and was asked to be a panelist for the Leadership NH Group on State and Local Government day. It will be held May 7th at the Plymouth Town Hall.

Commissioner Cryans stated that he attended Sullivan County's ribbon cutting ceremony for their new Biomass Plant. He also stated that on the 15th he attended the Community Loan Fund 30th anniversary.

Commissioner Richards stated that there will be a meeting for Open Barn Day this afternoon.

10:41 AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk