

**County of Sullivan, NH
Board of Commissioners
Regular Business Meeting Minutes
Tuesday, July 15, 2014
Newport, NH County Complex
Woodhull Remington County Administration Building**

Attendees: Commissioners Jeffrey Barrette, Chair; Bennie Nelson, Vice Chair; and Ethel Jarvis, Clerk; Jessie Levine, County Manager; John Cressy, Facilities & Operations Director; Ross L. Cunningham, DOC Superintendent; Debra Searles, Secretary; Laurie Geer, Payroll Clerk; Kirsten Skeie, Minute Taker/Account Clerk II/Videographer.

Public attendees: Representative Cynthia Sweeney, Delegation Vice Chair; Tom Wilson, Wilson Engineering; Bridgett Taylor, Drug Free Communities

2:09 The Chair called the meeting to order and led all in the *Pledge of Allegiance*.

Agenda Item No. 2. Department of Corrections, Ross L. Cunningham, Superintendent

2.a. Population Census Review & Staffing Update: The Population Data spreadsheet was distributed [Appendix A.1]. Today's census is 84 and at this time last year it was 91. Beginning with this month's data, the DOC will present month-end population figures.

There is a new intern from college in Connecticut who has been with the DOC for about a month. West Central staff Diana Miles started Monday. There is one more position to fill and all per diems are full. There is pending movement from current staff to go to law enforcement agencies in Lebanon and Charlestown.

Ms. Levine referred the Commissioners to the letter in binders from female guest at DOC that reflects on the TRAILS program and the positive outcomes of the DOC.

Commissioner Barrette stated that the monthly report says there are issues with the Watchman system. Mr. Cunningham said it is being replaced and shipped in two days ago. This bid was the lowest of the three companies that responded. This will be put on the server by Competitive Computers.

Commissioner Jarvis arrived at 2:21 pm.

Agenda Item No. 1. Facilities & Operations, John Cressy, Facilities Director

1.a. Renewable Energy Credit Application: Mr. Cressy confirmed that the County sold 1100 credits of Thermal Renewable Energy Credits (TREC's). Five months ago Charlie Niebling's company and Wilson Engineering started working together to market REC's to help more cash flow. They spent 1500 hours trying to figure out rules and comply with certification and verification of the REC's. Last week, Ms. Levine authorized Wilson to complete the REC bid proposal due to its due date of July 11, and she is bringing the decision back to the Commission

to ratify the hiring of Wilson and selling of RECs. Mr. Wilson said that the County will need an independent contractor to verify the RECs and it needs to be someone that doesn't own or buy RECs. He explained that on July 3 PSNH put out request for thermal recs, due on July 11. Due to the timing he suspected that the County could get premium for them if we went out for them. We didn't want to miss the opportunity.

Mr. Cressy says we are first state in union doing this. Mr. Cressy thinks we are one of the first to be getting to this point with the thermal recs. We marketed 1100 and sold them at \$21 per REC. Wilson estimates 3800 for a full year and thinks the market will be undersold for 2 years.

Ms. Levine stated that there are two options under the contract proposal from Wilson Engineering: option 1 is for a two-year contract with a \$5000 base fee plus 12% of the REC sales; option 2 is a five-year contract with no base fee and 10% of sales. She stated that the cost for the County would come out of the REC profits, although she stated that there is approximately \$120,000 remaining of unspent appropriations for the biomass project coming from the bond and from fund balance.

Commissioner Barrette is in favor of doing the five-year deal. He added that as the County sells RECs, he would like to see those funds used to pay down the debt so speed up the pay down schedule.

Motion to approve a sole-source contract to Wilson Engineering Services, PC, for the application for and selling of renewable energy certificates for Sullivan County, pursuant to the terms proposed by letter from Daniel Wilson dated June 23, 2014, five-year contract at a 10% fee. Made by: Nelson. Seconded: Jarvis. A voice vote was taken, with all in favor of the motion.

Commissioner Barrette asked Mr. Wilson if Wilson Engineering would be working on a third party to certify or if that is the County's obligation. Mr. Wilson stated that he will recommend a verifier and the agreement would be directly with the County.

With respect to the biomass project, Mr. Cressy said that the state testing is contingent on Cambridge and the belt filter. Commissioner Barrette thanked Mr. Wilson for the proposal and the business potential.

1.b. Biomass Update: Mr. Wilson stated he went through the boiler room and it looks good and clean. Ms. Levine said 80% of conversation at the Acworth Selectboard the previous night was about the biomass project and Mr. Cressy said he welcomes people to tour the facility. He noted that facilities had just completed the first annual cleaning of the boiler room. The inspection period was November to June and there was no problem with state inspector. Mr. Cressy said looks great inside and out. Catwalk is done. The shutdown was a good chance to make sure belts and fittings are right.

The other project is the water well. We pumped water yesterday and everything is tested and chlorinated. The state will come back in about a week and that should be up and running in a week or so.

1.c. Other Project Updates: Mr. Cressy reported that he is working on the roof RFP and others. The Unity paving project is also pending, and Commission Barrette asked about the tradeoff between parking spaces and sidewalk. Mr. Cressy expressed Ted Purdy's preference not to remove the piece of sidewalk for parking. Commissioner Barrette asked for a tour during the Unity meeting with Ted Purdy and Lionel Chute to come to consensus. Mr. Cressy agreed and added that he doesn't see this project being completed by winter. Contractors are pretty well booked for the season and Mr. Cressy would rather not rush it. Ms. Levine said that one reason not to rush is to make sure the location and condition of the underground utilities is considered so that we are not paving over something that needs to be fixed at a later date. She said that when they last spoke to the Commissioners, they were considering whether to hire an outside engineer for consultation; Mr. Cressy has since reached out to Tim Golde, who did the design and permitting, and Golde will remain involved and has a local colleague.

Commissioner Barrette said he would like to have the utilities addressed. Mr. Cressy said he doesn't have good data on those utilities; there are waterlines, gas lines and power lines. The waterlines would be the biggest concern. For power, Mr. Cressy would run secondary conduit and stub it at both ends for later use. Commissioner Barrette thinks we should do assessment of age and see what is necessary. The waterlines are as old as the building. Mr. Cressy would like to feed the system from two directions. Commissioner Barrette would like to hear more about this and know if there is preliminary work to do.

Ms. Levine said the other unfinished project is that we went out to bid for a car lease as recommended through the budget process. The only response was from Subaru of Claremont. Mr. Cressy and Kat picked out a car and negotiated terms, and when it came time to sign the paperwork Subaru said that Chase Auto Loans would not lease to a municipality, and this was unequivocal. So, she said, we are back to square one. Ms. Levine credited Lake Sunapee Bank for their support and willingness to work with us, although she said that the decision was to do a conventional retail lease and not a bank financed lease-to-own. Mr. Cressy stated that he would call Howe Toyota.

Commissioner Jarvis noted the disruption caused by projects onsite and said the residents are not happy about the tree removal along the cemetery. She said that when the biomass project was done they went to residents and talked to them to make sure they were comfortable. That didn't happen with the tree project. Ms. Levine noted that was not a Facilities Department project.

Agenda Item No. 3. Sullivan County Natural Resources, Lionel Chute, Director

Ms. Levine said that Lionel Chute is unable to make the meeting in person but is available by telephone. Commissioner Barrette proposed to postpone the Natural Resources report until the August Unity meeting. Commissioner Nelson reported on the skinning of the high tunnels that took place the previous week and commended the Conservation District project.

Agenda Item No. 4. County Manager's Report, Jessie W. Levine

4.a.i. Review FY2014 Encumbrances & Fund Balance Assignment Recommendations: Ms. Levine referred to the year-end financials and noted that it is preliminary as we are waiting for revenue and there are some payables still pending. She noted that there appears to be significant surplus on both the appropriations and revenues side of the budget.

4.a.ii. FY14 Audit Services: Ms. Levine said that year-end wrap up is underway and she anticipates having a better report for the August meeting. The auditors will be here in early August and Dodi has already begun to load information onto the auditors' portal. Ms. Levine mentioned that she had attended her first meeting as a Southwestern Community Services board member on Friday and learned they had fired the auditor we chose not to hire during the RFP process earlier this year.

Ms. Levine referred to her spreadsheet listing major facilities projects and identified which would be encumbered and which should be assigned fund balance. She noted that vendors have been identified for the nursing home plumbing project, kitchenette a/c, and Woodhull building windows. There are more encumbrances not on this list that will show up in the year-end financials. She then referred to facilities projects that are not in the position to be encumbered but she recommended for assignment of undesignated fund balance: FY14 dam repairs, Newport parking lot, Unity parking lot, Sanders roof, and DOC lighting project. Beds for nursing home and biomass engineering, which were assigned in FY13, have been completed.

Motion to assign and/or continue assignment of undesignated fund balance for the following projects that were identified in FY13 and 14 and not completed (for a total of \$514,200):

Dam Repairs (FY14)	\$75,000
Newport Parking Lot (FY14)	\$50,000
Unity Complex parking lot engineering & paving (FY13)	\$209,200
Sanders Roof (FY13)	\$150,000
DOC Lighting Project (FY14)	\$30,000
	\$514,200

Made by: Nelson. Seconded: Jarvis. A voice vote was taken, with all in favor of the motion.

4.b. IT Service Contract Update: Ms. Levine summarized the June 23 report from Competitive Computers outlining the major projects identified during its assessment of the IT infrastructure.

She referred to the copy of the Powerpoint presentation from Competitive Computers and noted her amazement at what they accomplished in five weeks. With respect to cost, she said that the County's IT budget for FY15 is \$140,000 plus \$10,000 for a server at the nursing home. In reviewing Competitive's findings, the minimum estimate (because some of the labor costs are to-be-determined) is over \$175,000. She is concerned that if we address all of the projects, we will be over budget in the next FY. She said that the managed services contract with Competitive Computers is about \$91,000 and the identified projects are about \$84,000.

Ms. Levine recommended carving out one of the recommended projects – which is the replacement of Windows XP machines – and encumbering funds from the FY2014 budget for that purpose. She said that the total project is about \$26,000, and doing it now means that the County would save money on bulk pricing and quarter-end purchasing from the vendor. She had asked department heads to identify unspent funds in their budgets to address their Windows XP replacement needs in their departments, and she is comfortable that there are more than sufficient funds remaining to cover the project. Ms. Levine said that when she met with the Executive Finance Committee on July 1, she asked them if they had an opinion on whether to encumber FY14 funds or overspend the FY15 budget (or not do the work), and the very clear consensus was to use FY14 funds that were still available so that we do not start the next fiscal year budget knowing that we are already behind.

Motion to encumber \$26,000 from FY14 budget to fund the Windows XP replacement by Competitive Computers. Made by: Nelson. Seconded: Jarvis. A voice vote was taken, with all in favor of the motion.

Commissioner Barrette would like to know if there was a 30 day window on encumbrances. Ms. Levine said that there is a ten-day window to identify encumbrances and accrued payable. She did prepare a purchase order for this project to meet the 10-day deadline, but held it pending Commissioner approval knowing that it could be backed out if not approved. She noted that no budgetary transfers are necessary for this project, as each department had sufficient funds to cover their portion of the project (she referred to a spreadsheet that showed the cost by department).

Ms. Levine noted that she has also issued purchase orders to reconfigure the entire networks in Unity and Newport, and those projects will get underway shortly. She and John Cressy have reached out to Sovernet and will connect to the fiber network in Newport over the Fastroads project. This will cut our costs in Newport and increase our broadband speed. She said the Unity solution is not as simple; we have five T1 lines (three at the nursing home and two at the jail) that will be consolidated, but we are still paying \$1400 for less than ideal speed. The team is looking into better options, including whether wireless from a nearby tower could work.

4.c. Nursing Home Administrative Staff Realignment: Ms. Levine said she is presenting this proposal on behalf of Ted Purdy, who is on vacation. She said that the nursing home admissions director resigned in May, and given the opening she and Ted evaluated the staffing allocation to consider whether all of the positions were appropriate or whether there could be a change. She noted that the part-time receptionist position has been difficult to fill, and she and Ted concur

that having a presence to greet people would make the nursing home more welcoming. Their proposal is to eliminate the full-time admissions director position and incorporate some of the duties into the reception position, elevating that position to an administrative assistant who would report to the Community Development Director. The Community Development Director would also incorporate some of the admissions duties, many of which she is already doing. She said that in the end, there would still be two full-time positions and the half time position would be eliminated, saving about \$16,000 per year. She noted those funds might come into play later depending on the outcome of the marketing feasibility study

Commissioner Barrette said that he is on board with this and believes we need to have someone in reception at the nursing home. He added that he would like to know if there are fringe times that are busy enough (e.g., weekends, evenings) during which it would make sense to still have a part-time receptionist. Ms. Levine said she would run that by Ted Purdy. Commissioner Jarvis asked to have the Commissioners meet with Ted Purdy to talk about the direction of admissions, and Ms. Levine said that might be a subject to include in the marketing analysis.

Motion to approve the admissions reorganization as recommended in a memo from Ted Purdy. Made by: Nelson. Seconded: Barrette. A voice vote was taken, with all in favor of the motion.

4.d. Earl Bourdon Centre Update: Ms. Levine reported that the Earl Bourdon project is in the environmental review stage, and the contractor found an underground propane tank that was in use. This delays the project but does not stop it. It was an unregistered tank for a generator and ultimately should not be a major problem.

4.e. Southwestern Community Services, Inc. Board Appointment: Ms. Levine is now on the board of Southwestern Community Services, joining Ray Gagnon and Lou Gendron. She attended her first meeting in Keene on Friday and she thinks it will be a good opportunity to expand SCS's role in Sullivan County.

Agenda Item No. 5. Board of Commissioner Business

5.a.i. Select Board Meeting Schedule Update: Commissioner Barrette noted that three meetings had been attended and there are 12 remaining. Referring to the list, he noted that Grantham is next Wednesday. Ms. Levine said that Unity offered November 10 or 24, both of which are holiday weeks (Veterans' Day and Thanksgiving).

5.a.ii. Review of 2014 Goals & Objectives: Commissioner Barrette lead a review of the Primex report of FY2015 goals:

Goal #1 *Continue to have effective and functional departments with a stable tax growth*

- a. Maximize revenue by increasing private pay and Medicare patients at Nursing Home to have a 10% increase in FY 2015 vs. FY 2014. Status: the FY15 budget assumed 16 private pay residents, and we are at 20. We are above the budget currently with Medicare. Ms. Levine

said that is good news, but she is not sure that we can take credit for the situation playing out as it did. Nonetheless, the goal is currently being reached.

- b. Negotiate and finalize union contract for the Nursing Home. Status: That is a work in progress.
- c. Facilities planning and CIP. Status: John and Jessie have been meeting and have a lot of work to do. She mentioned that we recently learned of a 2002 instructive from the State to modify the nursing home elevators that was never completed. Project to do in 2016.
- d. Assessment of IT functions including use and future planning. Status: Assessment done, projects and planning underway.
- e. Assessment of all grant funded programs. Status: Ongoing, Ms. Levine met with Ross Cunningham earlier in the day regarding the Second Chance Act grant.
- f. Procure thermal recovery credits for biomass plant. Status: Approved today. Commissioner Barrette noted that the contract was awarded but that the Commissioners expected the approval of the actual contract to return to them. Ms. Levine concurred.
- g. Improve internal communication and internal functions of Human Resources (HR). Status: Ongoing, Ms. Levine noted that there is a non-public agenda item regarding interim HR Director
- h. Close out Biomass project and event. Status: Mostly concluded, awaiting final tasks and payment.
- i. Staffing needs at DOC to meet the needs of turnover rates, vacancies, budget, and current/future requirements. Status: Superintendent Cunningham reviewing staffing levels; Ms. Levine and HR will also work on this goal.

Commissioner Barrette noted that we are more than 50% complete on goal 1.

Goal#2 *Examine the County's role as a regional employer and economic driver*

- a. To visit each community (Boards/Council) to discuss issues, and why/what we do. Status: In progress.
- b. Continue to be visible with community organization (Rotary, Revite, Chamber and other groups). Status: Ongoing and active.
- c. Increased cable access presence. Status: Done.
- d. Written column. Status: Monthly column to Archie Mountain, Eagle Times; Ms. Levine has not written one yet but plans to soon!
- e. Public Health Region. Status: Haven't gotten far but more funds being released and may help us reach our goal even though we are a few months behind schedule.

Commissioner Barrette would like to keep meeting while we tick things off, like an annual check-in because he believes this is a very useful tool for everyone.

5.b.i. USDA Grant for Prescription Drug Abuse Prevention Projects: Bridgett Taylor said that the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is the driver of this grant, which overall relates to clean water, which includes proper disposal of prescription drugs. Communities United is one of the identified partners in the grant, which includes funding for two dropboxes at police stations and surveillance cameras for proper security. CURN will also work with pharmacies on developing guidance for people on drug expiration and disposal. CURN's

portion of the grant is \$20,500 and she asked the Commissioners to authorize the acceptance and expenditure of the grant funds.

Motion to approve the acceptance of \$20,500 of USDA grant funds, in partnership with the Upper Valley Lake Sunapee Regional Planning Commission, for prescription drug abuse prevention projects to be managed by CURN. Made by: Nelson. Seconded: Jarvis. A voice vote was taken, with all in favor of the motion.

5.b.ii. Human Resources – Interim Manager: Ms. Levine asked that this be a non-public item and taken up at the end of the meeting.

No. 5.b.iii. Assignment of designees for HRA and Inmate Medical Reserve Funds: Ms. Levine stated that as part of the budget process, the Delegation created two funds and authorized the Commissioners or designees to manage them. Ms. Levine is asking the Commissioners to add her as designee for the Health Reimbursement Arrangement (HRA) fund and Inmate Medical Reserve Fund.

Motion to authorize the County Manager as designee of the Board of Commissioners for the purposes of expending, as necessary, from the Health Reimbursement Arrangement Fund and Inmate Medical Reserve Fund. Made by: Nelson. Seconded: Jarvis. A voice vote was taken, with all in favor of the motion.

5.b.iv. Debra Searles, Candidate for Registrar of Deeds: Ms. Searles introduced herself as a candidate for Registrar of Deeds, and reviewed her background qualifications, which include 20 years in financial field and ten years in banking. Her goals for the Registry of Deeds include managing the budget, identifying efficiencies in staffing, and working on the website. Commissioner Jarvis agreed that the website needed work. Ms. Searles would make it more user friendly. Ms. Searles would also implement changes where if someone comes into the office there will be someone providing assistance.

Agenda Item No. 6. Public Participation: None

Motion to go into Executive Session pursuant to RSA 91-A:3 II (a) for the hiring of personnel. Made by: Nelson. Seconded: Barrette. Roll call vote: Barrette – aye; Jarvis – aye; Nelson – aye. The Commissioners invited Jessie Levine and Samantha Fletcher, HR Assistant, to join the non-public session.

Upon returning to public session at 4:10 PM, the Board of Commissioners affirmed that Norm O’Neil would be offered the position of interim Human Resources Director, and Ms. Levine would identify the rate of pay and hours of work. The interim assignment would include an organization review.

Agenda Item No. 7. Meeting Minutes of June 16, 2014: Commissioner Nelson moved to approve the minutes, seconded by Commissioner Barrette and approved 2-0 (Jarvis abstaining).

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Commissioner Nelson moved to adjourn the meeting at 4:15 PM, seconded by Commissioner Jarvis and approved 3-0.

Respectfully submitted,



*Bennie Nelson, Vice Chair/Interim Clerk
Board of Commissioners*

BN/kbs

Date minutes approved: 8/4/14



Sullivan County, NH
Board of Commissioners
Tuesday, July 15, 2014, 2:00 PM
Newport NH County Complex
14 Main Street, 1st Floor
Commissioners Conference Room

Regular Business Meeting Agenda

1. Facilities & Operations, John Cressy, Facilities Director
 - a. Renewable Energy Credit Application (Tom Wilson attending)
 - b. Biomass Update
 - c. Other Project Updates
2. Department of Corrections, *Ross L. Cunningham, Superintendent*
 - a. Population Census Review & Staffing Update
 - b. Any Other DOC Business
3. Sullivan County Natural Resources, *Lionel Chute, Director*
 - a. Project Updates
4. County Manager's Report, *Jessie W. Levine*
 - a. June 2014 & Year End Financial Report
 - i. Review FY2014 Encumbrances & Fund Balance Assignment Recommendations
 - ii. FY14 Audit Schedule
 - b. IT Service Contract Update
 - c. Nursing Home Administrative Staff Realignment Recommendation
 - d. Earl Bourdon Centre Update
 - e. Southwestern Community Services, Inc. Board Appointment
 - f. Any Other business
5. Board of Commissioner Business
 - a. Old Business
 - i. Selectboard Meeting Schedule
 - ii. Review 2014 Goals & Objectives
 - iii. Other Old Business
 - b. New Business
 - i. Accept USDA Grant for Prescription Drug Abuse Prevention Projects
 - ii. Human Resources – Interim Management
 - iii. Assignment of designees for HRA and Inmate Medical Reserve Funds
 - iv. Debra Searles, Candidate for Registrar of Deeds
 - v. Other New Business
6. Public Participation
7. Meeting Minutes Review: Public & Non-Public Meeting Minutes June 16, 2014
8. Adjourn

Upcoming Events / Meetings

July 25th Fri.

Sullivan County Community Blood Drive

Time: 11:00 AM – 4:00 PM

Place: Unity, NH – Ahern Building

Aug. 1st Fri.

NHAC Executive Council Meeting

Time: 10 AM

Place: Concord, NH – Primex Building

Aug. 4th Mon.

County Commissioners Regular Business Meeting

Time: 3:00 PM

Place: Newport, NH – 14 Main Street, Commissioners Conf. Rm.

Aug. 6th Wed.

Conservation District Meeting

Time: 7:00 PM

Place: Unity, NH – Ahern Building

Aug. 18th Mon.

County Commissioners Regular Business Meeting

Time: 3:00 PM

Place: Unity, NH – 5 Nursing Home Drive, Sullivan County
Health Care Facility, Frank Smith Living Room

Sullivan County Department of Corrections
Population Data

Appendix A.1

2014	January	February	March	April	May	June 30
Home Confinement	10	14	14	16	8	11
Male	7	10	10	8	6	8
Female	3	4	4	8	2	3
House of Corrections						
Male	40	29	31	33	36	28
Female	13	15	13	12	12	12
Pre-Trial Inmates						
Male	19	23	19	22	9	10
Female	7	4	4	3	1	2
Protective Custody						
Male	0	0	0	0	0	0
Female	0	0	0	1	0	0
Total In-House Population	79	71	67	71	58	52
In-House Breakdown by Unit						
Unit 1	16	22	18	25	19	15
Unit 2	8	8	6	6	5	2
Unit 3	15	13	13	14	8	10
OBS	2	1	1	3	1	1
Jail Total	41	44	38	48	33	28
Male Flex	12	7	9	9	9	5
Male Treatment	7	3	2	2	5	5
Male Work Release	8	6	7	4	3	2
Female Flex	4	7	4	4	3	4
Female Treatment	2	1	1	4	5	4
Female Work Release	5	3	1	0	0	4
CCC Total	38	27	24	23	25	24
Pre-Trial Services	16	21	26	25	24	24
Male	6	10	12	15	14	14
Female	9	11	14	10	10	10
Inmates from Other Facilities						
NHSP (Males)	3	3	2	1	2	1
Rockingham County	2	4	3	3	1	4
Cheshire County	1		1	1	1	1
Other Census Data						
CIP						
Male	3	3	1	0	0	1
Female	1	1	1	1	2	2
Cheshire County						
Male	4	4	4	4	3	3
Female	1	1	2	2	2	1
Grafton County						
Male	1	1	1	1	1	2
Female	1	1	1	1	1	1
Hillsborough County						
Male	1	1	1	1	1	0
Female	0	0	0	0	0	0
Merrimack County						
Male	2	2	2	0	0	0
Female	0	0	0	0	0	0
Rockingham County						
Male	1	2	1	1	1	1
Female	0	0	0	0	0	0
Strafford County						
Male	1	2	0	0	0	0
Female	0	0	0	0	0	0
NHSP/SPU/VTSP						
Male	5	7	8	10	9	10
Female	1	1	1	1	1	0
Phoenix House						
Male	0	0	0	0	0	0
Female	0	0	0	0	0	0
Weekender						
Male	1	1	1	0	0	0
Female	0	0	0	0	0	0
Total Other	23	27	24	22	21	21
TOTAL CENSUS POPULATION	112	112	105	109	87	84
Pretrial Services is a separate total from Total Census Population.						
2013 Census	88	83	87	105	97	91

INMATE REQUEST SLIP

SUPERINTENDENT CUNNINGHAM

Submit this request to the Officer, Corporal or Sergeant. Your CO/CPL/SGT will help you resolve the issue or it will be forwarded to the appropriate person. The CO/CPL or SGT will forward the reply back to you.

To: Officer/Corporal/Sergeant Date: 06/16/2014

From: BELIVEAU BETHANY
Last Name First Name

7 TREATMENT
Housing Unit Cell/Room Work Detail

Inmate Request: Please read the attached letter.

(If you need more space, use plain paper)

Bethany Beliveau
Inmate Signature

To: Date:

From: CO/CPL/SGT

Remarks:

Staff Signature

Separator line of asterisks

From: Staff Member Name/Office Date:

Remarks:

Received by: Staff Signature Inmate Signature

June 15, 2014

Superintendent Cunningham,

I am requesting early release. My early release date is **August 28, 2014**. If I receive early release I will have spent **4,825 hours** of my life incarcerated. The very first time I entered this facility was December 27, 2013. I spent 11 days in unit 2 before Judge Yazinski granted me bail. I entered this facility again on February 14, 2014 for violating my bail conditions. *No excuses*. I spent 15 days in unit 2 before Judge Yazinski granted me bail again. On March 7, 2014 I was ordered to turn myself into the facility to serve my sentence. I spent 24 days in unit 2 before moving up to the CCC. During those 24 days I realized I had a choice to make. I could react to my circumstances with anger, arrogance, and ignorance, refusing to own the mistakes I made or, I could enter TRAILS and use my time entirely to my advantage. I could focus only on myself and learn as much as possible. I decided the second option was truly in my best interest and, it was. I will be completing track 1 TRAILS June 28, 2014. The plan was to remain focused so, **I** chose (against my parents wishes) to have **NO** visitors the entire time I've been here. I chose to disconnect from the world outside of this facility and really examine myself and the way I had been living my life.

Another part of the plan was to behave. **There is almost nothing as disappointing as being in jail and getting into trouble while there.** I stuck to my plan very well until June 3, 2014 when I received my first class III violation for "horseplay". I lost the privilege of commissary for two weeks. Again, on June 11, 2014 I received another class III violation for "horseplay". Both incidents occurred with inmate Kretchmar. Although I completely disagreed with the second disciplinary offense I completed 10 hours of extra duty right away. In both incidents I was found in compromising situations. Both times I had told inmate Kretchmar to stop or, we would receive disciplinary offenses. Unfortunately in both situations the officers on duty missed just how vocal I had been about what was taking place. I understand that they need to do their jobs and without solid evidence- write ups were in order. However, I wrote Officer Mahair a letter with my side of both situations. I think it was important for me to explain especially, to an officer that I've come to respect greatly. I knew immediately after the June 11th disciplinary offense that I needed to distance myself from inmate Kretchmar. That is exactly what I have done.

During my time here I realized that if I stay busy time will pass more quickly. Every morning in unit 2 and the CCC I completed my assigned chore or chores. I volunteered to do third shift cleaning. I did third shift cleaning for about 5 weeks, each weekend. The rest of my weekends have been spent doing laundry. There were two evenings that I offered to clean the

laundry room. One of which counted as most of my extra duty. I went on two work detail jobs. The first was sweeping and clearing the Sherriff's parking lot. The second was mowing grass in Goshen, NH. I finished the rest of my extra duty by helping plant in the Sullivan County House of Corrections garden.

While transitioning back into my community I fully intend on finding a job. I am eager to work. I am eligible for electronic monitoring. I will be residing at my parents' home. They are both non drug users or drinkers. They raised me to live by biblical morals. Clearly, I have fallen short of their expectations. Conversations and letters have expressed their concern and willingness to stand by me, regardless. I will be attending aftercare meetings and random drug testing. As well as meeting with a personal therapist from West Central. Upon release I will begin a three year relationship with a probation officer. I believe my probation officer will require me to attend AA. It is imperative that I complete an impaired drivers course upon release as the first step in earning back the privilege of a NH driver's license.

Many of my relationships were severed because of the way I used drugs and alcohol. However a few outstanding people remain. I know that I need to have the courage to be vulnerable and honest with them. I will slowly be making my way back into my church family. I am prepared to amend my relationships there. I understand and accept that the rebuilding of these relationships could potentially be uncomfortable and exhausting. I am ready for the challenge.

Through TRAILS I learned to reflect on my past without being too harsh but with comprehension of how incredibly dangerous my choices were. Through participating and listening I learned from other inmates. I realized just how blessed I am to have had the life I did prior to any drug use. I reminded myself each day that this is my adventure and for it to be worth anything significant I need to remain curious and open to any and all lessons being taught. Some of the most precious lessons I learned came from people and places that I least expected them to.

---From **Ms. Magee** I learned to believe again. She led me by being enthusiastic about my dreams to believe in my dreams - no matter how seemingly impossible. **She taught me to believe in myself again.**

---**Ms. Charland** helped me to remember who I am. She spent hours listening to me and in doing so, reminded me that **I am someone worth listening to.**

---Through **Ms. Hoyt** I realized that not everyone is judging me. And, I experienced genuine laughter with her.

---**Fran** taught me to **endure**. And, she never failed to mention that if I attend AA men will try to "*pick me up*".

---**Officer Mahair** was proficient in teaching me tough lessons (disciplinary offenses). One day he told me **"You can't have the whole world, Miss. Beliveau."** He is right.

---**Ms. Hernandez** successfully proved the power of vocalizing my thoughts and emotions.

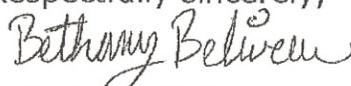
---**Officer Johnson** taught me how to use a lawn mower. More importantly she taught me that **ALL** humans are just that, human. Exposed to the same temptations but, not everyone indulges in their temptations and not everyone who does gets caught. **She reinforced equality. She also taught me about trust, how to earn it, how to accept it, and, where to place it.** I trust Officer Johnson. If she ever wonders about her influence and impact- I am willing to be the first to express to her just how much she shifted my world- for the better.

---**Ms. Coplan** told me I ask many questions. She challenged me, she countered my questions with questions, **"Do all questions have to have an answer?"** I can admire and appreciate that she kept my mind engaged. Wondering. Curious. She taught me that: **If I am seeking the answer I want- I could be missing the answer I need.**

---Bill Warrington's Last Chance by James King, a book I found and read during my time here. A passage kept floating through my mind: **"It's like sometimes when you're driving on the highway and you're coming to a big city and you want to avoid all the traffic. So you take another highway around it and you have to go in a different direction than the direction you're taking and you have to take that direction for a while before you get back to your original direction. Sometimes, you have to go west to get east. East to get west. That's all this is."** The passage reminded me that I'm young. I can take these lessons, place them in my brain safe and move on from this experience. My original plans have been edited but I can still get where I want to be.

The final lesson I learned is to combine all the above lessons together. I'm not powerless, voiceless, or helpless. One thing I know for sure is that when it comes to my addictions and choices that need to be made, as Lieutenant Brookens would say **"I DO have a dog in that fight."**

Respectfully sincerely,



Bethany Beliveau

Jessie Levine

From: Tom Wilson <TWilson@wilsonengineeringservices.com>
Sent: Wednesday, July 09, 2014 8:20 AM
To: jlevine@sullivancountynh.gov; jcressy@sullivancountynh.gov
Cc: Dan Wilson
Subject: Marketing TRECs
Attachments: Appendix 1 - for Sullivan County.docx

Jessie and John,

Dan talked to John yesterday and pointed out that I may not have been clear on what we are proposing to do to take advantage of the short notice solicitation from PSNH for RECs. What my understanding is:

1. We are going to respond to this solicitation on behalf of Sullivan County to market the expected 2014 and 2015 TRECs as a sole source contractor.
2. Sullivan County will have the option in our agreement for services to choose only this transaction which is outlined in our proposal for services dated June 23, 2014 as a 2 year agreement. Our fee under this agreement would be \$5,000 + 12% of the sale price of the TRECs (which would cover 2014 and 2015 RECs); or Sullivan County could choose a 5 year agreement to market TRECs at a straight 10% fee.
3. The logic for responding to this solicitation using WES/INRS as a sole source contractor is to command a premium price for the first 2 years of TRECs generated and by being an early provider of Thermal RECs and the possible opportunity created by the short response time allocated for proposals by PSNH. (Solicitation was released on July 3, responses are due by July 11.
4. The services provided by WES/INRS are:
 - Professional engineering stamp and certification of system compliance and REC calculation methodology
 - Qualification of project with NH PUC and NEPOOL GIS, and navigation of the PUC's rules and regulations for the REC program
 - Negotiation and sale of RECs to maximize owner's value
 - Handling of all the paperwork and administration of transactional and compliance requirements

The PSNH solicitation for RECs allows them to accept or reject all bids submitted and there is no negotiation. We will offer you our suggestion for your approval of the price to propose based on our knowledge of the market place. Should PSNH reject your offer then you have the opportunity to opt out of our agreement.

There will clearly be other opportunities to market the TRECs but it is our opinion that early responders are likely to command a premium price as it will take some time for owners to be in a position to understand the just published qualifying rules for TRECs.

I have attached an email from Eric Kingsley below that gives some direction for filling out the attached word document that needs to be completed before Fridays submittal of a bid.

Call if you have any questions and sorry if I was not clear on what we are proposing to do, again there will be other opportunities but we believe this is an opportunity to get a premium price for your TRECs.

Thanks

Tom

Tom Wilson



Wilson Engineering Services, PC
902 Market Street
Meadville, PA 16335
(814) 337-8223
www.wilsonengineeringservices.com

Attached please find the bidder qualification form, which we will need to complete / have completed for Sullivan County. Nothing earth shattering, but would be good to get as much as possible as soon as possible (I will take care of end questions re regulatory status and necessary approvals). The following questions may need a little digging, so best to get this in progress ASAP.

Let me know if you have any questions, etc.

- Current senior unsecured long-term debt rating for Respondent (include ratings and names of rating agencies). May provide corporate long-term issuer rating if no senior unsecured rating is available.*
- Date Respondent's last fiscal year ended.*
- Copy of the Respondent's most recent fiscal year end financial statements, including balance sheet, income statement, cash flow statement, notes and auditor's opinion letter.*
- Copy of the Respondent's most recent quarterly financial statements, including balance sheet, income statement and cash flow statement.*

Eric Kingsley
Innovative Natural Resource Solutions LLC
107 Elm Street, Suite 100-G
Portland, ME 04101
Office 207.772.5440
Mobile 207.233.9910
kingsley@inrslc.com



Innovative Natural Resource Solutions, LLC
www.inrsllc.com

WES
Energy · Environment · Enterprise

Wilson Engineering Services, PC
www.wilsonengineeringservices.com

June 23, 2014

Ms. Jessie Levine
County Manager
Sullivan County, New Hampshire
14 Main Street
Newport, NH 03773

Re: Thermal/Electrical Renewable Energy Credits

Dear Ms. Levine,

Thank you for the opportunity to submit this proposal to represent Sullivan County's interest in qualifying for and selling Renewable Energy Certificates (RECs) (thermal and electrical) under the provisions of the NH Renewable Portfolio Standard, RSA 362-F.

Our Team proposes to represent Sullivan County's interest in securing the best possible price for your qualified thermal renewable energy output while minimizing your qualification and administration costs. We will leverage pooling or aggregation of RECs as appropriate to help negotiate higher pricing on your behalf, and to negotiate lower annual verification costs. Our Team is made up of Wilson Engineering Services, PC (WES) and Innovative Natural Resource Solutions, LLC (INRS), and will provide technical and administrative support for the procedures you will have to follow in order to qualify and negotiate the sale of RECs with retail service providers in NH.

While rules for qualifying RECs from combined heat and power projects have not been finalized, the final rules are almost complete, and unlikely to change significantly from the published draft rules. Further, the provisions in the rules allow you to start counting RECs generated from your system as soon as you have passed your emissions test and have your metering protocols in place. On an annual basis, the project should be generating approximately 3,800 thermal RECs and 100 electric RECs per year. The thermal RECs are anticipated to be worth approximately \$15-20/REC in the near term, and the electric RECs at this volume are likely in the \$20/REC range. The annual generation will depend on heating loads and operation, and the value of RECs is market driven. Our Team will help you work to maximize both generation and value.



Innovative Natural Resource Solutions, LLC
www.inrslc.com

WES

Energy · Environment · Enterprise

Wilson Engineering Services, PC
www.wilsonengineeringservices.com

Once your facility is able to qualify for RECs, our team will provide the following comprehensive REC qualification and marketing services:

- Professional engineering stamp and certification of system compliance and REC calculation methodology
- Qualification of project with NH PUC and NEPOOL GIS, and navigation of the PUC's rules and regulations for the REC program
- Negotiation and sale of RECs to maximize owner's value
- Handling of all the paperwork and administration of transactional and compliance requirements

In exchange for our REC qualification and marketing service, INRS / WES proposes to be compensated according to your choice of the following fee schedules.

Term of Agreement

2 Year - \$5,000 initial one-time payment plus 12% of REC sale value

5 Year - 10% of REC sale value

Under either scenario, our firms would not get paid anything for REC qualification and marketing until after a REC transaction has occurred, and payment has been made to Sullivan County.

The partnership of INRS and WES, with our extensive knowledge of wood chip technologies, metering, and air quality compliance, combined with our intimate understanding of NH's thermal REC provision provide REC generators such as Sullivan County with expertise that is unmatched by any other team.

I look forward to discussing this proposal with you further, and can be reached at either dwilson@wilsonengineeringservices.com or 443-375-9621. If you are in agreement with the general terms proposed, we can prepare a detailed service contract for your consideration. Our Team appreciates the opportunity to submit this proposal.

Sincerely,
Wilson Engineering Services, PC

Daniel A. Wilson, PE

CC:

John Cressy, Sullivan County, NH

Charlie Niebling, INRS

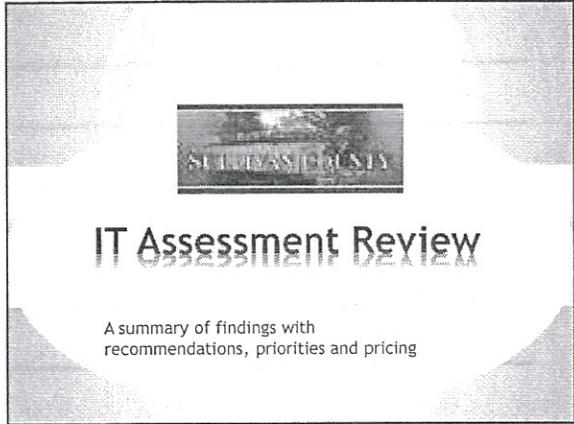
Eric Kingsley, INRS

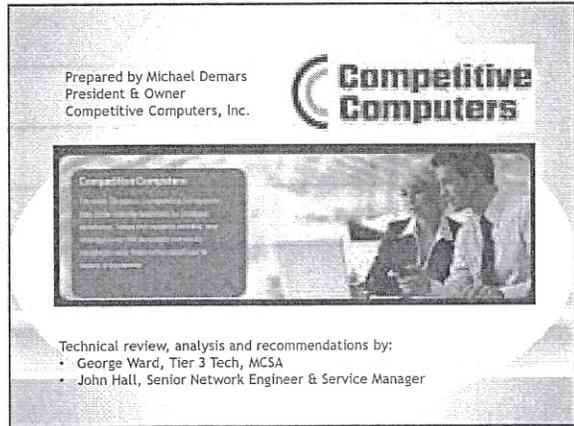
Tom Wilson, WES

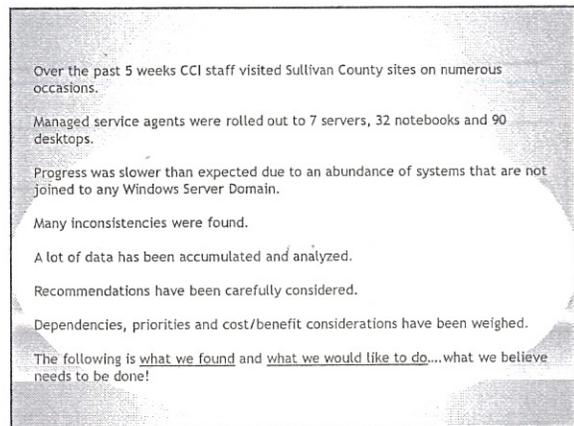
Facilities Projects
carry over into FY2015

FY2014 Budget - Encumber	Purpose	Amount	PO				
40.480.21096	Resident room plumbing	\$125,000	Lake Sunapee Plumbing & Heating				
40.480.21096	Kitchenette A/C	\$7,500	Economy				
10.482.21096	Commissioners' Office Windows	\$7,387	American Plate Glass				
		\$139,887					
FY2014 FB assignments	Purpose	Amount					
10.484.21096	Dam Repairs (FY2014)	\$75,000					
10.482.21096	Newport Parking Lot (FY2014)	\$50,000	Project slated for summer 2015				
FY2013 FB Assignments	Purpose	Remainder	Status				
\$250,000	Biomass Engineering	\$0	Will be exhausted by closeout and TREC application				
\$209,200	Unity Complex parking lot engineering & paving	\$209,200	Hold - combine with \$325,000 in FY2015 budget				
\$150,000	Sanders Roof	\$150,000	Hold - combine with \$210,000 in FY2015 budget for Stearns				
\$50,000	Unity fuel contingency for biomass project	\$0	Allow to lapse - covered by FY2015 budget				
\$50,000	Newport parking lot paving (County/State/Town project)	\$0	Allow to lapse - reassign FY2013 funds				
\$10,275	Beds for Nursing Home	\$0	project completed				
\$719,475		\$484,200	Total FB Assignment FY2014				

4.2.







Summary of What We Found

Newport Campus

The Physical Network
Wiring, Switches & Firewalls
IP Scheme & Configuration
Internet Access

Network Wiring

- Cables are mostly crimp-on directly to a wire coming out of the wall
- There is little to no labeling of cables
- The cables have not been wave tested

Switches

- 8 port consumer grade Netgear 10/100 unmanaged switch in janitor's closet with Sonicwall and T1/MPLS routers
- 24 port DLink unmanaged 10/100 switch in Attorney's offices
- 5 port TP-Link 10/100 switch in Sheriffs' offices

Firewalls

- Sonicwall TZ 200 with AV, IPS and Support - no content filtering
Connected to a pair of bonded T1 lines (3 Mbps Internet)
Sonicwall ports used to connect endpoints (as a switch)
Subscription co-terminated (by us) to April 6th 2015
- Consumer grade D-Link router in Attorneys offices leased by Fidler
Attorney's router lacks any subscription based protection

Wireless

- Consumer grade Linksys WRT54G2 wireless G broadband router in CC office serves as a switch as well as an access point. WEP security has been changed to prevent wireless network intrusion.
- Consumer grade D-Link DAP-1360 wireless N range extender in Sheriffs department
- Consumer grade Linksys WAP54G wireless G access point in Sheriffs department
- No coordination between access points, no central management, poor or no coverage in many areas.

IP Scheme & Configuration

- The Sheriff's, Commissioners and three users at 24 Main Street are all on one IP Physical network.
Systems in this department use a 192.168.1.x IP Scheme
IP Addresses are statically assigned.
- The Attorney's office is on a completely separate physical network.
Systems in this department use a 192.168.110.x IP Scheme
IP Addresses are statically assigned.
- The use of static IP addresses on PC's and Notebook is difficult and time consuming to manage.
- The Attorney's network, being independent, makes use of Budgetsense in this department a problem.

Internet Access

- The Sheriff's, Commissioners and three users at 24 Main Street are sharing a pair of bonded T1 lines provided by SoverNet.
This is at most 3Mbps
Cost of \$500 a month
No connection redundancy
A separate, private MPLS 768K circuit provides access for Unity users to Budgetsense at a cost of \$100/month in Newport
- The Attorney's office has a Comcast "Internet Starter" connection
Tested performance is 14.16Mbps (down) and 3.8Mbps (up)
Cost of \$82 a month
No connection redundancy
Is vital due to use of cloud based electronic document system

Summary of What We Found

Newport Campus

Servers & Storage
Server Hardware & Operating Systems
Server Roles
Concerns

Server Hardware & Operating Systems

- Commissioner office has 2 Intel "white box" tower servers
 - SCCOSERVER is at least 8 ½ years old
 - SCCOSERVER is unsupported Windows Server 2003
 - SCCOSERVER1 is almost 4 ½ years old
 - SCCOSERVER1 is Windows Server 2008 R2
- Attorney's department has 1 "white box" tower server of unknown age operating Redhad Linux
- Sheriff's department has a Dell PowerEdge T110 II tower server
 - SCSDSERVER Deployed 2 years ago, runs Windows Server 2008 R2

Server Roles

- SCCOSERVER: ADP & Timeclock Plus
- SCCOSERVER1: Budgetsense, Terminal Server, Print Server, File Server
- Attorney's Linux Server: File Server, legacy document management
- SCSDSERVER: Crimestar, Civil Serve

Newport Server Concerns

- There is no Active Directory in place
- File security is nonexistent
- The older Commissioners server is well beyond useful life
- The newer Commissioners server is approaching EOL
- There were serious shortcomings in the backup solution that we already have addressed
- There are only 5 client access licenses for Windows Server 2008R2 but 25 are needed

Summary of What We Found

Newport Campus

- Network Security
 - Antivirus
 - Patching
- Passwords and Policies
- Data Security
- Internet Security
- Physical Security of Servers & Core Infrastructure
- External Vulnerabilities

Antivirus

- We found that most endpoints had Vipre Antivirus with outdated virus definitions.
- Contract provided ESET NOD32 has been installed on all but a few endpoints as of now. There has been a lot of trouble getting Vipre to completely uninstall to make way for the new software.

Patching

- Patch levels were very inconsistent and relied on Windows Automatic Updates and whatever individual users were doing.
- The CCI managed service agents have corrected this and brought patch levels up to a near perfect state at this point.

The screenshot shows a list of system information, likely from a command prompt or log file. It includes details such as IP addresses, hostnames, and system configurations. The text is small and partially obscured by a watermark.

Passwords & Policies

- Due to a lack of Active Directory, our assessment software was not able to provide details
- Windows passwords are local to the PC used and can allow access to server resources when they match a user account on the server
- The passwords on the servers were not complex and did not change often
- Generally it is believed that passwords on PCs are also not complex and do not change often

Data Security

- Files on the servers are generally available to all users. They can read, write and delete files without restriction.
- The lack of Active Directory makes implementation of any real file security a much more difficult task
- Security in database systems such as Budgetsense, Crimestar, and Civil Serve has not been reviewed
- Email security is difficult to assess because there are no central policies provided with the current hosted POP3 mail.

Internet Security

- The Sonicwall TZ200 does offer IPS and AV protection to users in the Commissioner's office, Sheriff's office and 24 Main Street
- There is no content filtering. Users can browse without any restriction.
- The firewall in the Attorney's office provides bare minimum NAT based security with no IPS or AV or other subscription based services.

Physical Security of Servers and Core Infrastructure

- The Commissioner's servers are located in an old vault that can be very secure if the door is locked.
- The server in the Sheriff's department is physically accessible to all personnel.
- The Attorney's server is also just located in the office with no physical security.
- Core switch, Sonicwall and T1 interface gear is securely locked in the janitor's closet.
- Other switches and the firewall in the Attorney's office are not secured.

External Vulnerabilities

- Wireless encryption was WEP and not secure but has been changed to a more secure scheme.
- Budgetsense access is controlled via a private MPLS connection for external users.
- The IPS capabilities of the Sonicwall allow logging of attempted intrusions and block a wide array of common remote intrusion tactics.
- The lack of IPS on the Attorney's current firewall offers a large intrusion attack surface for external exploitation.

Summary of What We Found

Newport Campus

PCs, Notebooks & Software
 PC/Notebook Hardware & Operating Systems
 Core Software Used

PC/Notebook Hardware & Operating Systems

- There are 18 PCs & 5 notebooks in use
- 6 of the PCs and 2 of the notebooks are unsupported XP based
- 3 of the Windows 7 based PCs in the CC office have just 2GB memory
- One old PC was found running a Server Operating System in the Sheriff's department and has already been replaced.
- One of the PCs running XP in the Sheriff's department has is Home Edition and cannot therefore be joined to a Server Domain
- Most of the PCs are "white box" though the Attorney's office uses Lenovo systems leased from Fidar
- The notebooks are a mix of Panasonic, Asus, Toshiba, Dell and Lenovo
- The inventory is diverse in terms of not just brands but also specifications

Core Software Used

Microsoft Office 2000	Microsoft Office 2003	Microsoft Office 2010	Microsoft Office 2013	Abacast
Adobe Acrobat Standard	Adobe Acrobat Pro	Adobe Acrobat Reader	CivilServe	Crimestar
Crystal Reports 10	Dropbox	Dymo Label 8	FileZilla	Google Calendar Sync
Google Chrome	Google Earth	Image Retriever 6	Streets & Trips (2004, 05, 07)	Microsoft Works 7.0
Mozilla Firefox	Mozilla Thunderbird	MvrUsg Tracking	Open Office	PDF Editor 2
Printmaster Gold	Quicken 2005	Omnipage 15 & 16	Paperport	Sharpdesk
Spillman 6.0	PCAnywhere 7	Teamviewer 9	Wordperfect Productivity Pk	

Summary of What We Found

Unity Campus Health Care & DOC Facilities

The Physical Network
 Wiring, Switches & Firewalls
 IP Scheme & Configuration
 Internet Access

Network Wiring

- DOC wiring in the new addition looks very good.
- Wiring in the old jail has not been certified.
- At SCHC many cables are crimp-on directly to a wire coming out of the wall
- At SCHC There are some endpoint locations where wall boxes exist with jacks but are not attached securely to the wall.
- Properly terminated wall boxes do exist and punch blocks are in use in many locations
- There are unlabeled cables at SCHC
- Wiring at SCHC has not been certified
- There is one fiber link between SCHC and DOC in use and more available that are not in use today.
- Another fiber links the old jail to the new addition

Switches

- There are many switches uplinked together in daisy-chain fashion at SCHC and more time is needed to fully assess and document this.
- Some of the core switches are older 10/100 models that are no managed. Others were installed in conjunction with the new Wireless network and are Gigabit smart switches.
- There are a large number of small 5 and 8 port desktop switches at SCHC used to provide connections to endpoints in various parts of the facility.
- Switches at DOC are a mix. One smart 24 port Netgear smart switch exists. There is also an unmanaged Gigabit D-Link switch as well as a couple of unmanaged 10/100 Netgear switches.
- The current fiber media converters used to link SCHC to DOC are older 10/100 models. Newer, faster Gigabit units are now slated for install.
- The fiber media converters linking the new jail to the old jail are newer gigabit models

Firewalls

- Sonicwall TZ 200 at DOC with AV, IPS and Support - no content filtering
Connected to a pair of bonded T1 lines (3 Mbps Internet)
Subscription co-termed (by us) to April 6th 2015
- Sonicwall TZ 215 at SCHC with AV, IPS, Support and has content filtering
Connected to three of bonded T1 lines (3 Mbps Internet)
Subscription co-termed (by us) to April 6th 2015

Wireless

- Aside from one or two basic APs used in the old part of the SCHC wing where the Facilities Department is located, both SCHC and DOC are served by modern, fully managed, enterprise wireless.

IP Scheme & Configuration

- DOC and SCHC are one physical network
- Wired systems at both facilities use a 192.168.2.x IP Scheme
- IP addresses are statically assigned for wired devices
- Wireless devices at both facilities use a 192.168.4.x IP Scheme
- IP addresses for wireless devices are dynamic and are DHCP assigned by the TZ 215 at SCHC.
- The use of static IP addresses on PC's and Notebook is difficult and time consuming to manage
- We noted inconsistencies in obtaining an IP address from the DHCP service. Sometimes no IP was provided. Retries often worked.

Internet Access

- SCHC has three bonded T1 lines provided by SoverNet
This is at most 4.5Mbps
Cost of \$850 a month
No connection redundancy
A separate, private MPLS 768K circuit provides access to Budgetsense at a cost of \$100/month
Medical records are accessed via a hosted "cloud" solution making fast and available Internet access vital
- DOC has two bonded T1 lines provided by SoverNet
This is at most 3Mbps
Cost of \$500 a month
No connection redundancy
DOC shares the MPLS circuit at SCHC to access Budgetsense
- We noted systems at DOC set to access the Internet via SCHC's circuits and vice versa.

Summary of What We Found

**Unity Campus
Health Care & DOC
Facilities**

Servers & Storage
Server Hardware & Operating Systems
Server Roles
Concerns

Server Hardware & Operating Systems

- SCHC has 2 "white box" tower servers
 - SCNHSEVER2 was reloaded last fall and it's age is unknown but appears to be late 2010. If that is accurate it is approaching EOL.
 - SCNHSEVER2 is Windows Server 2008 R2
 - SCCOSERVER3 is over 7 years old
 - SCNHSEVER3 is unsupported Windows Server 2003 R2
- DOC has 1 tower server and one rack server
 - Spillman (Dell Rack Server) is just over 5 years old and past EOL
 - Spillmand runs Windows Server 2008
 - Xjail (Dell Tower Server) is 2 two years old
 - Xjail runs Windows Server 2008 R2
- The Xjail server is a leased solution including hardware, software and support and runs the current inmate management system

Server Roles

- SCNHSEVER2: Domain Controller, file server
- SCNHSEVER3: File server, File Maker Pro Server (Facilities Wizard) legacy LTC server, IIS Server (related to Facilities Wizard)
- Spillman: Domain Controller, FSMO Roles, file server, Spillman (legacy) inmate management server
- XJAIL: Domain Controller, file server, XJAIL (SQL) Server, Lockdown Server

Unity Server Concerns

- Active Directory has a lot of old users and computers that should be removed and many current systems at SCHC are not domain joined.
- File security needs review
- The older server at SCHC is well beyond it's EOL
- The newer server at SCHC is approaching EOL
- The old Spillman server at DOC is beyond EOL
- There were serious shortcomings in the backup solution that we already have addressed
- There are only 10 client access licenses for Windows Server 2008R2 (5 at DOC and 5 at SCHC) but 96 are needed (71 at SCHC and 24 at DOC)

Summary of What We Found

**Unity Campus
Health Care & DOC Facilities**

Network Security
Antivirus
Patching
Passwords and Policies
Data Security
Internet Security
Physical Security of Servers & Core Infrastructure
External Vulnerabilities

Antivirus

- Most endpoints had Vipre Antivirus with outdated virus definitions.
- Some had no Antivirus
- Contract provided ESET NOD32 has been installed on all but a few endpoints as of now.
- Similar troubles (as in Newport) getting Vipre to completely uninstall to make way for the new software.

Patching

- Patch levels were very inconsistent and relied on Windows Automatic Updates and whatever individual users were doing.
- The CCI managed service agents have corrected this and brought patch levels up to a near perfect state at this point.

Passwords & Policies

- The following AD policies were found at both DOC and SCHC
 - Password complexity not enabled
 - Automatic screen lock not turned on
 - Passwords less than 6 characters are allowed
 - Account lockout disabled

Data Security

- Files on the servers are generally available to all users. They can read, write and delete files without restriction.
- The lack of Active Directory makes implementation of any real file security a much more difficult task
- Security in database systems such as Budgetsense, Crimestar, and Civil Serve has not been reviewed
- Email security is difficult to assess because there are no central policies provided with the current hosted POP3 mail.

Internet Security

- At both DOC and SCHC, the Sonicwalls do provide IPS and AV protection to users.
- There is no content filtering. Users can browse without any restriction. The Sonicwall TZ 215 at SCHC has content filtering but it has not been configured. DOC's Sonicwall does not have content filtering.

Physical Security of Servers and Core Infrastructure

- The SCHC servers are located in a ground floor closet with a door that can be locked. There is no rack.
- At DOC, Spillman is very secure in a rack in the basement of the old jail but also very hard to reach. XJAIL is also secure in a data closet in the new jail where rack space is available and access is easier.
- Core switches at SCHC are not very secure located on a shelf in the hallway near the server closet.
- Core switches at DOC are in racks near the servers and are secure.

External Vulnerabilities

- Wireless encryption of the "business" networks is configured and secure.
- Budgetsense access is controlled via a private MPLS connection.
- The IPS capabilities of the two Sonicwalls allow logging of attempted intrusions and block a wide array of common remote intrusion tactics.
- RDP access (terminal services) is enabled on SCHCSERVER2 and the Sonicwall has a port forward setup. A known and unpatched vulnerability of RDP 5.2 can allow access to sensitive information.

High (CVSS: 6.4) ms-web-server (3389/339)
 NVT: Microsoft RDP Server Private Key Information Disclosure Vulnerability (ID: J.K6J.6.L242J.LG.90359)

Summary: This host is running Remote Desktop Protocol server and is prone to information disclosure vulnerability. Vulnerability Insight: The flaw is due to RDP server which stores an RSA private key used for signing a terminal server's public key in the msctps.dll library, which allows remote attackers to calculate a valid signature and further perform a man-in-the-middle (MITM) attacks to obtain sensitive information. Impact: Successful exploitation could allow remote attackers to gain sensitive information. Impact Level: System/Application Affected Software/OS: Microsoft RDP 5.2 and below. Solution: No solution or patch was made available for at least one year since disclosure of this vulnerability. Likely none will be provided anymore. General solution options are to upgrade to a newer release, disable respective features, remove the product or replace the product by another one. A Workaround is to connect only to terminal services over trusted networks.

Summary of What We Found

**Unity Campus
Health Care & DOC Facilities**

PCs, Notebooks & Software
PC/Notebook Hardware & Operating Systems
Core Software Used

PC/Notebook Hardware & Operating Systems

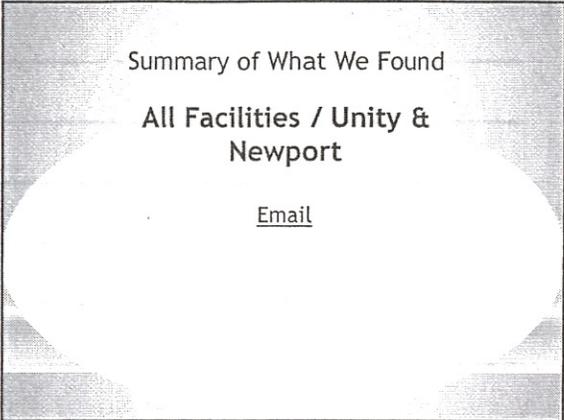
- At SCHC there are 49 PCs & 22 notebooks in use (total).
- DOC has 23 workstations and 2 notebooks in use (total).
- SCHC has 20 XP based workstations & 2 XP based notebooks.
- DOC has 5 XP based workstations and 0 XP based notebooks.
- 8 of the 49 workstations at SCHC are Windows 7 with 2GB memory.
- 13 of the 23 workstations at DOC are Windows 7 with 2GB memory.
- Most of the PCs are "white box" with a few Dells and at SCHC they have 8 "PioneerPOS" kiosks that run Windows 7 Pro. These have just 1GB of memory!
- The notebooks are a mix of Asus, Toshiba, Dell HP and Lenovo.
- The inventory is diverse in terms of not just brands but also specifications.

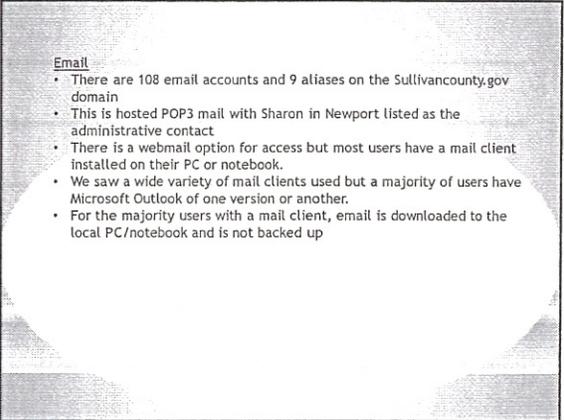
DOC - Core Software Used

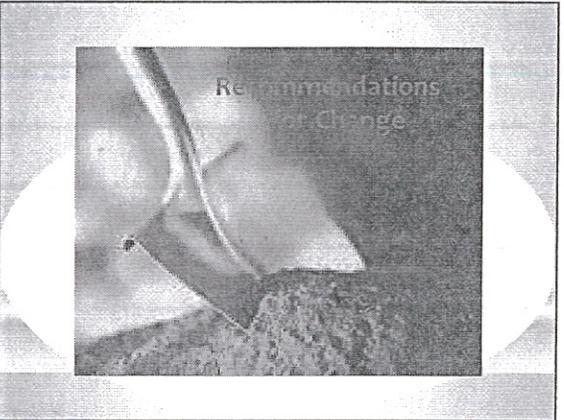
Microsoft Office 2007	Microsoft Office 2010	Adobe Acrobat Standard	Adobe Acrobat Reader	Dragon Naturally Speaking
Dropbox	Google Chrome	Google Earth	Lockdown	Mobile 4.6 (Spillman)
Mozilla Firefox	SecureAlert	Sharpdesk	Spillman	TruVision Navigator
Xjail				

SCHC - Core Software Used

Microsoft Office 2000	Microsoft Office 2003	Microsoft Office 2007	Microsoft Office 2010	Microsoft Office 2013
Adobe Acrobat Standard	Adobe Acrobat Reader	AutoCAD 2015	Box Operator	DigitalPersona One Touch
FileMaker Pro 9 (Facilities Mgr)	Google Chrome	LTC Client	Mozilla Firefox	OpenOffice
Sharpdesk	Wordperfect Office X6			







The Following Recommendations....

- > Are listed in priority order (High to Low)
- > Dependencies have been factored in (must do this before that)
- > Are based on our experience and understanding of best practices
- > Are consistent with what our other clients do or have
- > Respect practical budget considerations
- > Do not cut corners or put cost ahead of the desired outcome

Project #1: IP Network Reconfiguration & Physical Network Changes
 Location: Unity Campus

THE PLAN

- Consolidate Sonicwalls to one TZ 215 at SCHC.
- Install 3 new Gigabit fiber media converters at DOC to open two new links between DOC & SCHC and increase performance of one existing link.
- Install a new Netgear GSM7212F managed switch at SCHC to replace one existing older fiber media converter and provide fiber to copper links at Gigabit speed for the three links between SCHC and DOC. This switch will be the bridge between these facilities using static routes and VLANs to maintain one campus network that is segmented for better performance.
- Connect the DOC Internet circuits via one new fiber link to the Sonicwall at SCHC as a 2nd gateway. The two circuits can be setup to load balance if desired.
- Setup DHCP on servers at DOC and SCHC and reconfigure all PCs and notebooks to dynamic IPs.

Estimated Materials Cost: \$1,200
 Estimated Labor Cost: Unknown

Project #2: Server Consolidation, IP Network Reconfiguration & Physical Network Changes
 Location: Newport Campus

THE PLAN

- Replace the 24 port switch in Attorney's office with a new 24 port managed switch. Replace the 8 port switch in the Janitor's closet with a new 48 port managed POE switch. Uplink these two new switches.
- Replace the Sonicwall TZ200 with a new Watchguard XTM Z6 firewall appliance
- Install a new IBM server running Windows Server 2012 R2 and configure as a Hyper-V host.
- P-to-V SCCOSERVER1 and SCSDSERVER. Run them on the new virtual host.
- Create a new Windows Server 2008R2 virtual server (SCCODC). Configure as a domain controller, file server and print server. Migrate shared data from SCCOSERVER1 to SCCODC. Migrate ADP and Timeclock.Plus roles and any data from SCCOSERVER then dispose of it. Migrate shared data from the Linux server in County Attorney's office then dispose of it.
- Setup DHCP on the new SCCODC Server and reconfigure PCs and notebooks for dynamic Ips
- Refit old SCSDSERVER with 32GB memory and setup and warm spare virtual host using Hyper-V Replication.

Estimated Materials Cost: \$12,000
 Estimated Labor Cost: \$3,600

Project #3: Server Consolidation
Location: Unity Campus

THE PLAN

- Install a pair of new IBM rack servers running Windows Server 2012 R2 and configure as a Hyper-V hosts.
- Install IBM SAN storage and configure the servers in a cluster
- P-to-V SCNHSEVER2, XJAIL and SPILLMAN. Run them on the new virtual host.
- Create a new Windows Server 2008R2 virtual server (SCUNITY). Configure as a domain controller, file server and print server. Migrate shared data from other servers. Migrate Facilities Wizard roles and any data from SCNHSEVER3 then dispose of it.

Estimated Materials Cost: \$22,500
 Estimated Labor Cost: \$3,000

Project #4: Switch Upgrades
Location: Unity Campus

THE PLAN

- Replace older core switches at SCHC and DOC with newer managed switches. This could provide visibility into wiring problems and will improve performance as well as the tools to efficiently manage the network on many levels.
- We have yet to make final determinations on just how many switches should be replaced and what model(s) we should use for replacements.
- A plan with detailed costs is the first step

Estimated Materials Cost: \$Unknown
 Estimated Labor Cost: \$Unknown

Project #5: PC & Notebook Replacements
Location: County Wide

THE PLAN

- Replace 31 Windows XP workstations and 5 notebooks.
- Each new PC to come with Office 2013 Standard Open License GOVT

Estimated Materials Cost: \$30,000
 Estimated Labor Cost: \$4,000 - \$8000

Project #6: Memory Upgrades
Location: County Wide

THE PLAN

- Upgrade 24 desktops (3 in Newport and 21 in Unity) that have Windows 7 and just 2GB of memory to 4 or more.
- Determining available slots and memory type needed will be on a machine by machine basis.

Estimated Materials Cost: \$1,200
 Estimated Labor Cost: \$600 - \$900

Project #7: Office Upgrades
Location: County Wide

THE PLAN

- Purchase Microsoft Office 2013 Standard Open License GOVT for every existing Windows 7 PC that does not have Office 2007 or newer installed now.
- There are 14 machines that will need Office. 8 are at SCHC and 6 are in the County Attorney's office

Estimated Materials Cost: \$3,962
 Estimated Labor Cost: \$120 - \$360

Project #8: Email Conversion to Hosted Microsoft Exchange
Location: County Wide

THE PLAN

- Replace the current POP3 mail solution with Microsoft Office 365 Hosted Exchange for 108 users.
- Migrate existing email on a case by case basis

Estimated Materials Cost: \$70 + \$432 /month
 Estimated Labor Cost: \$2,500 - \$3,200

Project #9: Replace T1 Lines in Newport
Location: County Wide

THE PLAN

- Install Fastroads 50Mbit service at 24 Main Street.
- Have Comcast move the service at 14 Main Street to 24 Main Street.
- Move the Watchguard XTM 26 to 24 Main Street.
- Create a VPN connection to Unity and eliminate the MPLS circuits.

Estimated Materials Cost: \$0
 Estimated Labor Cost: \$160 - \$240

Project #10: Wiring Cleanup
Location: County Wide

THE PLAN

- Re-terminate any wires that are not in jacks and/or patch panels.
- Label all wires not labeled.
- Provide modular patch cables at both ends of each wire as needed.
- Certify each network location other than in the new jail facility.

Estimated Materials Cost: \$Unknown
 Estimated Labor Cost: \$Unknown

Project #11: Desktop Switch Eliminations
Location: County Wide - Mostly SCHC

THE PLAN

- Install necessary new wiring to reduce or eliminate as many of the small 5 and 8 port switches as possible.

Estimated Materials Cost: \$Unknown
 Estimated Labor Cost: \$Unknown

Project #12: Network Security Overhaul
Location: Newport Campus

THE PLAN

- This will be done in stages as part of other projects and reviewed at the point when all approved projects are completed.
- Password policies, files security, external vulnerabilities and so forth will all be discussed and updated to better align with best practices.

Estimated Materials Cost: \$Unknown
 Estimated Labor Cost: \$Unknown

Project #13: Enterprise Wireless Solution
Location: Newport Campus

THE PLAN

- Conduct a site survey to determine the number and placement of AP radios
- Deploy new wireless to provide a reliable, managed wireless network with coverage in all areas of the 14 Main Street location as well as the offices at 24 Mains Street.

Estimated Materials Cost: \$Unknown
Estimated Labor Cost: \$Unknown

Memo

Date: July 15, 2014

From: Ted J. Purdy, SCHC Administrator

To: Sullivan County Commissioners

Subj: Reorganization of Admissions Positions

Background: The FY15 Budget has two full time positions under Marketing – 492; Community Development Director and Admissions Director. There is a 25 hour position for Administrative Asst./Reception under Administration – 500. The Admissions Director departed during the previous quarter and we have not filled the 25 hour Admin/Receptionist position.

Proposal: The vacancy in the Admissions Director allowed for a re-evaluation of admissions and admissions support functions. I request the Community Development Director and Admissions Coordinator role be combined into one position. Additionally, I request the Admin/Receptionist position be made a full time position. The combined Community Development and Admissions position would provide efficiencies in the responsibility and still meet the facility needs for marketing and coordinating admissions. I see the full time Admin/Reception position as a support arm of the admissions and public relations functions. That position would report to the Community Development Director, be able to monitor computerized referrals, support communication between the admissions team, and be the face and voice for community contact at the reception desk.

Budgetary Impact: It is likely that we would need to increase the expected wages for the Admin/Reception position due to the enhanced responsibilities. We would still expect a savings of approximately \$16K as follows:

FY15 Budgeted Positions	FTE	FY15 Salary	Hrly rate
Admissions Coordinator	1	33,704	16.20
Community Development Director	1	42,794	20.57
Admin/Reception	0.625	16,478	12.68
		\$92,975.28	
Proposed			
Community Dev Dir/Admissions	1	42,794	20.57
Admin/Reception	1	33,280	16.00
		\$76,074.04	
Changes in expenses		-\$16,901.24	

4 d

Tuesday, July 7, 2014

Telephone call from Shelley Hadfield:

Re: Earle Bourdon Centre Update ...

They started digging for a Level 1 Environmental Review and found an underground, 35 year old, fuel tank, which is still in use. The tank was never registered with NH State. Alison is working with EPA and DEA and doing a professional job. Shelley has contacted the CDFA about this also. A contractor will be hired to remove the fuel and the tank, at which point it will be determined if any diesel fuel was lost and contaminated the surrounding soil. An EPA representative will be on site for the fuel and tank removal. They anticipate the removal being done this week. She'll call back once they have finished the removal of the storage tank, or have any issues.

She'll also be doing a semiannual report on the project, and will submit a reimbursement request, which will include reimbursement for the ads the County placed – she requested copies be sent to her, so you'll see an e-mail with a scan of this Cc'd to you.

Sharon Callum
Administrative Assistant
County Commissioners Office

2014 Sullivan County Select Board / City Council Meetings Schedule

Commissioners & County Manager have attended the following:

Mon., June 16, 2014 6:30 p.m., Town of Newport

Mon., June 23, 2014 7:00 p.m., Town of Springfield

Commissioners & County Manager scheduled to attend:

Mon., **July 14**, 2014 7:00 p.m., Town of Acworth

Wed., **July 23**, 2014 5:00 p.m., Town of Grantham

Thu. **July 31**, 2014 7:00 p.m., Town of Washington

Tue. **August 5**, 2014 7:30 p.m., Town of Croydon

Mon., **August 11**, 2014 7:00 p.m., Town of Sunapee

Mon., **August 25**, 2014 7:00 p.m., Town of Goshen

Wed., **Sept. 17**, 2014 6:30 p.m., Town of Charlestown

Tue., **Sept. 23**, 2014 7:00 p.m., Town of Lempster

Mon., **Sept. 29**, 2014 6:30 p.m., Town of Cornish

Wed., **October 1**, 2014 6:00 p.m., Town of Plainfield

Wed. **October 8**, 2014 6:30 p.m., City of Claremont

Tentative Dates:

Town of Langdon:

Mon. October 27, 2014 7:00 p.m.

Town of Unity:

*Meets every Monday – can only possible do July 21st and then into November
They've not returned my phone call or e-mail, will follow up Monday Jul. 11th*

USDA Grant for Prescription Drug Abuse Prevention Projects

- Upper Valley-Lake Sunapee Regional Planning Commission grant with Communities United and Upper Valley Substance Misuse Prevention Network as partners. UVLSRPC is lead applicant and will implement most of the strategies.
- Grant focuses on 6 strategies related to clean water, including proper disposal of prescription medication.
- Communities United and the Upper Valley prevention network will partner on strategies 5 and 6 (Unwanted Medicine Disposal Education and Police and Pharmacy Medicine Collection Programs).
- We are requesting acceptance of \$20,500 of a \$200,000 award.

Purpose of Funds

- **Public education:** Joint work with Upper Valley prevention network to increase public awareness through advertising, videos, and other public service announcements specifically to encourage appropriate medicine disposal. We will also be doing targeted face-to-face outreach as appropriate (at senior centers, for example).
- **Drop box support:** Work to implement a drop box and appropriate equipment in New London and possibly a box in the Charlestown area (budget permitting). (Claremont does not fall within the scope of this grant but DHMC has offered financial support for a drop box.)
- **Working with pharmacies** to provide consumer information and 'medicine reconciliation' programs to assess people's current medications to see what is expired or no longer necessary.

This grant reinforces several strategies targeted in Communities United's Strategic Plan, focused on non-medical use of prescription drugs.

- Increasing community awareness of the risks of non-medical prescription drug use and the importance of safe disposal
- Reducing the availability of prescription drugs through safe disposal and other strategies
- Increase policy changes that will affect non-medical use of prescription drugs

WORK PLAN – Revised June 2014

Below are proposed activities for each of the six tasks including who will perform the activity.

Task 1 – HHW Collection Expansion: Increase participation in household hazardous waste collections to reduce drinking water contamination. This task will be done entirely by the Commission with minor assistance from a consultant as needed. (To be completed in Quarters 1 – 4)

1. Develop municipal “satellite” programs (definition on page 1) to serve the smaller rural communities.
2. Provide four main household hazardous waste collections serving the NH region municipalities in addition to the satellite collections.
3. Develop new advertising system with direct mail to targeted households and small businesses.
4. Provide on-site hands-on and workshop based transfer station attendant education to include HHW and Universal Waste management.
5. Consider proposed NH PaintCare and existing VT PaintCare legislation in developing HHW collection systems to remove architectural paint from the HHW stream. Evaluate opportunity to work with VT hauler if NH does not approve the PaintCare program.
6. Develop the New Hampshire statewide HHW Coordinators Network.
- ~~7. Create fresher more approachable household hazardous waste committee identities with logo and name changes; and new educational materials.~~
8. Explore partnerships with Hartford, Vermont and surrounding towns in NH and VT for use of permanent HHW collection site.

Task 2 – Nontoxic Cleaning Program: Increase conscious awareness of proper HHW disposal and non-toxic alternatives to hazardous products to reduce the generation of household hazardous waste (HHW) in the first place. This task will be completed entirely by the Commission. (To be completed in Quarters 1 - 4)

1. Expand existing *Healthy Home: Clean Safe & Save* program to include commercial cleaning and consideration of public health issues such as blood-borne pathogens destruction. Work with local food cooperatives.
2. Provide at least ~~four~~ two public workshops to work with people in making their own non-toxic cleaners.
3. Follow at least ~~40~~ four volunteers who agree to switch to nontoxic cleaners and use results in continuing the program.
4. Follow at least ~~three~~ two commercial or institutional entity volunteers who agree to switch to nontoxic cleaners and use results in continuing the program.
5. Work with local health organizations to advertise the workshops.
6. Use testimonies on our web site (<http://hhw.uvlsrpc.org> and Facebook page (www.Facebook.com/HealthyHomeProgram)).
7. Provide outreach at public events such as the HHW collections, Home and Life Show in Hanover; old home days, and other local events.

Task 3 – School Chemical Safety Workshops: Develop workshops for school personnel and artists to teach them about the danger of existing chemicals in the classroom and studio, less toxic alternatives, and how to properly manage dangerous chemicals and artistic media. This task will be completed entirely by the Commission which will hire a trainer for the workshops. (To be completed in Quarters 2 – 3)

1. Develop workshop for school chemistry teachers and other faculty.
2. Develop workshop for art teachers and artists.
3. Work with State and nonprofit organizations to advertise the workshops.

Task 4 – Transfer Station Attendant Technical Assistance: Provide technical assistance and training to transfer station attendants. This task will be completed entirely by the Commission with technical assistance as needed by a consultant. The consultant would focus primarily on the composting training and program development. (To be completed in Quarters 1 – 4)

1. Attend Maine Composting School program in October 2014.
2. Provide training program for increasing recycling of scrap metals and other items by disassembling common waste items such as microwaves.
3. Provide training programs to focus on public relations and safety such as spill response.
4. Provide on-site and workshop training to assure proper management of Universal Waste (fluorescent bulbs, mercury-containing items such as thermometers, batteries, electronics, antifreeze...) which will reduce overall waste disposal and HHW costs by keeping Universal Waste items out of the waste stream.
5. Provide on-site training and workshops on composting for transfer stations including food waste composting.
6. Assist transfer station attendants in writing/updating transfer station operating and emergency plans and any public educational materials such as recycling brochures.

Task 5 – Unwanted Medicine Disposal Education: The Public Health Advisory Councils and the Commission will develop an educational campaign to teach the public how to properly store and dispose of their unwanted medicines. (To be completed in Quarters 1 – 4)

1. Work with pharmacies to provide eye-catching customer information attached to prescription bags for safe storage and proper disposal sites.
2. Work with pharmacies (including mail-order pharmacies) to advertise locations of unwanted medicine collections and police drop-boxes.
3. ~~Facilitate pharmacy “medicine reconciliation” programs to assess people’s need of medicines currently in their homes to determine which ones have expired or are no longer necessary; provide at location with medicine take-back box.~~
4. Work with local media providers such as radio, newspaper, community e-mail lists, TV to develop a pilot campaign potentially to be used statewide.
5. Visit senior centers to make presentations and provide literature and posters.
6. Develop short video clips for web sites, Facebook, and community access TV.
7. Work with graphic designer to develop creative educational logos for outreach materials, videos, and slide for movie theatre previews.
8. Provide a youth-directed education program to develop creative outreach methods while educating the participants, e.g. leave prescription bottles in public places with educational messages inside.

9. Facilitate effort to provide quality improvement initiatives for clinical providers and dentists to reduce unneeded prescribing.

Task 6 –Police and Pharmacy Medicine Collection Programs: The Public Health Advisory Councils and the Commission will work with local police departments and pharmacies to establish unwanted medicine drop-boxes and educate the public to reduce inappropriate disposal and contamination of our drinking water. (To be completed in Quarters 1 – 4)

1. Meet with municipal select boards and police department to determine interest and ability to meet requirements.
2. Work with interested police departments and County Sheriff's Departments to establish drop-box programs at their stations. Provide similar service to pharmacies if they are interested and if the upcoming federal rules allow it.
3. Provide limited drop-boxes (up to four) and surveillance equipment (up to two).
4. Provide "A Police Department's Guide to Becoming a Permanent Prescription Drug Drop Box Site" (developed for New Hampshire towns in 2013) to be customized by the town.
5. Work with NH Attorney General's Office to waive requirements for smaller towns by allowing coordinated collections among towns with shared police officers.
6. Work with pharmacies, State Pharmacy Board, NH Association of Pharmacists, and State Attorney General's office to support collection programs as allowed or required by changing State and Federal laws.

BUDGET AND BUDGET JUSTIFICATION

The Commission will be maintaining the accounting records for the project as well as providing quarterly reports. The Commission has a full-time Certified Public Accountant and has many years of experience administering federal grants. The Commission uses the Peachtree software system and Time Slips for tracking staff project time.

The following estimated costs were determined by estimating the hours for each person involved in the project for activities under each task. An estimated cost for contractors is provided for each of the four tasks as well as expenses which include professional development, advertising, printing, postage, equipment & supplies, and travel & mileage. Including all contractors and the two partner advisory councils, the contractor portion of the grant is 38 26%.

Tasks	Applicant (RPC)		Consultants	Total
	Time	Expenses		
Task 1 – HHW Collection Expansion:				
Provide & expand HHW collections w/satellites	\$17,280	\$7,900	\$0	\$25,180
Provide HHW & Universal Waste trainings	6,400	1,200 500	0	6,900
Training for RPC staff at NAHMMA conference	3,200	2,600	0	5,800
Evaluate paint segregation/transport logistics	2,400	0	0	2,400
Recreate HHW committee identities	2,000 0	1,000 0	1,000 0	0
Develop statewide HHW coordinators network	2,000	0	0	2,000
Explore partnership w/Hartford, VT & others	4,400 6,000	4,600 100	0	6,100
Total Task 1	\$37,280	\$11,100	\$0	\$48,380
Task 2 – Nontoxic Cleaning Program:				
Provide 4-6 residential and commercial wkshps	\$4,800	\$700	\$0	\$5,500
Work with at least 10 cleaner test volunteers	4,960	600	0	5,560
Work with at least 3 commercial volunteers	4,000	600	0	4,600
Work with local health orgs. for promotion	1,600	0	0	1,600
Develop materials and update web site	4,000	5,500 3,000	0	7,000
Provide outreach at public events	5,600	0	0	5,600
Total Task 2	\$24,960	\$4,900	\$0	\$29,860
Task 3 – Chemical Safety Workshops:				
Develop promoters in State and Nonprofits	\$1,200	\$100	\$0	\$1,300
Advertise event to schools and artists	1,200	1,300	0	2,500
Provide flash drives for participants	1,120	150	0	1,270
Register participants and track food payment	2,080	0	0	2,080
Provide workshops	3,200	900	4,000	8,100
Total Task 3	\$8,800	\$2,450	\$4,000	\$15,250
Task 4 – T.S. Attendant Technical Assistance:				
Composting school for RPC staff training	\$3,840	\$1,760	\$0	\$5,600
Visit each town to determine needs	3,200	0	0	3,200
Universal Waste Training w/DES for towns	2,000	0	0	2,000
Recycling Training for towns	2,400	0	500	2,900
Provide safety training	800	0	3,500	4,300
Provide public relations training	800	0	3,500	4,300
Assist with operating and emergency plans	3,200	0	0	3,200
Provide composting training	2,800	0	5,000 3,500	6,300
Total Task 4	\$19,040	\$1,760	\$11,000	\$31,800
Task 5 – Unwanted Meds Public Outreach:				
Work with pharmacies to provide public info	\$0	\$0	5,873	\$5,873
Work with pharmacies to provide reconciliation	0	0	0	0
Work with local media (newspaper & radio)	0	0	25,000 24,837*	24,837
Develop video clips for web and TV	8,400	0	0	8,400
Work with graphic designer	0	0	1,950*	1,950
Provide youth-directed & senior education prog.	0	0	0	0

OT0asks	Applicant (RPC)		Consul- tants	Total
	Time	Expenses		
Facilitate training for prescription reduction	0	0	5,000 0	0
NE Conference on Pharmaceuticals	3,200	1,500 1,250	0	4,450
UVLSRPC – Work with Advisory Councils	2,000	0	0	2,000
Total Task 5	\$13,600	\$1,250	\$32,660	\$47,510
Task 6: Police Meds Collection:				
Meet with towns, police depts., & pharmacies	\$0	\$0	8,885 3,400	\$3,400
Work w/interested towns to develop drop boxes	0	0	0	0
Purchase drop boxes (4)	400	3,000	0	\$3,400
Purchase surveillance equipment (2)	800	10,000	0	\$10,800
UVLSRPC – Work with Advisory Councils	2,000	0	0	\$2,000
Total Task 6	\$3,200	\$13,000	\$3,400	\$19,600
Administration	\$7,600	0	0	\$7,600
TOTAL PROJECT GRANT	\$114,480	\$34,460	\$51,060	\$200,000

*Consultant payout expense

Match Sources:

The total estimated cash and in-kind match is \$106,540 \$91,990.

State of NH – NH DES provides annual grants to towns participating in HHW collection. Currently, it is \$.12/capita of participating towns to help cover the costs of disposal and publicity which will be an estimated \$9,000.

Municipalities – In the towns, most of the expense of the HHW collections is paid by the towns themselves that they budget for each year. This is about \$40,000/year.

Interns - The Commission has developed working relationships with the several colleges and universities in the area to provide internship assistance to this project. Past internships at the Commission have included students from Dartmouth College in Hanover, NH; Plymouth State University in Plymouth, NH; VT Technical College in Randolph, VT; Lebanon Community College in Lebanon, NH; Granite State College in Concord, NH; and Antioch New England Graduate School in Keene, NH. These internships may be free to this project or there may be a minimal hourly fee for work-study programs. We are estimating the value toward match to be about \$5,000 2,500.

Transfer Station Attendants: Transfer station attendants will participate in workshops and meetings during this program. Their time is estimated at \$6,000

Municipal Officials: Municipal officials will be participating in guidance meetings for this program. Their time is estimated at a value of \$2,000 \$500.

HHW Committee Members - The Upper Valley HHW Committee has been in existence for many years and volunteers their time each year to provide education about the proper management of

toxic materials as well as less or non-toxic alternatives. The Greater Sullivan County HHW Committee was formed in 2010 specifically to work in Sullivan County. Both Committees meet on a regular basis to develop outreach programs. They provide outreach at public events such as Old Home Days and Farmer's Markets. It is estimated that their efforts can be valued at \$2,000 \$500.

HHW Collection Volunteers – About five volunteers help with each of the four NH collections for approximately five hours (5 volunteers x 4 collections x 5 hours/collection x \$25/hour = \$2,500). ~~The two NH Committees of about 12 members will meet monthly for about two hours (12 members x 12 meetings x 2 hours each x \$25/hour = \$7,200). The total value of the HHW Committee and volunteer activity is \$9,700.~~

Home & Life Show Booth – The two HHW Committees and the Commission will have a booth at the Hanover March 2015 Home & Life Show which is typically attended by over 10,000 people in the region. The purpose of the booth is to educate the public about available household hazardous waste collections, non-toxic alternatives, and alternative management options for hazardous materials. Volunteers will tend the booth for the three days (total 24 hours) of the Home and Life show for an in-kind match value of \$600. ~~The preparation of the booth will take about 12 hours by two members or a match of \$600.~~ The City of Lebanon has offered to pay for the HHW Committee's booth at a cost of about \$300. Material costs paid by the HHW Committees will be about \$200. The total match for this event is ~~\$1,700~~ 1,100.

Public Outreach at Events – ~~The HHW Committees' volunteers will attend public events such as Old Home Days, Love Your Lake Day, Farmer's Markets, and Holiday Craft Fairs to teach people about nontoxic cleaning. Volunteers to attend booths for three hours each day at five days for two volunteers at each event is \$250.~~

Dartmouth Hitchcock Pharmacy – The HHW collections include unwanted medicine collections. The Dartmouth-Hitchcock Pharmacy has offered the contribution of the required pharmacist (\$90/hour for 6 hours x 4 collections = \$2,160) and four data entry assistants/drug identifiers (\$25/hour for 6 hours x 4 collections x 4 assistants = \$2,400) for the collections at an estimated value of \$4,560.

River Valley Community College – The school will allow us to use their facilities for the chemical safety workshops so we have access to classrooms, a chemistry lab, possibly an art studio, and a cafeteria. The value for two days is estimated to be \$5,000.

Nontoxic Cleaner Testing Volunteers – Residential and commercial volunteers will be obtained to test nontoxic cleaners as replacements to their regular cleaners. The value is estimated to be. ~~\$2,500~~ \$1,500.

CATV Video Production – ~~The Commission staff will be making videos for proper unwanted meds disposal using CATV equipment (camera, lights, boom, computers and programs) and staff assistance. The value is estimated to be \$4,000.~~

Advocacy for Drop Boxes – The two advisory councils will donate time to advocate for the use of unwanted medicine drop boxes and the public promotion of their use. This includes working with municipal leaders and police chiefs, pharmacies, and the public. The value is estimated to be \$7,275.

~~*Pharmacists and Technicians for Drug Reconciliation Program*~~—Pharmacies will donate the time of their pharmacists and technicians to provide the medicine reconciliation programs to collect unwanted and unnecessary drugs in concert with a police drop box program. The value is estimated to be \$3,600.

Printing & Mileage – The two advisory councils will donate printing and mileage costs to the program. The value is estimated to be \$1,400.

Youth-Directed Education Program – The Greater Sullivan County advisory council will develop an unwanted meds disposal education program for youth. The value is estimated at \$500.

Consulting for Prescription Practices – The Upper Valley Substance Misuse Prevention Partnership (advisory council) will donate expertise to work with medicine prescribers to change practices to reduce prescribed medicines. The value is estimated to be \$2,055.

??????????????

APPENDIX B

REVISED

Proposed Hours for USDA - Solid Waste Management Project Proposal for 2014-2015 (FY 2015-2016)

	UVLSRPC Hours						Cash Outlay by Applicant							UVLSRPC Cost	GSC Network Cost	UV Network Cost	TOTAL COST	
	Vickie	Yutian	Chris	Meghan & Rachel	Pat	Nata	Total Staff Cost	Prof Dvlpmt	Adver-tising	Printing	Postage	Equip-ment & Supplies	Travel & Mileage					Consultants
TASK 1: HHW Collection:																		
Coordination and Advertising of collections (sandwich bds)	200	-	6	10	-	-	\$ 17,280	\$ -	\$ 5,000	\$ 250	\$ 150	\$ 2,500	\$ -	\$ -	\$ 25,180	\$ -	\$ -	\$ 25,180
Provide HHW and Universal Waste training	80	-	-	-	-	-	6,400	-	-	-	-	-	500	-	6,900	-	-	\$ 6,900
NAHMMMA Conference for RPC staff training	40	-	-	-	-	-	3,200	600	-	-	-	-	2,000	-	5,800	-	-	\$ 5,800
Evaluate PaintCare participation in NH or VT	30	-	-	-	-	-	2,400	-	-	-	-	-	-	-	2,400	-	-	\$ 2,400
Develop HHW Committees Logos and Identity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Develop Statewide HHW Coordinator Network	25	-	-	-	-	-	2,000	-	-	-	-	-	-	-	2,000	-	-	\$ 2,000
Explore partnership/contract with Hartford	60	-	-	-	-	15	6,000	\$0	\$0	0	0	0	100	0	6,100	-	-	\$ 6,100
Task 1 Subtotals	435	-	6	10	-	15	\$ 37,280	\$600	\$5,000	\$250	\$150	\$2,500	\$2,600	\$0	\$48,380	\$ -	\$ -	\$ 48,380.00
TASK 2: Nontoxic Cleaning Program:																		
Provide 4-6 workshops	60	-	-	-	-	-	\$ 4,800	\$ -	\$ 300	\$ 100	\$ -	\$ 100	\$ 200	\$ -	\$ 5,500	\$ -	\$ -	\$ 5,500
Work with at least 10 cleaner test volunteers	50	-	12	-	-	-	4,960	-	-	-	-	300	300	-	5,560	-	-	\$ 5,560
Work with at least 3 commercial cleaner test volunteers	50	-	-	-	-	-	4,000	-	-	-	-	500	100	-	4,600	-	-	\$ 4,600
Work with local health organizations to promote workshops	20	-	-	-	-	-	1,600	-	-	-	-	-	-	-	1,600	-	-	\$ 1,600
Develop more materials for distribution & update web site	50	-	-	-	-	-	4,000	-	-	1,500	-	1,500	-	-	7,000	-	-	\$ 7,000
Provide outreach at public events (Home Show...)	50	-	15	5	-	-	5,600	-	-	-	-	-	-	-	5,600	-	-	\$ 5,600
Task 2 Subtotals	280	-	27	5	-	-	\$ 24,960	\$0	\$300	\$1,600	\$0	\$2,400	\$600	\$0	\$29,860	\$ -	\$ -	\$ 29,860
TASK 3: Chemical Safety Workshops:																		
Develop promoters in State and nonprofit agencies	15	-	-	-	-	-	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 1,300	\$ -	\$ -	\$ 1,300
Advertise event to schools and artists	15	-	-	-	-	-	1,200	-	300	250	250	250	250	-	2,500	-	-	\$ 2,500
Provide flashdrives for participants	8	-	6	-	-	-	1,120	-	-	-	-	150	-	-	1,270	-	-	\$ 1,270
Register participants and track food payment	8	-	6	-	12	-	2,080	-	-	-	-	-	-	-	2,080	-	-	\$ 2,080
Provide workshops	40	-	-	-	-	-	3,200	-	500	125	125	-	150	4,000	8,100	-	-	\$ 8,100
Task 3 Subtotals	86	-	12	-	12	-	\$ 8,800	\$ -	\$ 800	\$ 375	\$ 375	\$ 400	\$ 500	\$ 4,000	\$ 15,250	\$ -	\$ -	\$ 15,250
Task 4: Transfer Station Attendant Technical Assistance:																		
Composting School for RPC staff training	48	-	-	-	-	-	\$ 3,840	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 1,160	\$ -	\$ 5,600	\$ -	\$ -	\$ 5,600
Visit each town to determine needs	40	-	-	-	-	-	3,200	-	-	-	-	-	-	-	3,200	-	-	\$ 3,200
Work with NH DES to provide Universal Waste training	25	-	-	-	-	-	2,000	-	-	-	-	-	-	-	2,000	-	-	\$ 2,000
Provide training on increasing recycling (break down scrap)	30	-	-	-	-	-	2,400	-	-	-	-	-	500	-	2,900	-	-	\$ 2,900
Provide training on safety	10	-	-	-	-	-	800	-	-	-	-	-	3,500	-	4,300	-	-	\$ 4,300
Provide training on public relations	10	-	-	-	-	-	800	-	-	-	-	-	3,500	-	4,300	-	-	\$ 4,300
Assist with Operating and Emergency Plans	40	-	-	-	-	-	3,200	-	-	-	-	-	-	-	3,200	-	-	\$ 3,200
Provide composting training	35	-	-	-	-	-	2,800	-	-	-	-	-	3,500	-	6,300	-	-	\$ 6,300
Task 4 Subtotals	238	0	0	0	0	0	\$ 19,040	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 1,160	\$ 11,000	\$ 31,800	\$ -	\$ -	\$ 31,800
TASK 5: Unwanted Meds Public Outreach:																		
Work with pharmacies to provide public information	0	-	-	-	-	-	\$ -	\$ -	\$ -	\$0	\$ -	\$ -	\$ -	\$ -	-	\$5,000	\$873	\$ 5,873
Work with pharmacies to provide reconciliation DELETE																		
Work with local media (newspapers & radio)	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,935	14,902	\$ 24,837
Develop video clips for web and community TV	25	-	-	80	-	-	8,400	-	-	-	-	-	-	-	8,400	-	-	\$ 8,400
Work with graphic designer	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,950	\$ 1,950
Provide a youth-directed education program	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Facilitate reduction of unnecessary prescribing DELETE	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
New England Conference Pharmaceuticals for RPC staff	40	-	-	-	-	-	3,200	500	-	-	-	-	750	-	4,450	-	-	\$ 4,450
UVLSRPC - Work with Advisory Councils	25	-	-	-	-	-	2,000	-	-	-	-	-	-	-	2,000	-	-	\$ 2,000
Task 5 Subtotals	90	-	-	80	-	-	\$ 13,600	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ 14,850	\$14,935	\$17,725	\$ 47,510

Task 6: Police & Pharmacy Meds Collection:																			
Meet with all Towns, Police Departments & Pharmacies	0	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,933	1,467	\$ 3,400
Work with interested entities to develop drop-box programs	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Purchase Unwanted Medicine Drop Boxes (4)	5	-	-	-	-	-	400	-	-	-	3,000	-	-	-	-	3,400	-	-	3,400
Purchase required surveillance equipment at PD stations (2)	10	-	-	-	-	-	800	-	-	-	10,000	-	-	-	-	10,800	-	-	10,800
UVLSRPC - Work with Advisory Councils	25	-	-	-	-	-	2,000	-	-	-	-	-	-	-	-	2,000	-	-	2,000
Task 6 Subtotals	40	0	0	0	0	0	\$ 3,200.00	\$ -	\$ 16,200	1,933	1,467	\$ 19,600							
Administration	30	30	15	-	-	20	\$ 7,600	\$ -	\$ 7,600	\$ -	\$ -	\$ 7,600							

TOTALS for Project	1,199	30	60	95	12	35	114,480	\$ 1,700	\$ 6,100	\$ 2,225	\$ 525	\$ 18,300	\$ 5,610	\$ 15,000	\$ 163,940	\$ 16,868	\$ 19,192	\$ 200,000
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Percent Administration 4% \$ 114,480
 UVLSRPC Hourly Rate at \$80 \$ 36,060
 26,787
 9,273

RPC Staff Time
 RPC Contractors
 Advisory Counsel Funding
 minus direct expenses
 Net Advisory Counsel Funding

Matching Cash and In-Kind Work Values

	Cash	In-Kind	Total
UVLSRPC			
NH DES Grant for HHW Programs	\$ 9,000	\$ -	\$ 9,000
Municipal Payment for HHW Disposal	40,000	-	40,000
Intern	-	2,500	2,500
Transfer Station Attendant Time	-	6,000	6,000
Municipal Official Time	-	500	500
HHW Committee Member Time	-	500	500
HHW Collection/Events Time	-	1,100	1,100
Dartmouth Hitchcock Pharmacy	-	4,560	4,560
River Valley Community College	-	5,000	5,000
Nontoxic Cleaner Testing Volunteers	-	1,500	1,500
Video Production at CATV	-	-	-
	\$ 49,000	\$ 21,660	\$ 70,660
Greater Sullivan County Network			
Advocacy for drop boxes	-	3,000	3,000
Youth Directed Program	-	500	500
Mileage	-	400	400
	\$ -	\$ 3,900	\$ 3,900
Upper Valley Network			
Advocacy for drop boxes	-	4,275	4,275
Reconciliation Team	-	0	-
Printing at DHMC	-	1,000	1,000
Consulting for Prescrip. Practices	-	2,055	2,055
	\$ -	\$ 7,330	\$ 7,330

Note: Rachel has 6 hours budgeted mixed in with Meghan

Volunteer per hour = \$25.00

TOTAL MATCH	\$ 49,000	\$ 32,890	\$ 81,890
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