

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 9, 2015 9:30am**  
**Department of Corrections**  
**825 Marlboro Road**  
**Keene, NH 03431**

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

**STAFF:** Finance Director Trombly, Sheriff Rivera, Maplewood Administrator Kindopp, Maplewood Facilities Manager Harrison, Assistant Finance Director Hall, HR Director Hurley, Incoming County Administrator C. Coates and Assistant County Administrator (ACA) Bouchard

**GUESTS:** Westmoreland Selectman Hammond and a member of the public

It was determined that Chairman Rogers was running late for the meeting. Vice-Chairman Weed opened the meeting at 9:34AM and welcomed Christopher Coates who will assume the duties of County Administrator on October 5<sup>th</sup>. The Vice-Chair then recognized Assistant County Administrator Bouchard for the purpose of presenting the Weekly County Operations report. Bouchard reported the following items:

Bouchard said that an inspection of the chimney above the roofline of the house at the Blood Farm found that the structure was in imminent danger of spontaneous failure and that the structure would most likely not survive the winter weather. Bouchard said that a quote of \$1,200.00 was received and he recommended immediate repair be scheduled. He also said that the budget line for maintenance for the Blood Farm would be exceeded due to the repair costs. **Following a short discussion Commissioners Weed and Graves voted unanimously to authorize the repair work.**

Bouchard then discussed the asbestos testing results of the "Daycare house" at the farm and said that a small amount of asbestos was found under the kitchen sink area and in the vinyl flooring entering the bathroom. The amounts are not of concern and can easily be remediated.

Bouchard then discussed his meeting with the Surveyor to determine the size, shape, and creation of the five (5) acre parcel that will surround the existing Blood Farm house. He said that a potential right-of-way to the river bank was considered and determined to be difficult to implement due to the terrain that would need to be traversed and stay with the parcel boundaries. Bouchard said that it would be expensive and not financially justifiable to add a right-of-way (ROW) to parcel and that even having the ROW access would not materially increase the potential market price of the parcel.

*Commissioners Rogers then joined the meeting in progress.*

Bouchard then discussed the proposed County hosted pipeline scoping meeting and asked for guidance and clarification as to the date and agenda that the Commissioners are proposing. Following discussion, it was decided to set the meeting for Friday September 25<sup>th</sup> at 4:00pm to be held in the Delegation Room at 12 Court Street. Bouchard will coordinate with Commissioner Rogers and Weed on the agenda and meeting materials.

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Sheriff Rivera was then recognized and informed the Commissioners that one (1) of the three (3) base radio's had failed in the County dispatch department and a replacement loaner radio had been obtained from a neighboring county as a temporary fix. He said that the radio is approximately fifteen (15) years old and that parts are no longer obtainable for repairs. He then said that quotes are being sought and the replacement cost is anticipated to be well over \$60,000.00. He went to say that he was attending the meeting to give the Commissioners knowledge of a potentially large expenditure of an unbudgeted item that will likely occur this year.

Administrator Kindopp was then recognized and discussed a small fire in a heater that occurred in a day room at the nursing home and the prompt response by the staff in extinguishing the fire. Kindopp said that a post event analysis showed that the unit was recently worked on by Honeywell building services and that the technician that had completed the work had incorrectly wired the unit causing an electrical short and the subsequent fire. The Maplewood facilities electrician has been tasked with checking every unit in the building to ensure no other units are improper wired and Honeywell has been notified of the incident.

Kindopp then responded to a question and discussed the staffing at the nursing home saying that they were down a significant number of LNA's. She said the in-house LNA training program was about to begin with a maximum of eight (8) students who will receive approximately 110 hours of training. She is hopeful that over time this will help alleviate the chronic shortage of LNA staff.

Kindopp then presented three (3) requests for previous approved 2015 capital item purchases for the nursing home.

- 1.) Replacement Bed Frames – Kindopp presented a request to purchase twelve (12) replacement bed frames and presented three (3) bids. The bids were \$18,773.9, \$24,336.00, and \$33,982 from three different bidders. Kindopp recommend the acceptance of the bid from Direct Supply for \$18,773.99 as the bid met all stated RFP requirements and was substantially lower than the other bids. **Following a short question and answer period Commissioner Weed moved to authorize the award of the purchase of 12 bed frames to Direct Supply for \$18,773.99 and he was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**
- 2.) Specialized Bathing Tub – Kindopp next presented a request for the replacement of a specialized bathing tub said that again three (3) bids had been received for \$11,225.58, 11,354.00 and \$12,999.00. Kindopp recommend accepting the \$11,225.58 from Direct Supply as it was the lowest cost and met all RFP requirements. Following discussion concerning the construction and use of the tub, **Commissioner Graves moved to authorize the purchase of the specialized bathing tub from Direct Supply for \$11,225.58 and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
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- 3.) Low Loss Air Mattresses – Kindopp then requested authorization to purchase two (2) specialized low loss air mattresses that are used for residents that require specialized care due to skin problems and to prevent and treat the development of bed sores and related medical needs. Kindopp said that she received two (2) bids, but one of the bidders had specified two (2) different mattresses that did not meet the minimum criteria set forth in the RFP that was issued. Kindopp said that only the mattress units submitted by Direct Supply met the published requirements. **The Commissioners asked questions concerning the use of the mattresses and Commissioner Weed moved to authorize the purchase of two (2) of the units from Direct Supply for \$7,700.00. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

**Master Agenda Item #283:** Underwriter Selection and Moody's rating release. - S. Trombly. Director Trombly discussed the \$17.5M DOC bond refunding project and said that a call with PFM, the financial advisors for the refunding, staff from Devine Millimet the County's attorney's working on the bond refunding, the proposed lead underwriter for bond issuance, Piper Jaffrey, and ACA Bouchard, Assistant Finance Director Hall and herself had resulted in a unanimous consensus to recommend that Piper Jaffrey be engaged as the lead bond underwriter and that Raymond James is to be engaged as the secondary underwriter assisting in the bond sale. The current bonds issued in 2007 have a call provision in 2017 that allow for the refinancing / refunding of bond holders. The overall interest savings anticipated out of the refunding is expected to be near \$1,000,000.00.

The County's Moody credit rating of the County at Aa2 was also discussed and the demand for municipal bonds in the investor market was covered. It was learned during the call that the underwriters expect to fully sell all issued bonds in short order based on current demand in the marketplace for investment quality municipal bonds. **Following discussion Commissioner Weed made a motion to engage Piper Jaffrey as the lead underwriter and Raymond James as the secondary underwriter for the refunding of the Department of Corrections bonds. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

**Master Agenda Item #285:** Human Resources Semi-Annual report. HR Director Hurley was recognized and presented the following staffing statistics:

Commissioner's Human Resources Report

**Census**

Total Number of Employees = 470  
New Hires since January 1, 2015 = 85  
Maplewood Nursing Home = 50  
Department of Corrections = 24  
Keene Campus = 11

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**Cheshire County Commissioners Meeting**  
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**Terminations since January 1, 2015 = 63**

Maplewood Nursing Home = 36

Department of Corrections = 21

Keene Campus = 6

**Number of County Employees currently out on a Family Medical Leave Case = 41**

Maplewood Nursing Home = 32

Maplewood Facilities = 2

Keene Campus = 1

Department of Corrections = 3

Sheriff's Department = 1

Registry of Deeds = 2

8 cases are out on a continuous leave

33 cases are out on intermittent leave

**Open Full-time Equivalent (FTE'S) Positions**

1 = RN Supervisor

5 = RNs/LPNs

15 = LNAs

**Unlawful Harassment Training**

To date all Keene staff and Department of Corrections staff have completed the Primex Sexual Harassment Training. Maplewood nursing home administration is currently working with staff to have the training completed.

The Commissioners discussed the overall difficulties in finding qualified staff for the nursing home and discussed the upcoming LNA training class that is to be held at Maplewood.

The Commissioners then thanked Hurley for her report.

Maplewood Facilities Director Harrison was then recognized and presented the results of the 2016 County RFP fuel bids for the Commissioners review and consideration. He said that despite sending the RFP directly to four (4) local companies, publishing the RFP in Keene Sentinel and on the County website, only one (1) company had responded to RFP bid request for the bulk of the fuel bids . He said that this was the same company that responded last year.

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Harrison said that the bidding for the number #4 oil for the Nursing Homes heating needs drew two (2) bidders this year, Global who has won the contract in the past few years and a company new to the County based in Connecticut called Santa Energy. Harrison said that Santa contacts with a local supplier for delivery. Harrison presented the following chart for the Commissioner review:

| PROJECT                                 | COMPANY                              | COMPANY                              | COMPANY   | COMPANY           |
|---|--------------------------------------|--------------------------------------|---|-------------------|
| <b>County Fuel</b>                      | Barrows and Fisher                   | Discount Oil of Keene                | Swanzey Oil   | Cheshire Oil      |
| <b>BUDGET \$</b>                        | <b>BID AMOUNT</b>                    | <b>BID AMOUNT</b>                    | <b>BID AMOUNT</b>   | <b>BID AMOUNT</b> |
| <b>#2 Fuel (9,500)</b>                  | Mark up .25<br>Current price \$1.975 | No response                          | No response   | No response       |
| <b>#2 Pre-buy (9,500)</b>               | Current price<br>\$2.429             |                                      |   |                   |
| <b>Unleaded (5,000)</b>                 | Mark up .25 Current<br>price \$2.018 |                                      |   |                   |
| <b>Diesel (1,000) Summer</b>            | Mark up .30 Current<br>price \$2.059 |                                      |   |                   |
| <b>Diesel (1,000) Winter</b>            | Mark up .40 Current<br>price \$2.159 |                                      |   |                   |
|   | Price as of 8/17/15                  |                                      |   |                   |
| <b>PROJECT</b>                          | <b>COMPANY</b>                       | <b>COMPANY</b>                       | <i>(Nursing Home Uses Approximately<br/>80K Gallons a Year)</i> |                   |
| <b>#4 Oil for<br/>Maplewood Boilers</b> | Global Oil<br>\$84.46 Per Barrel     | Santa Energy<br>\$82.8996 Per Barrel |   |                   |

Harrison answered a number of questions from the Commissioners and he then recommended that Barrows and Fisher be awarded the contract for #2 fuel, Unleaded Gas, and Diesel products and that Santa Energy be awarded the contract for Maplewood #4 fuel.

**Following discussion Commissioner Weed moved to award the 2016 County contracts for #2 fuel, Unleaded Gas, and Diesel products to Barrows and Fisher of Brattleboro Vermont, and to award the contract for #4 fuel to Santa Energy of Connecticut. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

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Harrison then discussed the status of the approved Maplewood 2015 Capital projects and said that the next major project to be undertaken was the replacement of the roof over a section of the Assisted Living wing. He said that the RFP has been issued and will report back on progress at a future meeting.

The Commissioners then addressed other business and Commissioner Weed discussed the need to actively publicize the activities and successes of the County so that the taxpayer are more aware of the services and value that the County brings to the community.

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 September 2, 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 11:33AM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting. The motion seconded by Commissioner Weed and upon vote the motion passed unanimously.**

Respectfully Submitted,  
P. Graves, Clerk