

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 3, 2016 09:30AM
County Hall Building
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, and Assistant County Administrator (ACA) Bouchard.

At 9:32AM Chair Rogers opened the meeting and recognized Manager Harrison who spoke to Master Agenda Item #401: Quarterly Report – Maplewood Facilities

Harrison provided the following report: Maplewood Nursing Home Facilities report to the Commissioners - Covering Q2 FY2016

Accomplishments:

- State Survey of Nursing Home Completed
- 3 Year electric rate approved – savings for the county beginning in November
- Stairwell platform penetrations repaired – State Survey
- Life Safety installed 8 sprinkler heads required by State inspection
- Attended The Civilian Response to Active Shooter Events (CRASE) training in Keene
- Boilers 1 & 2 taken down for cleaning and inspection – passed inspection
- Center sections of the nursing floors and three apartments painted in the Assisted Living Facility (ALF)
- Honeywell started spring Periodic Maintenance on HVAC systems
- RFP completed for parking lot maintenance
- Spill Prevention Control & Countermeasure Plan (SPCC) plan updates started with Normandeau Associates.
- Repaired two sections of cast iron drain line in the Nursing Home
- Attended Emergency Preparedness Conference in Manchester NH
- Training Room A/C installed by ARC Mechanical
- Work started on new server room by Facilities staff
- Attended public Delegation meetings around the county
- Administration, ALF and Waste Water Treatment Plant roof project started 6/28 – estimate three weeks to completion
- Attended Utility Trac training – part of the WorxHub Capital Maintenance Planning Software project
- Started interviews for two (2) FTE open facilities positions

Concerns:

- Department of Environmental Services (DES) inspection of the under and above ground storage tanks – red tag letter and added costs to come into compliance.
- Boiler 1 has a cracked burner housing – cannot be welded, replacement request through pro-share funds.
- Weekend dayshift staff member gave his notice – 2 weeks

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- 2nd shift staff member quit with no notice
- Equipment repair funding

Budget:

Account - Q2 2016	2016 Budget	June Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$307,265	\$20,420	\$145,966	\$161,299	52.50%
P/R Overtime MNH	\$8,500	\$361	\$2,613	\$5,887	69.26%
Outside Services MNH	\$143,110	\$7,939	\$64,535	\$78,575	54.91%
Supplies MNH	\$9,250	\$0	\$378	\$8,872	95.92%
Electricity MNH	\$164,040	\$13,990	\$77,483	\$86,557	52.77%
Gas/LPG MNH	\$28,560	\$1,777	\$19,038	\$9,522	33.34%
Fuel #4 MNH	\$187,274	\$11,412	\$79,436	\$107,838	57.58%
Auto Repair MNH	\$11,500	\$121	\$7,470	\$4,030	35.04%
Building Repair MNH	\$47,350	\$1,293	\$24,619	\$22,731	48.01%
Equipment Repair MNH	\$40,000	\$7,243	\$40,362	-\$362	-0.91%
Total MNH Facilities	\$1,159,034	\$79,996	\$557,651	\$601,383	51.89%

Looking Forward:

- Roof project completion – all locations
- WorxHub data collection completion for new work order system
- Training new hires
- Projects if pro-share funds are approved
- 2017 Budget Season

Harrison reviewed his report and the Commissioners asked a number of questions about staffing and the condition of the building(s). Bouchard said that Harrison and his staff had recently completed the buildout of the new Maplewood IT Server room and that it was on a par or even better than if the project had been bid out, and further, that the cost to complete the project was far less than it would have been if it had been contracted out. Bouchard also said that Harrison and the Maplewood Facilities staff have been a tremendous help to him in managing multiple farm projects this year and he wished to commend Harrison and the entire staff for their enthusiastic assistance in bring the farm facilities back up to an acceptable level of maintenance.

Harrison reviewed some of his conversations with State Department of Environmental Services (DES) concerning the Above Ground Tanks (ABT) and Below Ground Tanks (BGT) and the closing of the 1,000-gallon tank behind the kitchen facility that must be accomplished this year. Also discussed was the elimination of the diesel fuel and gasoline tanks at the old jail site.

Bouchard will assist in transitioning the Nursing Home over to the Wex Fuel Card program in the next few weeks.

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At 10:03 Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves moved and was seconded by Commissioner Weed to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. Upon vote the motion passed unanimously.

As a result of deliberations in non-public session, no decisions were made and no vote was taken.

At 10:42AM The Commissioners voted unanimously to return to public session.

ACA Bouchard was then recognized for the purpose of receiving the weekly operational report.

Bouchard said that the monthly New Hampshire Association of County's meeting scheduled for this Friday August 5th, has been cancelled as has the meeting scheduled for September 2nd because of the conflict with the Labor Day weekend.

Bouchard then said that the Delegation Executive Committee will be meeting on August 15th at 10:00AM in Commissioners Conference Room to review the mid-year budget and to discuss the recommendations for the allocation of the 2016 Pro-Share funds. He went on to say that a full delegation meeting will held on August 22nd at 7:00PM in the Delegation Hall room.

Bouchard reminded the Commissioners that at next week's meeting to be held at the Department of Corrections, the Employer Support for the Guards and Reserves representatives will be presenting an employer award for the County's support of the National Guard and Reserve employees. The Keene Sentinel has been invited to attend.

Bouchard then said that the meeting on August 17th at the County Hall building will be immediately followed by the Commissioners Annual Cookout on the National Grange's lawn as had been done for the past number of years.

Lastly, Bouchard said that he had just received the 2016 New Hampshire Association of County's Award Nomination packet and would be distributing it to the department managers later in the day. He noted that the response time this year is particularly short, less than two (2) full weeks.

The Commissioners then held a general discussion on a number of County related topics and a request was made for Finance to provide status updates on the total amount of bonded debt that the County is responsible for and for an update on the funding reserves of the self-funded employee health plans. Director Trombly will be asked to present the information at next week's

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meeting.

The discussion continued and Commissioner Rogers reviewed a meeting that was held with representatives of United States Department of Agriculture (USDA) Rural Development staff to explore funding opportunities for the Maplewood Nursing options. He said that very early in the discussions it was learned that some attractive interest rates may be available for construction funding. Further follow-up and details will be forthcoming in the next few weeks.

The discussion then turned to the use of the “Shop” building on the old jail grounds and the request by the Conservation District to be able to use the building for winter storage of the farm implements that they rent during the growing season. Bouchard reminded the Commissioners that the authorization to use the building was granted last week with the caveat that the Conservation District address the repair of the overhead doors of the bays that they would be using. Bouchard and Coates will follow-up with Amanda Littleton the Manager of the Conservation District.

Commissioner Weed moved to accept the Minutes as amended of July 27, 2016 and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

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

The Weekly Census was then reviewed.

At 11:26AM 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 with unanimously.

Respectfully Submitted,

P. Graves, Clerk