

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday September 21, 2016 09:30AM**  
**Maplewood Nursing Home**  
**201 River Road**  
**Westmoreland, NH 03467**

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

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

At 9:34AM Chair Rogers opened the meeting and recognized County Administrator Coates who reported that he sat in on a Governors call with the department of Homeland Security concerning the recent bombing event in New York and the explosive devices found in New Jersey. There was strong support for re-vitalizing the “See something, say something” program throughout the County. A discussion of how to get the information out to the general public to re-develop a better sense of community ensued.

Coates discusses the eminent departure of Human Resources Manager Hurley and said that a revised job description is being drafted and that a job solicitation ad will be placed next week. He also said that he has been contacted by potential candidates for the position.

The work for re-balancing the Department of Corrections RFQ will be re-published in the next few weeks after a review of a new RFQ document has been completed.

Regional Development Alliance (RDA). Coates discussed a newly formed informal group that has been meeting to help spur economic development in the Monadnock region. The purpose of the group is to identify and address the issues around the lack of economic development in the region. Discussion of how to involve towns and a plan to meet the needs of municipalities in the County began and it was agreed that this is an important project to help the County develop and grow.

Discussion of the upcoming Commissioners Budget Review schedule scheduled for October 13<sup>th</sup> and 18<sup>th</sup> with both sessions to be held in the Commissioners Conference room at 12 Court Street. Session begin at 9:30AM.

It has been decided to hold the 2016 Longevity and Employee Recognition lunch on December 14<sup>th</sup> at the Maplewood Nursing Home.

Ron White, the Executive Director of the New Hampshire Association of Counties (NHAC) will attend the Commissioners meeting on October 19<sup>th</sup> at 10:30am to discuss NHAC policies and procedures and discuss specific issues of concern to the Commissioners. He will also represent the NHAC at the Department of Corrections Officer Graduation ceremonies scheduled for 12:30PM.

Master Agenda Item# 411: New Employee Handbook – W. Hurley  
Manager Hurley handed out the new employee handbook to the Commissioners and distributed a year-to-date summary of hiring and resignations. She also reviewed an analysis of the HR trends for overall staff and the LNA training classes in particular, as well as the numbers and impact of

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday September 21, 2016 09:30AM  
Maplewood Nursing Home  
201 River Road  
Westmoreland, NH 03467

employees utilizing the Family Medical Leave Act (FMLA). A discussion of the employees in the LNA training classes and how the program is administrated began. A discussion of how Automated External Defibrillators (AED's) are used in the facility then came-up based on an inquiry from the Commissioners. It was discussed that the cost of AED operational issues such as disposable pads and batteries was very high and that the AED at the nursing home should stay in sync with the units used by the Westmoreland Fire Department as much as possible.

Master Agenda Item# 412: New Bed Frames – Capital Acquisition 2016

Administrator Kindopp presented her request for the purchase of thirteen (13) bedframes for the nursing home. \$20,000.00 is budgeted and the bid from Direct Supply for \$19,954.87. This option is recommended by the Administrator. Following review of the bids and questions, **Commissioner Weed moved to approve the purchase and is seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Kindopp then presented a request for the capital purchase of twelve (12) Low Air Loss Mattresses. \$8,000.00 is budgeted and the Medline company has bid a total of \$7,700.00. Kindopp spoke to the much higher prices from other vendors for the identical product. **Commissioner Weed made a motion to approve the purchase of the mattresses from Medline with the condition that the purchase price to include shipping, which was not quoted in the bid response, does not exceed \$8,000.00. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

Master Agenda Item# 413: Website redesign vendor award – R. Bouchard

Bouchard presented a spreadsheet with nine bid responses for the recently posted remake of the County Website. Bouchard discussed the review process and the interviews of the three (3) finalists that he and Administrator Coates conducted. He said that the decision was a difficult one as eight (8) of the nine (9) proposals were quite good. He went on to say that the final recommendation is to award the bid to Millennium Integrated Marketing of Manchester NH and Boston MA based on a through review of the proposal and the outcome of the finalist interviews. The budget for the project was \$27,500.00 and the bid submitted by Millennium was \$25,550.00 which is substantially in line with the other bids received. The remaining funds of \$1,950.00 will be used for contingency purposes for change orders. The Commissioners asked questions about timeline implementation and other topics and **Commissioner Weed moved to award the bid to Millennium Integrated Marketing for \$25,550.00 and is seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Master Agenda Item# 414: Heat Convertor Maplewood – B. Harrison

Harrison presents the bids received from two (2) vendors on the replacement of the #2 heat exchanger that failed at the nursing home. The vendor that presented the best bid was ARC Mechanical at \$41,270.00. Also discussed was the unknown condition of the valves that are connected to the heat exchanger and other piping and equipment that may need to repaired or replaced once the heat exchanger is removed. Following discussion, **Commissioner Weed moves to accept the bid amount of \$41,270.00 from ARC Mechanical for the heat**

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday September 21, 2016 09:30AM  
Maplewood Nursing Home  
201 River Road  
Westmoreland, NH 03467

**exchanger replacement with a not to exceed total project completion of \$55,000.00 (the budget amount of the capital budget item) The amount is to include any needed repair or replacement of connecting valves and piping. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

Harrison then provided a roofing update on the various roofing projects for the Waste Water Treatment Plant (Budget of \$16,000.00 – actual expenditure \$13,600.00) the Administration roof of the Nursing Home (Budget of \$42,000.00 actual expenditure of \$42,768.00) and Assisted Living Facility (including the Canopy entrance not originally quoted – Budget of \$160,000.00 – actual expenditure of \$97,295.00) noting that all the projects came-in on time and substantially under budget. (Total budgeted amount of \$220,000.00 – actual expenditure of \$153,000.00) The Commissioners thanked Harrison for his diligence and stewardship of the projects.

Harrison then discussed the removal and disposal of the above ground and underground tanks from the Nursing Home and farm campuses as mandated by New Hampshire Department of Environmental Services (DES). Harrison discussed the options from two companies who have bid on tank removals, M&B Tanks and Lakes Region Environmental. Following an extended discussion **Commissioner Weed moves to award the tank removal contract to Lakes Region Environmental for a total cost of \$7,875.00. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

**At 11:20AM Commissioner Rogers moved to go into a recess to discuss pending Collective Bargaining Issues and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**At 11:34AM the Commissioners voted unanimously to return to public session.**

The Commissioners discussed the upcoming Delegation meeting and the need for the preparation of accurate data and costs for the recommended A2 option for the nursing home.

**At 12:00PM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves moved the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting.**

**As a result of the deliberations in nonpublic session a decision was made to temporarily increase S. J.'s compensation by \$1.00 due to increased responsibilities as a result of the department manager leaving County employment.**

**At 12:42PM The Commissioners unanimously voted to return to public session.**

**Commissioner Weed moved to accept the Minutes as presented of the September 14, 2016 meeting and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday September 21, 2016 09:30AM**  
**Maplewood Nursing Home**  
**201 River Road**  
**Westmoreland, NH 03467**

**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 Commissioner's Calendar and the Weekly census were reviewed.

**At 12:57PM 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