

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 5, 2015 09:30am**  
**Commissioners Conference Room**  
**12 Court Street**  
**Keene, NH 03431**

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

**STAFF:** Assistant Finance Director Hall, Maplewood Administrator Kindopp, Maplewood Facilities Manager Harrison, Director of Nursing Teresa Woolbert, Asst. Director of Nursing Robin Nelson, HR Director Hurley, Grants Manager Bansley, SCS Representative Keith Thibault, SWRP Representative Rebeckah Bullock, County Attorney McLaughlin, and Assistant County Administrator (ACA) Bouchard

**GUESTS:** Westmoreland Selectman Hammond

Chairman Rogers opened the meeting at 9:30AM.

**At 09:30AM Commissioners Graves moved to enter non-public session Pursuant to RSA 91-A (II) (a), (b) and (c), to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

**As a result of deliberations in non-public a decision was reached and a unanimous vote was taken to terminate the employment of S. M. based on a compelling amount of oral and written evidence of non-compliance with County policies over an extended time period.**

**At 10:34AM the Commissioners unanimously voted to return to public session.**

Assistant County Administrator Bouchard was then recognized for the purpose of presenting the Weekly County Operations report. Bouchard reported the following items:

Bouchard said the County Hall main lobby elevator has been repaired and will be returned to a normal periodic inspection schedule.

Bouchard informed the Commissioners that meeting materials have been sent to Delegation members for the August 17 Executive Committee meeting and notices have been mailed to all members for the August 24<sup>th</sup> full delegation meeting.

Bouchard then said that a review of the results of recent Blood Farm building inspection would take place on Friday at 2:00pm in the Commissioners Conference room and invited the Commissioners to attend if their schedules allowed.

Bouchard then said that the rebuilding of the County Hall front portico would be begin upon receiving final approval from the state. He said that he anticipated receiving the approval within the next two weeks.

Bouchard then discussed the draft RFP received from B. Fazioli of PFM Group for the Department of Corrections bond refunding. A review of the elements of the proposal will be done and a response sent

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to Mr. Fazioli. A short discussion concerning the potential increase in interest rates ensued. Maplewood Facilities Manager Harrison was then recognized and provided the following quarterly operational report for the Maplewood facilities department.

MNH Facilities report to the Commissioners - Covering Q2 FY2015

**Accomplishments**

- Located and replaced the source of a loud banging on the 4th floor – backdraft damper with worn / loose blades
- All MNH County vehicles were inspected in March with only minor repairs required
- Attended multiple building tours and meetings with Representatives and a Citizens group regarding the future of the Nursing Home
- Attended MNH and JLMC Safety committee meetings / inspections, full day OSHA seminar at UMass, Table top drill and Hazard Vulnerability survey with Pam & Kathryn
- Boiler #1 taken down for cleaning and inspection – required brick work on both the back baffle and internal chamber, unplanned cost of \$8,400
- WTP – multiple fire alarm issues – replaced the dialer
- Completed the bidding process and purchased the new Ex-mark mower
- Westmoreland Fire Department held a training exercise here on 4/21
- Parking lot was swept by BDM Sweeper Service
- Facilities group took over filter replacements on all HVAC equipment from Honeywell
- Life Safety Company performed an obstruction test, required every five years, no record of it being completed here – requested by DHHS Life Safety Inspector
- Life Safety inspected and tested the sprinkler system
- Bids out and approval of the commissioners to replace the two heat hot water circulating pumps – scheduled to replace in July
- Replaced several cast iron fittings and pipe sections: Meeting rooms 8’ section of 4” vertical pipe and 3 way fitting, 2” 90 from a sink drain above the Chapel ceiling and a 4’ section of 2” sink drain line above the ovens in the kitchen
- White Ford had the brakes repaired and transmission oil flushed and replaced
- JP Pest Service applied tick repellent around the perimeter of the buildings
- Water supply pump rebuilt by Farrar’s and two 25k gallon underground storage tanks inspected in preparation for 250k gallon tank inspection
- WTP Clear well cleaned
- Rob Riendeau attended an all-day training class to maintain certification
- Laundry project moving forward, met with staff and engineer, construction drawings in process as well as bid documents

**Concerns**

- Impact of the 250k gallon water tank inspection due this year
- Aging condensing units on the Nursing Home and ALF – working with Honeywell to determine a

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- priority based on age and condition for replacement
- ALF roof seams opening up – will have this roof inspected by a roofing contractor
- Budget short fall in equipment repairs line due to in part to unanticipated expenses for boiler #1 brick work, (\$8,489) HRU-2 repair costs from FY14 falling in FY15 (\$5,200)
- Budget short fall in telephone expenses of approximately \$7,300 by years end
- Honeywell’s accounting of the hours used to date on the new contract – meeting set for 7/23 to review – with new area supervisor and branch manager

**Budget**

Account - Q2 2015	2015	June	YTD	Budget	Percent
Budget	Actual	Actual	Balance	Remaining	
P/R Staff MNH	\$300,500	\$24,663	\$150,812	\$149,688	49.81%
P/R Overtime MNH	\$8,500	\$79	\$2,598	\$5,902	69.43%
Outside Services	\$144,899	\$5,445	\$65,662	\$79,237	54.68%
Supplies MNH	\$8,850	\$0	\$4,153	\$4,697	53.07%
Electricity MNH	\$164,040	\$13,203	\$75,161	\$88,879	54.18%
Gas/LPG MNH	\$42,364	\$1,310	\$12,962	\$29,402	69.40%
Fuel #4 MNH	\$235,894	\$16,155	\$124,970	\$110,924	47.02%
Auto Repair MNH	\$11,500	\$2,133	\$5,020	\$6,480	56.35%
Building Repair	\$47,350	\$5,032	\$21,691	\$25,659	54.19%
Equipment Repair	\$39,350	\$1,183	\$134,983	\$7,298	18.55%
Total MNH Facilities	\$1,230,322	\$81,549	\$598,012	\$607,552	50.40%

**Looking Forward**

- Pro share approval and associated projects to start
- Construction drawings completed and RFP out on Laundry project

The Commissioners thanked Harrison for his report and commended him for his stewardship and good work in turning the facilities department around over the past year.

Master Agenda Item #272: CDBG Westmill Project Grant Agreement was then taken-up for discussion. Bullock and Thibault discussed the history and requirements of the project and reviewed the scope of the building. Thibault said that there will be 26 units in total with three (3) two (2) bedroom units and twenty-three (23) one (1) bedroom units in the building. The total cost of the project is \$23 million dollars with \$4.5 million coming from tax credits and \$3.5 million from private investors. He said that the project is anticipated to start on or about November 1<sup>st</sup> and should take about ten (10) months to complete. The Commissioners asked a number of questions and then heard from County Attorney McLaughlin who was asked to review the project documentation for the County. McLaughlin outlined some inconsistent language that is part of the “Use of Force” policy that is part of all federal grants, discussed the financing triggering of a balloon payment that is part of the grant agreement. He then

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discussed the grants certification issues and answered questions from the Commissioners.

**Following discussion, Commissioner Weed moved to authorize acceptance of the Westmill Senior Housing Project grant and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Master Agenda Item #273: GMMRC and JSI Grant Agreement. Grants Manager Bansley presented the grant award for the Greater Monadnock Medical Reserve Corps and said that the grant in total amounts to \$10,000.00 of which \$5,000.00 was being released now by the State and the remaining \$5,000.00 will be released in January 2016 due to the lack of a state budget.

**Following a short review of the purpose of the funding for the training of the Reserve Corps members, Commissioner Weed moved to accept the grant and was seconded by Commissioners Graves. Upon vote the motion passed unanimously.**

Master Agenda Item #274: Victims of Crime Act Grant Award Acceptance – Bansley then presented the annual renewal of the Victims of Crime grant that partially funds a victim witness advocate position for the County Attorney's office. Bansley said that like the GMMRC grant, this grant for \$25,000.00 would also be received in two (2) parts, \$12,500 now and \$12,500 in December due to the lack of a state budget for the year.

**Commissioner Weed moved to accept the grant to partial fund a County Attorney's Victim Witness position and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Bansley then presented a federally required Stewardship Plan that is part of the LCHIP renovation of the Old Courthouse Building (County Hall) portico project.

**Following review and discussion of the requirements of the document, Commissioner Weed moved to accept and sign the documentation so that the project can move forward. Commissioner Graves seconded the motion and upon vote the motion passed unanimously. The Commissioner then signed the documentation.**

Master Agenda Item #276: Response to AECOM letter Concerning Kinder Morgan Pipeline of July 28 was then discussed by Commissioner Rogers. Rogers said that he had received a second letter requesting feedback and input on the proposed gas pipeline's route and discussed the potential impact on the towns, the environment, and the communities at large. He reviewed the project to date and suggested that he draft a letter in response and have the Commissioners review it before he sent it back to the AECOM staff.

Commissioners Weed and Graves agreed that a response is necessary and said they would look forward

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to reviewing the letter when it is completed.

**At 11:48 Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves moved to go into non-public session to discuss a matter, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. Commissioner Weed seconded the motion and upon the motion passed unanimously.**

**As a result of deliberations in non-public session a vote was taken and passed unanimously to recommend a vendor to the Executive Committee and full Delegation for the purpose of developing cost detail reports for various iterations of the rehabilitation or replacement of the existing Maplewood Nursing Home.**

**At 12:19PM the Commissioners unanimously voted to return to public session.**

Old Business was then discussed and Commissioner Weed said that he had toured the County forest where the timber cut for 2015 is to take place with the County Forester, Steve Roberge and said that he was very impressed with Roberge's knowledge and patient explanations of how the cut is to proceed and the various reasons for conducting the cut in a structured manner to insure the greatest return to the County and the proper stewardship of the forest parcels.

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 July 29, 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.**

The Commissioners calendar was then reviewed.

**At 12:42PM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion seconded by Commissioner Graves and upon vote the motion passed unanimously.**

Respectfully Submitted,  
P. Graves, Clerk