

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

June 24th 2014

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

OTHERS PRESENT: ITM Ruggles, Supt. Libby, HRD Cramer, NHA Labore, Donna Lane, Patricia Brady and Roberta Bernier

EXCUSED: Commissioner Martha Richards

Commissioner Cryans called the meeting to order 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
June 24, 2014

AO – Attorney's Office

- Setup of profile for applications for Legal assistant on former Attorneys laptop.
- Resolved issue for user to convert PDF documents to Word documents.
- Setup user to be able to administer former attorney and administrative assistant's email accounts.
- Restore access to email account for detective.

CE – Cooperative Extension

- NA

CO – Commissioners Office

- Install Latest version of Microsoft Office on CO admin staff systems.
- Assist CO staff with yearend rollover of accounting software.

F – FARM

- Correct issue with herd management software on farm system.

DC – Department of Corrections\Community Corrections

- Added new users to Com-Tec system.
- Fixed issues with user profiles holding onto old network location (abernas).

- Fixed DNS issue with Lieutenant's laptop.
- Replaced monitor in Medium housing unit.
- Fixed Avaya settings for extension 1704 to ring on 787-2041.
- Disassembled DYMO printer in Intake, removed jammed labels, cleaned, and re-assembled.
- Replaced bad video camera transceiver in video surveillance system.
- Fixed java problem with ICS.

HR – Human Resources

- Work with Vendor to resolve scanning issue with Document Imaging software.
- Resolved printer going to sleep issue.

IT – Department of Information Technology

- Meet with Executive Director, Nursing Home Administrator IT needs for NH residents and CO staff relocation Admin Building
- Meet with Executive Committee review IT budget
- Install Java updates and cleanup of older Java versions all campus PC systems.
- Install Dell client update utility update to all campus PC systems
- Update Backup software on all campus servers
- Upgrade Virtualization Management Software
- Migrate Drug Court, Mental Health and Juvenile Coordinator to Avaya VOIP system - Created new phone extensions for Drug Court and Mental Health Court. Installed new Avaya phones at White Building. Worked with FairPoint to port DC and MH numbers into PRI. Tested phone system, and provided training.
- Worked on setting up new Dell server for OpenManage.
- Updated public contacts list in Kerio.
- Removed TS01 server from network, and server room at dispatch.
- Replaced WiFi AP at White Building – bad fan bearing under warranty.
- Upgrade firmware for network switches at SO, Dispatch and DoC

MH – Mental Health Court

- Repaired Access database for Coordinator

MT – Maintenance

- Restore Maintenance HVAC system to operational after crash of OS.
- Setup new separate network for Admin and NH HVAC control systems.
- Work with Trane technician on migrating HVAC software for Admin and NH buildings to new replacement PC's.

RD – Registrar of Deeds

- NA

NH – Nursing Home

- Resolve connectivity issue with Cottage VPN.
- Update of Cottage Lab ordering software on NH RN and 4 unit HIM PC systems.
- Update to latest version of LibreOffice on NH systems.
- Install AHT monthly update.
- Contact AHT and get patch and install to correct MDS issue from software update.
- Resolved Printing issue with printing from AHT.
- Setup Account for Surveyors to allow read only access to review AHT data during audit.

SO – Sheriff's Office\Dispatch

- Resolve issues for user profiles Home folder redirection caused by windows updates.
- Resolve issues for bath PD connecting to Grafton.
- Located and moved missing files for user.
- IMC update
- Resolve issue with printer not resetting count when a new toner was installed.
- Configured "Spare" Brother HL-2270 printer, with settings of current printer for dispatch.
- Finished "My Documents" reg repair at SO.
- Replaced network interface card in PC used to display DoC video feed.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Lauer moved to accept the minutes from June 17th. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed check registers.

ED Clough presented drawdown requests for the Micro Enterprise Grant that is finishing up claims for Hannah Grimes, WREN and GCEDC for Commissioner Cryans to sign.

ED Clough stated that the annual Proshare transaction happened yesterday. Grafton County received an incoming wire transfer of \$3.4 million and retained \$1,713,047, which is \$913K above our revenue projects. As was stated in the Delegation meeting yesterday \$900K of those excess funds will be used for the upcoming nursing home project.

Commissioner Lauer attended the Littleton Regional Hospital Biomass grand opening and stated it was very similar to our plant.

Both Commissioner Cryans and Commissioner Lauer attended the HISET Graduation at the Jail last week and both commented it was a very nice graduation.

Commissioner Lauer attended the WREN 20th Anniversary celebration in Bethlehem last Friday and was at the Bethlehem Select board meeting last night.

Commissioner Cryans attended the Upper Valley Lake Sunapee Regional Planning Commission annual dinner/meeting. He also attended the Business and Industry Regional Tour and the West Central Behavioral Health annual awards where former Representative Ruth Blyer and her husband Peter were honored.

SIT Elliott arrived and gave the following report:

June 24, 2014

Commissioners Report

1. Population	In House: 105	F Unit: 41
		E Unit: 20
		D Unit: 28
		C Unit: 13
		Intake: 3

2. Community Corrections Report:

A) Drug Court	Supervising (18) 0*in custody
B) Electronic Monitoring	Supervising (7)
C) Daily Work Release	Supervising (0)
D) Operation Impact	

Sgt. Larson conducted two anatomy of a DUI classes in Newfound Middle School and the Indian River School. Gave a jail tour and OPI presentation to 30 Lebanon Middle School students. Supervised a work crew at the West Lebanon landfill.

E) Community Work Program

Sgt. Webster has done roadside cleanup in Monroe. Helping Set up for the auction at the Horse Meadow Senior Center and supervising work crews around the complex.

3. General

- a) Thank the Commissioners for attending the Crossroads and HISET graduations.
- b) Sullivan County inmate transfer

Commissioner Lauer moved to accept inmate transfer from Sullivan County. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Cryans presented DoC Superintendent Glenn Libby with the Robert C. Prescott Award in recognition of his many years of service, support and contribution to the New Hampshire Association of Counties Corrections Academy, Process Curriculum and History.

Donna Lane, Roberta Berner from GCSCC and Patricia Brady arrived for the Grafton County Senior Citizens Council public hearing.

**GRAFTON COUNTY
CDBG Application**

Public Hearing

June 24, 2014

10:00am

Donna Lane noted that informational packets were available to the public.

10:00 AM Commissioner Cryans Opened the Public Hearing – Plymouth Regional Senior Center Sprinkler Repair/Replacement

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for microenterprise projects, up to \$500,000 for public facility and housing projects, and up to \$500,000 for emergency projects. All projects must directly benefit primarily low and moderate income persons or households. Up to \$12,000 is per planning study.

This hearing is to discuss a proposed application to the CDFA for up to \$222,000 in CDBG Emergency Funds for sprinkler repair/replacement at the Plymouth Regional Senior Center at 8 Depot Street, Plymouth, NH. The majority of the persons using the senior center are of low and moderate income (seniors are a HUD presumed LMI group).

This project conforms with Grafton County's Housing and Community Development Plan's Goal of: Promote adequate health and social services for County residents and Continue to assist the County's social service providers whenever and wherever possible.

Commissioner Cryans asked if any members of the public wished to comment. There were none.

10:04 AM Commissioner Cryans Closed the Public Hearing

10:04 AM Commissioner Cryans Opened the Public Hearing - Residential Antidisplacement and Relocation Assistance Plan

Although this project does not involve any displacement or relocation of persons (or businesses), the plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) if they were displaced or relocated.

Commissioner Cryans asked if any members of the public wished to comment. There were none.

10:05 AM Commissioner Cryans Closed the Public Hearing

10:07 AM Commissioners Open Public Hearing – Housing and Community Development Plan

No changes have been made to the existing Housing and Community Development Plan.

Commissioner Cryans asked if any members of the public wished to comment. There were none.

10:08 AM Commissioner Cryans closed the Public Hearing

10:09 AM Commissioner Cryans opened the Public Hearing – Better Homes Project Progress

This hearing is to discuss the progress of the AHEAD's Better Homes CDBG project. This project's intent is to, statewide; replace at least 10 pre-1976 (Pre HUD Code) mobile homes with new high performance manufactured homes. All of the homes will be occupied by low and moderate income households. The matching funds include homeowner mortgages.

This project is behind schedule, but the model home is due to arrive in July.

Commissioner Cryans asked if any members of the public wished to comment. There were none.

10:10 AM Commissioner Cryans closed the Public Hearing

Commissioner Lauer moved to adopt the updated Housing and Community Development Plan. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Lauer moved to adopt the Residential Antidisplacement and Relocation Assistance Plan. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Lauer moved to approve the submittal of the CDBG Emergency Application **and** vote to authorize the Chairman to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract. Commissioner Cryans seconded the motion and all were in favor.

NHA Labore arrived to request a write off for an additional \$13,497.56 on their accounts receivable line. He discussed the individual write offs with the Commissioners.

Commissioner Lauer moved to write off the \$13,497.56 on the Nursing Home accounts receivable line. Commissioner Cryans seconded the motion and all were in favor.

NHA Labore stated that part of the budget for FY15 is for the nursing home to purchase new beds. He explained that there is special pricing currently available that he would like to take advantage of. He presented three quotes to the Commissioners and recommended purchasing the beds through NOA Medical Industries and their total quote of \$39,376 for thirty (30) beds. He said that they find their services to be top notch. Their beds are being used in three (3) different county nursing homes and their staff has had no complaints on them

Commissioner Lauer moved to accept the quote for thirty (30) beds from NOA Medical Industries in the amount of \$39,376.

NHA Labore and ED Clough discussed the report that they received from the code consultant regarding relocating residents into the administration building. They explained that there is a list of items that will need to be addressed and they will be looking for variances on some of them.

HRD Cramer arrived to discuss increasing the Legal Assistant position at the County Attorney's Office from a Grade 3 to a Grade 3E. She presented the Commissioners with salary comparisons from the counties with comparable demographic regions as well as the counties in the southern part of New Hampshire. She stated that she found that the Legal Assistant in Grafton County is well below the rest of the legal assistants in the other counties and should be moved up on the Grade scale. She explained that moving the position up to a Grade four (4) would be too large of a jump and feels that a Grade 3E would put the position in where it needs to be.

Commissioner Lauer moved to approve the creation of a Grade 3E and to move the Legal Assistant position in the Attorney's Office to that new grade. Commissioner Cryans seconded the motion and all were in favor.

10:40AM With no further business the meeting adjourned

Respectfully submitted,

Linda D. Lauer, Clerk