

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 1, 2015 09:30am
Department of Corrections
825 Marlboro Road
Keene, NH 03431

PRESENT: Commissioners Stillman Rogers, Charles Weed, and Peter Graves

STAFF: Finance Director Trombly, Grants Manager Bansley, Sheriff Rivera, Sheriff's Captain Croteau, IT Director Hummel, Superintendent Van Wickler, and Assistant County Administrator (ACA) Bouchard

GUESTS: Westmoreland Selectman Hammond

Chairman Rogers opened the meeting at 9:36AM and recognized the Assistant County Administrator Bouchard for the purpose of presenting the Weekly County Operations report. Bouchard reported the following items:

Bouchard said that the generator transfer switch repair for the 1858 portion of the building was completed over the weekend and that no further issues with the switch are anticipated.

Bouchard then said that the administrative closure of the underground oil tank at 33 West Street was completed and that the vendor will be submitting the necessary paperwork to the State DES to have the tank removed from the monitored list.

Bouchard then reported that the replacement of the two failed air conditioning compressors on main Roof Top Unit (RTU) on the 1979 wing of the County Hall building has been approved by the insurance company and that a crane will be on-site next week to replace the units. A power line monitor has been added to units to prevent a reoccurrence of the issue that caused the failure.

Bouchard then reported that the 2014 Annual Report has been sent to the printers and should be available within the next two weeks.

Bouchard then discussed the expansion of the parking lot on Center Street and said that he will be meeting with SVE next week to finalize the plans and will present them to the Commissioners for review within the next two weeks.

Bouchard then discussed that the implementation of the internal intranet has begun and will continue over the next few months. The intranet will eventually serve as an employee information portal and will help both employees and department managers administering the ever growing number of forms and employee administration records. He also reminded the Commissioners that there is no cost for the intranet portal as one of the County employee benefit providers is providing the service to its clients for free.

Lastly Bouchard discussed the scheduling of a tour at the old jail building as was requested by the Commissioners and some of the delegation members. Bouchard and the MNH facilities manager will investigate the building and come up with dates for the tours.

Sheriff Rivera was then recognized and discussed the FCC radio license that the County holds

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for the dispatch department. He said that the license recently came up for its ten (10) year renewal. It was discussed that because the license is shared with South West Mutual Aid (SWMA) through a Memorandum of Understanding (MOU) that allows SWMA to broadcast fire calls on the assigned frequencies and that both the County and SWMA were listed on the license. When the renewal was processed the County was dropped as the owner of the license and it became assigned only to SWMA. Contact was made with the FCC and the issue was resolved and the license now lists only the County as the owner / holder of the license.

Rivera said that a new MOU will most likely be signed with SWMA to allow them to continue to use the license but the license will remain only in the name of the County to prevent this from happening again going forward.

Rivera then discussed the project to move the dispatchers from the basement area up to the first floor and reviewed some preliminary costs to accomplish the move. He discussed the search for grant monies to help fund the project and the need to update and upgrade the radio equipment to meet current state standards.

Master Agenda Item #246 – Letter from New Hampshire Association of Counties (NHAC). A discussion of the request from NHAC for information on the effectiveness of drug recovery programs in the various County's Departments of Correction throughout the State was reviewed. It was learned that reports are being prepared by DOC and will be submitted as requested when completed.

Grants Manager Bansley then presented Master Agenda Item #253: **Five (5) Items for Review, Discussion and Signature - Action Expected: to receive information, discuss, review, approve and sign documents for the following items:**

- Greater Monadnock Medical Reserve Corp (GMMRC) and Public Health Fiscal Sponsorship - Vote to agree to continue fiscal sponsorship of the GMMRC and Public Health Network and sign the fiscal sponsorship agreements for each organization. Approve GMMRC's mini-grant application to Community Health Institute for \$10,000 in funds for general operations support, conferences and equipment.

Bansley discussed the purpose of the grant and reviewed the function of the GMMRC and its history. She said that this is a annually re-occurring grant and is not markedly different from previous years. **Following discussion, Commissioner Weed moved to accept the grant in the amount of \$10,000.00 for the GMMRC and Community Health Institute for general operations support, conferences and equipment. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

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- Project Agreement between LCHIP and Cheshire County - Review and vote to agree and Chair signs the project agreement between LCHIP and the County for \$43,414 in grant funds, requiring a 1:1 match, to rehabilitate the main entrance including the granite stairs, entrance brickwork and brick arches, replica louvered vents, wooden components, copper roof and gutters, site re-graded, and existing drains reconnected.

Bansley reviewed the status of the grant and her recent discussions with the staff at the Land and Community Heritage Investment Program (LCHIP) for this project. The Commissioners asked a number of questions concerning the RFP that was posted and the responses that were received. Bansley said that sixteen (16) firms responded initially to the RFP with nine (9) present for the on-site visit with only one (1) firm ultimately submitting a formal bid for the roof and gutter work and one (1) firm submitting a bid for the rebuilding of the portico arches and granite stairs. **Commissioner Weed then moved to authorize the Chair to sign the project agreement between LCHIP and the County in the amount of \$43,414.00 for the purpose of rehabilitating the main entrance of the 1858 building including the granite stairs, entrance brickwork and brick arches, replica louvered vents, wooden components, copper roof and gutters, site re-graded, and existing drains reconnected. Commissioner Graves seconded the motion and upon vote the motion passed with three (3) Yea's. The Chair then signed the agreement.**

- Bid Review for Court House Entrance Copper Roof and Gutters Historic Restoration - To review the bids and approve a contractor for the historic restoration of the copper roof and gutters of the front portico of the Cheshire County Court House.

Bansley then reviewed the bid that was received for the restoration of the portico roof and gutters that was received from the Melanson Company in Keene. She said that theirs was the only bid for the project and that their references were uniformly excellent. She also said that the County sub-contracted with the firm for the recent replacement of the roof on the 1979 wing of the Old Courthouse building. **Following further discussion, Commissioner Weed moved to award the bid for the replacement of the portico copper roof and gutters to the Melanson Company of Keene, NH for \$39,984. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

- Bid Review for Court House Entrance Brick and Masonry Historic Restoration - To review the bids and approve a contractor for the historic restoration of the front entrance granite steps, brick columns and arches of the Cheshire County Court House. **After extended discussion, Commissioner Weed moved to accept the bid for the repair of the portico entrance of the 1858 contingent on the satisfactory completion and approval of the vendor by LCHIP. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

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- Priority of Grant Searches – Discuss prioritization of time devoted to projects in need of funding. Bansley then discussed her list of projects that she was working on and asked for the Commissioners for their input on the most important projects that they wished for her concentrate on. A short review of the list was done and further discussion will be had at next week's meeting.

Sheriff Rivera, Captain Croteau, and IT Director Hummel were recognized to discuss the request that was presented to the Commissioners to authorize waiving the bidding process for the lease of lap top computers for the Sheriff cars. Hummel explained that the initial budget was intended that IT would lease laptops and then internally IT would build them in order to make them the specialized laptops for the cars. The Sheriff's Department has since found a company that specializes in building these integrated system laptops that would end up costing approximately 85% of the cost of building them in house. As this would be a sole source contract, IT would need the commissioners to authorize the waiving of competitive bidding.

Following a detailed review of the equipment capital costs, lease costs, and support costs, Commissioner Weed moved to enter into an agreement with Hewitt Packard (HP) Finance to obtain seven (7) computers and installation services from Patrol PC's as the cost of the purchase is less than the cost of acquiring, configuring, and maintaining the units by the IT department. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

Finance Director Trombly then presented Master Agenda Item # 251. – Receipt of additional distribution of funds from the Estate of Madalyn Baronoski. Trombly related that the County has received an additional payout of \$1,124.84 from the trustee's during the closing of the fund. The current total balance of the fund including the receipt of the \$1,124.84 stands at \$40,660.94.

A discussion of the purpose of the fund was reviewed and consideration for the use of the money to fund medical training programs at Maplewood was discussed.

Master Agenda Item #255: Maplewood / New Facility RFP - Delegation Sub-Committee. A discussion of the document produced by the Maplewood Delegation Sub-Committee was reviewed and a draft RFP prepared by MNH Administrator Kindopp was reviewed in detail. An extended discussion began and concern was expressed at the tight deadlines outlined in the RFP. At the conclusion of the discussion ACA Bouchard suggested that he format and send the notice to the Sentinel for publication on Saturday July 4th and to also post the RFP on the County website. Once this is done he will contact the Chair of the Delegation and the Chair of the Sub-Committee to invite them to participate in RFP review meeting scheduled for July 9th at 1:00pm at Maplewood.

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At the conclusion of discussion, Commissioner Weed moved to accept the draft of the Maplewood RFP and Commissioner Graves seconded the motion. Upon vote the motion passed unanimously.

Finance Director Trombly then discussed a notice from Primex, the County's insurance company, of a premium "holiday" (no payments required to fund insurance coverage) for the Workers Compensation coverage for the County in the amount \$216,728.85. She said that \$160,200.85 will be rolled over to the 2016 budget and the balance will cover the remaining funding needed for the 2015 budget year.

Maplewood Administrator Kindopp then discussed the discovery of a set of five (5) original photographs of the old Maplewood facility that appear to date from the early 1900's. She said that Maplewood is in possession of copies of some equally old photos but the County does not have the originals. She said that in discussions with the Cheshire County Historical Society concerning the proper preservation techniques an offer was made by the Historical Society to preserve and display the original photos at the Historical Society and to provide framed copies of the photos to the County for display. A discussion of the cost and methods of properly preserving the photos ensued and it was decided to accept the Historical Society offer to preserve the original photos and to provide the County with copies of the photos for display at Maplewood.

Kindopp then discussed a request she received concerning a Freedom of Information (FOI) request about the recently completed contract for dietary services at Maplewood. She said that the request is from the vendor that previously held the contract. A discussion began about the materials being sought and Kindopp will respond to the request shortly.

The Commissioner's then reviewed the Weekly Census report.

Commissioner Weed then moved to accept the Weekly Manifest as presented and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

The minutes of June 24, 2015 were then reviewed and Commissioner Weed moved to accept the minutes as presented. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

At 11:56AM the meeting was suspended in order to conduct the semi-annual Department of Corrections inspection pursuant to RSA 30-B: 12 and to report the findings to the Director of Administration of the New Hampshire Department of Justice.

At 12:05PM the first semi-annual Department of Corrections inspection by the County Commissioners for 2015 began with an overview by the DOC Superintendent of training and a

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discussion of staffing.

At 12:12PM The Commissioners met with the Safety and Security department staff and reviewed safety and security incidents over the past six (6) months. The staff provided information on how investigations were conducted and reviewed cases that are currently being investigated.

At 12:31PM The Commissioners entered the Booking area and the Superintendent provided an overview of the activities and functions of the department. Superintendent Van Wickler discussed the use of the booking area by the local State Police barracks and some of the County's Police Departments. He said that the State Police Troopers and PD's were glad to have a safe and secure booking area to process arrests and that the program to open up services to outside agencies has been very well received.

At 12:35PM the Property room was visited and the Commissioners were informed of how inmate property is handled and stored.

At 12:46PM the Commissioners visited the Video Arraignment room and witnessed an arraignment in progress.

At 12:53 The Commissioners entered F Block and began a question and answer session with the inmates about the program for Stress Management and Emotion Regulation that was in progress. A request by one of the inmates for a privacy partition in the female holding cell area of the new courthouse in Keene was discussed and will be followed-up with the State Administrative Office of Courts.

A request for more daily activities for Federal inmates was received and will be investigated by the Commissioners.

At 1:05PM The Commissioners entered the Medical department and discussed the operation of the department with staff and reviewed how inmate medications are handled in the facility.

At 1:11PM The Commissioners entered R Block and spoke with staff and inmates about the facility and asked for suggestions for improvement. The reception and classification process was reviewed by the Superintendent at the request of the Commissioners.

At 11:19PM The Commissioners visited the Facilities department and reviewed the on-going program for the re-configuration of various components of the HVAC system and the automated controls for the various units. A discussion concerning the original commissioning of the building was had with one of the Facilities staff and the history of the building was reviewed.

At 1:36PM The Commissioner entered the D Block and met with inmates and discussed the use

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of the video visitation system. A request was received by the Commissioners for more frequent drug rehabilitation programs from one of the inmates. He said that the existing programs while good were too infrequent and that he thought that more staff resources would be needed to run the requested additional sessions. He said that many of the inmates found the programs to be very beneficial.

At 1:49PM the Commissioners entered the kitchen area and spoke with the kitchen manager regarding the kitchen staffing, the use of inmates for meal preparation, and food costs.

At 2:01PM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed unanimously.

Respectfully Submitted,

P. Graves, Clerk