

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Tuesday, November 18, 2015 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street, Keene, NH 03431**

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

**STAFF:** Finance Director Trombly, HR Manager Hurley, County Administrator Coates, and Assistant County Administrator (ACA) Bouchard

Chairman Rogers opened the meeting at 09:37AM and recognized Administrator Coates who provided the Weekly County Operations report.

Coates reminded the Commissioners of the upcoming Delegation meeting on the 14<sup>th</sup> at 7:00PM to be held in the Delegation meeting room at 12 Court Street.

He then said that the Maplewood Administrator has received the contract from Keene High School for the LNA training classes to be able to use Maplewood Nursing home for the clinical portion of their training. He is reviewing the contract and hopes to be able to have the Keene students start at Maplewood shortly.

Coates then discussed receiving an invoice for the 2016 dues from the NH Municipal Association (NHMA). He discussed the listed benefits of belonging to the association and ACA Bouchard added that a number of training options were available through the association that County staff could benefit from.

Following discussion the Commissioners authorized Coates to renew the NHMA association membership for the 2016 year.

Coates then discussed the City of Keene's Mayor's Task Force meeting on substance abuse and spoke of the "Hope for New Hampshire" project in Manchester which includes a treatment program that has housing available for substance abusers undergoing treatment.

Coates then described a tour that he took with the Maplewood Facilities Manager Bruce Harrison of the entire Maplewood complex and said how useful it was to better understand the building layout and the challenges of maintaining the facility. He said it was very helpful to be able to see some of the problems that the Facilities staff deal with on a daily basis.

Coates said that a sample file of the City of Keene's school district Capital Maintenance Program has been received and ACA Bouchard will review and work with the Keene facilities staff to see if adapting the program to the County will provide a better forecasting tool than what is currently used.

Lastly, Coates discussed a request he received to support a CDGB project to rehab low income housing. He briefly discussed the project and will look into what other requests may be made in the next six (6) months for CDGB fiscal support and report back to the Commissioners at next week's meeting.

Maplewood Facilities Manager Harrison was then recognized for the purpose of presenting Master Agenda Item #310 – Maplewood Facilities Quarterly Report. Harrison presented the following written report and discussed the areas with the Commissioners.

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MNH Facilities Report Covering Q3 FY2015

**Accomplishments:**

- New vendor, Kitchen Kleen, recommended by Sullivan County Facilities Director, brought in to clean the Kitchen hood and system. Life Safety inspector mentioned that this would be an area he would be taking a closer look at during our next inspection
- Applied for Pro-share funding
- Passed recertification exam for Class A/B UST operator at DES in Concord
- Attended multiple JLMC and Safety committee meetings and inspections
- Honeywell replaced the compressors on AHU-5 again this year under warranty
- Installed new heating hot water pumps in the boiler room – capital project
- Repaired the AC for the Maplewood bus
  
- Both boiler oil pumps were rebuilt, waiting for parts to rebuild the backup pump
- Head piping on the Dectron coil failed, ordered replacement, 6 week lead time, to be installed 10/23
- Medical records Sanyo AC failed, parts not available due to its age and company having been bought out. Added to FY2016 capital budget for replacement
- Multiple issues with roof leaks over Activities, found seams coming apart, repaired all seams and a few spots around the AHU curb
- RFP's out on Heating oil, gasoline, diesel and the Admin roof
- Fire alarm dialer issues repaired by Honeywell after a power outage
- Met with Honeywell to determine hours used against the contract to date – look to be good to the end of the year
- Installed new dryer donated by a resident of ALF
- Dealt with Honeywell UV fire issue and subsequent meetings and inspections
- Honeywell completed inspections and ordered all materials to repair equipment that has been under their contract, expect repairs to be complete by mid-November
- Dave and Rob attended classes for WTP and WWTP
- Robbie painted exterior doors and fuel tanks at MNH and behind old jail
- Brush and tree's cleared from around the red barn and sand shed
- RFP out for parking lot sealing – no response, will send out again in the spring
- Department attended Pam's fire extinguisher training
- Met with John Penney to finalize the laundry project drawings
- Life Safety in to perform quarterly sprinkler inspection and testing
- Water line break on the 2nd floor – great response from the staff and the Fire Department, they were awesome, Fire Dept. brought in vacuums to speed clean up

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- Replaced a 3' section of 4" cast iron drain line on the 1st floor that led into a main drain
- Repairs to the van cost \$1500, long range - need to plan for replacement

**Concerns:**

- Practice of cutting most capital projects from the budget and adding them in as pro-share in August. At best it leaves little time to complete the projects in the fiscal year and most contractors are booked by this time and may not respond
- We need to plan on replacing the van in the next couple of years – new lift could be moved into the new van.

<b>Budget Account - Q3 2015</b>	<b>2015 Budget</b>	<b>Sept. Actual</b>	<b>YTD Actual</b>	<b>Budget Balance</b>	<b>Percent Remain</b>
P/R Staff MNH	\$300,500	\$29,968	\$223,768	\$76,732	25.53%
P/R Overtime MNH	\$8,500	\$16	\$3,197	\$5,303	62.38%
Outside Services MNH	\$144,899	\$7,570	\$9,379	\$51,106	35.27%
Supplies MNH	\$8,850	\$634	\$4,824	\$4,026	45.49%
Electricity MNH	\$164,040	\$14,765	\$119,670	\$44,370	27.05%
Gas/LPG MNH	\$42,364	\$2,927	\$20,570	\$21,794	51.45%
Fuel #4 MNH	\$235,894	\$15,056	\$155,154	\$80,740	34.23%
Auto Repair MNH	\$11,500	\$180	\$6,625	\$4,875	42.39%
Building Repair MNH	\$47,350	\$3,460	\$29,559	\$17,791	37.57%
Equipment Repair MNH	\$39,350	\$1,345	\$35,250	\$4,100	10.40%
<b>Total MNH Facilities</b>	<b>\$1,230,322</b>	<b>\$87,692</b>	<b>\$846,224</b>	<b>\$359,340</b>	<b>29.81%</b>

The Commissioners thanked Harrison for his report and then recognized Finance Director Trombly who presented a request to increase the County Credit Card limits to accommodate the issuance of card for the new County Administrator and to allow future cards to be issued if they are required.

A discussion of the use of the cards began and Trombly outlined the multiple checks and balances that the finance department has put into place to prevent any abuse. She said that the cards have been used sparingly and usually when an item needs to be purchased online to get the best price possible. She went on to say that thus far the program is working very well and that she will continue to closely monitor the card usage.

**Following discussion, Commissioner Graves moved to increase the credit card balance limit and he was seconded by Commissioner Weed. Upon vote the motion passed unanimously. Commissioners Graves and Rogers then signed the required bank documents to increase the credit limits.**

Commissioner Weed then discussed the coming changes to the regional transportation services and said that the Red Cross will no longer offer car transport services as it has done in the past. He said that the program is being rolled over to the Contoocook Valley Transportation Company.

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**At 11:02AM Commissioner Graves moved to recess the public portion of the meeting to discuss the Collective Bargaining Agreement that is on-going at Maplewood and was seconded by Commissioner Weed. Upon vote the motion passed unanimously and the meeting was recessed.**

At 11:23AM the Commissioners voted unanimously to return to public session.

**At 11:24AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session 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. Commissioners Graves seconded the motion and upon vote the motion passed unanimously.**

**As a result of deliberations in non-public session a twenty-one (21) day Family Medical Leave extension was granted to L. K.**

**At 11:27AM the Commissioners voted unanimously to return to public session.**

**At 11:28AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session 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. Commissioners Graves seconded the motion and upon vote the motion passed unanimously.**

**As a result of deliberations in non-public session a eight (8) week Family Medical Leave extension was granted to C. S-O.**

**At 11:30AM the Commissioners voted unanimously to return to public session.**

HR Director Hurley then provided an overview of HR statistics for 2015 and discussed the hiring patterns for the year.

<b>Human Resources Update 2015</b>	<b>To Date</b>
	New Hires
Maplewood Nursing Home	56
DOC	30
Keene	<u>12</u>
<b>Total</b>	<b>98</b>
	Terminations
Maplewood Nursing Home	42
DOC	22
Keene	<u>6</u>
<b>Total</b>	<b>70</b>

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<b>Current Open FMLA Cases 2015</b>	
Maplewood Nursing Home	41
Facilities	1
Keene	2
DOC	3
Deeds	3
ALF	4
<b>Total</b>	<b>54</b>
Continuous Leave	18
Intermittent Leave	36
Care for a family member	18
Birth of a child	9
Serious Health Condition - Self	26
Military LOA	1

The Weekly Census was then reviewed and the continued drop in Maplewood census was noted.

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

The minutes of November 11, 2015 were then reviewed and Commissioner Graves moved to accept the minutes as presented. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.

The Commissioners Calendar was then reviewed and it was noted that Commissioner Weed will not be in attendance at next week's meeting due to previously scheduled travel.

At 1:30PM 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