

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 3, 2001, 9:30 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak, Rick Van Wickler, Superintendent of HOC; Sheryl Trombly, Finance Director; Virginia Royce, DNS; Terry Warren, Secretary to the Commissioners

MANIFEST The manifest was approved and signed.

MINUTES: Commissioner Davis made a motion to approve the minutes of December 27, seconded by Commissioner Martin, voted unanimously.

Meeting opened at 9:35 AM.

Commissioners

Commissioner Davis moved that Commissioner Martin is named Chairman of the committee, Commissioner Lynott the Clerk and Commissioner Davis Vice Chair, motion was seconded by Commissioner Martin, voted unanimously.

Commissioner Martin explained the manifest requirements to Commissioner Lynott. Former Commissioner Daschbach officially handed his building keys in to the board. The Commissioners discussed their meeting schedule. All agreed that the present schedule of Wednesday mornings at 8:00 AM, and the second Wednesday at 5:00 PM be continued. The Commissioners discussed holding meetings outside of Keene, at various towns of Cheshire County. Administrator Wozmak will set up a schedule. The Commissioners discussed their goals. The Commissioners stated that they would like to see employees by taking a minute to stop by and say hello to them when meetings are held at their facility.

The Commissioners then discussed making the minutes of their meetings more available and decided to e-mail minutes to the selectmen and delegates, and to add the minutes of their meetings to the web site, advising the selectmen.

The Commissioners would like to set up a Commissioners retreat date. Administrator Wozmak will contact Nick Manolis from CFNH to set a date.

Commissioner Martin stated that he would like one of the goals of the Commissioners to complete employee evaluations in a timely manner.

Commissioner Davis stated that he would like to follow through with alternative sentencing. The commissioners will meet with Administrator Wozmak to discuss the program in depth.

Commissioner Davis stated that he would like to see a capital improvement plan prepared.

Commissioner Martin would like a follow up with the jail study. After the next jail study committee meeting, Administrator Wozmak will prepare recommendations.

The Commissioners discussed the New Hampshire Association of Counties and that there are monthly Commissioner meetings held in Concord on the first Friday of the month that one commissioner attends.

Commissioner Davis stated that he would volunteer to be on the board for FMA. Commissioner Lynott volunteered to be on the board for UNH.

Commissioner Martin stated that he would like to see goals from all department heads for 2001.

Superintendent Van Wickler responded to #10 of old business. There are thirteen officers certified, eight not certified, and three vacancies.

Superintendent Van Wickler followed up with the Commissioners on the Sentinel article about work release. The article was about state prison work release programs and the county jail was not mentioned, although photographs of county inmates were used in the article.

Director Trombly discussed the record retention policy and that it be reviewed during the personnel policy manual review. The department managers and elected officials will meet every other Wednesday, starting January 24 to review the manual.

Administrator Wozmak will contact Tim Rogers and Pat Ryan and ask them if they can keep track of the video conferencing, in order to determine the use of the system. He will also contact the person at the state who is responsible for this program. Director Trombly will make contact with Grafton and Sullivan Counties for their usage information.

Commissioner Martin requested an update on account receivables. Director Trombly will supply.

Administrator Wozmak gave the Commissioners an update on the DYDS rate dispute. Number 5 of Old business, lighting grant press release - Administrator Wozmak will prepare the press release.

Number 7 of Old business, funding for Monadnock Substance Abuse - Administrator Wozmak has contacted Hillsborough County. They stated that there is no record of

money given to MSA, MDS or SWCS, however Hillsborough County does give incentive funds to HCS for \$5000.

Nonpublic session – At 11:20 AM, pursuant to RSA 91-A (II) (a), (b), and (c), Commissioner Martin, moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to regular session at 11:40 AM.

Maplewood Nursing Home

Status report distributed.

Four tuition reimbursements were distributed, all from individuals in the Activities Department, Donna Hull, Nancy McLean, Kristen Mitchell and George Wesche. Commissioner Davis moved that the tuition reimbursements of \$500 each be approved, Commissioner Lynott seconded, voted unanimously.

Nonpublic session – At 11:15 AM, pursuant to RSA 91-A (II) (a), (b), and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to regular session at 11:18 AM.

There being no further business, the meeting was adjourned at 11:45 AM.

Signed and approved at meeting of Jan. 10, 2001

Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 10, 2001, 5:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak, Rick Van Wickler, Superintendent of HOC; Sheryl Trombly, Finance Director; Terry Warren, Secretary to the Commissioners

MINUTES: Commissioner Davis made a motion to approve as corrected the minutes of January 3, 2001, seconded by Commissioner Lynott, voted unanimously.  
Meeting opened at 5:00 PM.

Commissioners

Director Trombly reviewed the FMA radio repair shop procedures. Commissioner Davis made a motion that the profits over and above the \$10,000 budgeted figure be used to reduce the deficit for the radio repair shop, until paid. This issue will be revisited when the debt is paid up, Commissioner Lynott seconded, voted unanimously.

Director Trombly read the memo from the FMA regarding the contribution to the capital reserve account for \$835.05. Commissioner Davis moved to approve the contribution, Commissioner Lynott seconded, voted unanimously.

Superintendent Van Wickler advised the Commissioners about the visit to the HOC by the Bishop of Manchester, which was a result of the work of Sgt. Colby. Photographs are on the web site.

Superintendent Van Wickler advised the Commissioners that the Sentinel called regarding the mental health issues and incarceration. He has offered the reporter a tour of the HOC, but has advised the Sentinel that all questions are to be directed to Administrator Wozmak.

Nonpublic session – At 5:25 PM, pursuant to RSA 91-A (II) (a), (b), and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to regular session at 7:10 PM.

There being no further business, the meeting was adjourned at 7:15 PM.

Approved and signed at meeting of January 18, 2001          Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Thursday, January 18, 2001 5:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak  
Commissioners

1. Commissioner Davis made a motion to approve the minutes of the meeting of January 10, 2001, seconded by Commissioner Lynott, voted unanimously.

2.

Nonpublic Session At 5:00 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session Commissioner Martin made a motion to authorize sick pay for Jessica Rhodes through January 26 as a special exception to a properly applied policy, due to specific mitigating reasons, Commissioner Davis seconded, voted unanimously. The Commissioners unanimously voted to return to regular session at 5:48 PM.

3.

Nonpublic Session at 5:55 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners unanimously voted to return to regular session at 7:00 PM.

Approved and signed at Commissioners meeting of January 24, 2001  
Margaret Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Thursday, January 24, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak;  
MNH Administrator Beeler, Terry Warren, Secretary to the Commissioners

MANIFEST The manifest was approved and signed.

Minutes: Commissioner Davis made a motion to approve the minutes of the meeting of January 18, 2001, seconded by Commissioner Lynott, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Nonpublic Session At 8:02 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to regular session at 8:30 AM.

Maplewood Nursing Home

Administrator Beeler submitted three tuition reimbursement requests for Karen Gagnon, Rachel Blaine and JoAnn Gragen. Commissioner Davis moved to approve the tuition reimbursement requests, Commissioner Lynott seconded, voted unanimously.

Administrator Beeler reviewed the Medicaid rates.

Statistics report distributed. New report on Assisted Living prepared and distributed.

Board of Nursing has agreed to work on the med tech legislation.

Federal Life Safety appeal update – Administrator Beeler has negotiated with the surveyor and they have agreed to waive moving the lockers.

MNH Auxiliary has donated a digital wheelchair scale and 28 hymnals to MNH.

Nonpublic Session At 9:02 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the

deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to regular session at 11:12 AM.

Meeting adjourned at 11:15 AM

Approved and signed at Commissioners Meeting of Jan. 31, 2001 Margaret Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 31, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, HOC Superintendent Van Wickler, Facilities Manager King, Farm Manager Dave Putnam, Terry Warren, Secretary to the Commissioners

MANIFEST The manifest was approved and signed.

MINUTES: Commissioner Davis made a motion to approve the minutes of January 24, 2001, seconded by Commissioner Lynott, voted unanimously. The meeting opened at 8:35 and the Commissioners immediately went into a nonpublic session.

Commissioners

Nonpublic Session – At 8:35 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners voted to return to public session at 9:20 AM.

There was discussion on the Alternative Sentencing focus paper prepared by Administrator Wozmak previously distributed to the Commissioners. Commissioner Martin commented that the paper was very helpful in giving an overview of the program. He felt we needed to get a handle on whether or not the jail population is decreasing or not. He felt that the recommendations in the focus paper were too general and wondered what forward progress we can make now, using the focus paper as a basis; or if there are aspects of the Pulitzer study we can accomplish without spending money. Superintendent Van Wickler stated that he felt that classification revision is necessary for any program to be successful. His recommendation is that the Commissioners not fund the alternative sentencing program at this time because the statutes need to be clarified and/or changed in order for alternative sentencing to be successful. Commissioner Martin asked how do we accomplish our goals.

Superintendent Van Wickler suggested that the Commissioners meet with the judiciary and start a discussion to determine what needs to be done legislatively. Commissioner Davis suggested that the focus paper be sent to Dr. McPeake and he be invited to a commissioners meeting to determine where we are going. Administrator Wozmak will narrow down the focus paper before meeting with Dr. McPeake.

Facilities



Facilities Manager King reviewed the power line failure last month. He has obtained several costs to replace the line, and PSNH has quoted approximately \$25,000 for above ground line replacement, and \$45,000 for underground. If PSNH takes responsibility of the line, it would require us to have two separate meters, which would result in an increase of approximately \$1000 per month because we would lose the use discount we presently receive. Manager King recommends that we go with the above ground line, and retain responsibility for the lines. Commissioner Davis moved that we add \$35,000 to the budget for repair of the power lines, Commissioner Lynott seconded, voted unanimously.

Manager King gave the Commissioners a report that had been done three years ago on cogeneration at the county complex.

#### Farm

Farm Manager Putnam went to the auction to look at the baler and advised he was not able to purchase it. He would like to look a buying a wagon rather than a baler this year. There is \$11,000 in the 2001 budget for the baler. He feels that we would be better off buying a mixer wagon. Commissioner Davis moved that we authorize the farm to reallocate the baler funds, pending approval by the delegation, to purchase a mixer wagon instead of the baler. The funds designated for the hay wagon, \$3800, is to go towards the mixer wagon, Commissioner Lynott seconded, voted unanimously.

There being no further business, the meeting ended at 11:20.

Approved and signed at February 7, 2001

Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 7, 2001 8:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Finance Director Trombly, Facilities Manager King, Nursing Home Administrator Beeler, DNS Virginia Royce, Matt Brodis, Intern; Kathryn Kindopp, Director of Physical Therapy; Lisa Malshuk, Director of Occupational Therapy; Terry Warren, Secretary to the Commissioners

MINUTES: Commissioner Lynott made a motion to approve the minutes of January 31, 2001, seconded by Commissioner Martin, voted unanimously.

The meeting opened at 8:00 AM.

Maplewood Nursing Home

Kathryn Kindopp made a presentation on the use of chlorine and its effect on the heater in the therapy pool and the notification from the state that using Trichlor in the pool will no longer be acceptable. Purchase of a new heating system for the pool will be \$4965. Sheryl Trombly stated that there is \$27,876 in the Wellington Fund. Commissioner Martin asked Facilities Manager King if he had reviewed the system, and Manager King stated that he had, and he supported the choice. Commissioner Davis moved that \$4965 be allocated to purchase the new heating system for the pool, Commissioner Lynott seconded, voted unanimously.

Administrator Beeler distributed the job description for the personal care attendant supervisor. The Commissioners will review the job description.

Administrator Beeler asked for clarification from the Commissioners on the tuition reimbursement policy, and whether "tuition" included lab fees and books. Commissioner Martin stated that the personnel policy committee should review the policy.

Administrator Beeler will research the policy with other counties and submit the collected information to Administrator Wozmak by March 1. Administrator Wozmak will distribute it to other department managers for input.

CNA Bonus – Administrator Beeler stated that he would like to restart the CNA sign on bonus on a limited basis as it would be budget neutral. Commissioner Lynott moved that we approve the CNA bonus of \$250, seconded by Commissioner Davis, voted unanimously.

Administrator Beeler updated the Commissioners on SB 70, which would require that staffing agencies be licensed; and SB 81, which would allow the Board of Nursing to license med techs. Commissioner Davis asked how this would affect MNH and DNS Royce stated that it would result in a reduction in LPN positions and allow CNAs to take over medical distribution.

County Government Week – There was discussion on what Cheshire County has previously done during government week. Administrator Wozmak will contact the UNH Cooperative Extension and find a date that is convenient for the participants. The speech therapist that was hired as a permanent employee has submitted her resignation. The Commissioners have agreed that the money used as a staffing position can be used for a contract position until someone is hired. We did not ask for an increase in legal fees in the new budget. This needs to be added to the budget before it is reviewed next week.

Commissioners

There was a discussion on the summary of changes to the budget that will be presented to the Executive Committee meeting next week. Director Trombly will prepare this and send to Chairman Pratt and the commissioners.

For power line repairs voted on last week, the amount has to be increased to \$41,500 as advised by PSNH.

Director Trombly let the commissioners know that Moodys has advised that all of New Hampshire counties are on a watch, letting investors know our ratings. Commissioner Davis asked Director Trombly to confirm what is our rating.

Nonpublic Session – At 10:30 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to accept the recommendation of the nursing home administrator to terminate the employment of Donna Short, effective February 7, 2001. The Commissioners voted to return to public session at 10:52 AM.

Nonpublic Session – At 10:54 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners voted to return to public session at 11:26 AM.

There being no further business, the meeting ended at 11:30 AM.

Minutes approved as corrected on February 14, 2001      Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 14, 2001 5:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Scott Hagar, DOC, Terry Warren, Secretary to the Commissioners

MANIFEST The manifest was approved and signed.

MINUTES: Commissioner Davis made a motion to approve the minutes of February 7, 2001, as corrected, seconded by Commissioner Martin, voted unanimously.

The meeting opened at 8:00 AM.

Department of Corrections

A request was submitted for a four week leave of absence, without pay, for Nathan Green to do National Guard duty, from April 29 to May 25. Commissioner Davis moved to approve the leave of absence, seconded by Commissioner Martin, voted unanimously.

The DOC van needs \$1100 repair to the antilock brake system. Commissioner Davis moved to approve the expenditure of the \$1100, Commissioner Lynott seconded, voted unanimously.

There are presently 93 inmates in the Department of Corrections, resulting in some inmates having to sleep on the cell floor.

Maplewood Nursing Home

The quote for the CO2 feed unit for the pool was received at a cost of \$718, making a total of \$5683 for pool equipment. Commissioner Davis moved to authorize \$5683 be taken from the Wellington Pool Fund, seconded by Commissioner Lynott, voted unanimously.

Commissioners

Monadnock Region Heritage Alliance – Commissioner Martin suggested that Administrator Wozmak speak to Representative John Pratt and Representative Stephen Avery.

SCS request – Commissioner Davis moved that the county subordinate the existing CDBG grant of \$95,000, Commissioner Lynott seconded, Commissioner Martin recused himself, motion passed.

The commissioners reviewed the list prepared by Sheryl Trombly for budget items that potentially can be cut.

Nonpublic Session – At 6:25 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners voted to return to public session at 6:50 PM.

There being no further business, the meeting ended at 6:55 PM.

Minutes approved and signed at meeting of February 21, 2001 Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 21, 2001 8:00 AM**  
**Department of Corrections, Westmoreland, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Superintendent Van Wickler, Terry Warren, Secretary to the Commissioners

MANIFEST The manifest was approved and signed.

MINUTES: Commissioner Lynott made a motion to approve the minutes of February 14, 2001, seconded by Commissioner Davis, voted unanimously.  
Meeting opened at 8:00 AM.

The Commissioners reviewed the Old Business List.

Maplewood Nursing Home

Two tuition reimbursements were submitted for the Commissioner's approval. Commissioner Davis moved that the tuition reimbursements for Brenda Hatt and Martha Ouellette be approved, seconded by Commissioner Lynott, voted unanimously.

Department of Corrections

Superintendent Van Wickler advised the Commissioners that all personnel vacancies were filled.

Inmate population is up into the 90's; female population is also up.

Superintendent Van Wickler requested permission for the HOC to accept an inmate from another facility. Commissioner Davis moved that permission be granted to accept a transferred inmate, Commissioner Lynott seconded, voted unanimously.

Superintendent Van Wickler stated that another department goal was completed, which is an inmate orientation video. Keene High School students produced the video. The Commissioners viewed the video.

The correctional officer training schedule for 2001 prepared by the Superintendent was distributed to the Commissioners.

The statutory tour of the facility began with an impromptu discussion with Sgt. John Mousseau, shift supervisor, who reviewed the daily procedures and general procedures of the HOC.

The Commissioners proceeded with the inspection which included the following areas: Nurses station. The Commissioners spoke to the nurse about her department.

Administrative/Operations and staff area was inspected.

Inmate locker area – Asst. Shift Supervisor Cpl. Joel Sampson reviewed the procedures with the inmate lockers, which hold several inmates' items in each locker. Each item is bagged and labeled with inmate information. Work release inmates' lockers are separate.

Volunteer and Inmate programs. Sgt. Hank Colby explained the use of electronic monitoring equipment to the Commissioners. There was discussion on the revenue collected from electronic monitoring.

The kitchen was examined.

The inmate dining room was examined. The Commissioners visited the resource center, which is off the dining room and contains the law library, computers and textbooks. The Commissioners heard from Captain Scott Hagar, Director of Operations about the computer network training functions.

The supply room, where clothing, bedding and linens are stored, was inspected.

The intake area, used for new inmate searches and which is also the handicapped cell, was examined.

The Commissioners visited the Recreation Room/Gymnasium, which also contains a library, was visited and procedures discussed as to use of the room and the library. The beds for the work release inmates are also in this room. Inmate outside recreation was discussed. The telephone tree system, used in case of inmate escapes, was discussed with the Superintendent. In addition, the Keene information line is updated with information, in the case of an escape. The Superintendent also stated that the escape policies are always revised as they are needed.

The Intake/Booking/Observation area was examined. The use of the Spillman record management system, which is connected with the County Attorney, County Sheriff and the Administration office, was discussed with the Commissioners. The photo line up program was explained. The Superintendent advised the Commissioners that three head-counts of inmates are done every eight hours.

The women's inmate area was visited and the Commissioners spoke to some of the women inmates directly, asking about food and the facilities.

The Lower Control area was visited, and the use of equipment was explained to the Commissioners.

The Upper Control area was visited, and the use of equipment was explained to the Commissioners.

The Isolation Cells were visited. There was discussion about the money in the 2001 for repairs to this area, which is subject to damage by inmates.

The Commissioners reviewed the inmate segregation policies and reviewed the disciplinary review board format.

The Commissioner thanked Superintendent Van Wickler, Shift Supervisor Sgt. Mousseau, Asst. Shift Supervisor Cpl. Sampson, Sgt. Colby and Capt. Hagar and the officers and staff for their cooperation during this unannounced inspection and tour of the facility.

The Commissioners witnessed several exchanges between the correctional officers and the inmates and found, uniformly, that the officers were polite and respectful of the inmates. The Commissioners were pleased with the policies and procedures in place at the facility and were impressed at the bilateral respect between line staff and administration.

Nonpublic Session

At 8:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss a matter of personnel. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session no decisions were made and no votes were taken. The Commissioners returned to Public session at 8:50AM.

Approved and signed at meeting of February 28, 2001 Margaret E. Lynott, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 28, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Superintendent Van Wickler, MNH Administrator Beeler, Facilities Manager King, Treasurer DeYoung, Assistant County Attorney Albrecht, Sheriff Foote, Finance Director Trombly, Register Hubal, Human Services Director Barber, Farm Manager Putnam, Computer Coordinator Putnam, Joann Gragen MNH Director Laundry, Terry Warren, Secretary to the Commissioners

MANIFEST The manifest was approved and signed.

MINUTES: Commissioner Lynott made a motion to approve as amended, the minutes of February 21, 2001, seconded by Commissioner Davis, voted unanimously.  
Meeting opened at 8:00 AM.

Commissioners

The Commissioners addressed the school funding issue and how it will affect county government. Treasurer DeYoung explained that because of what is happening at the state level with school funding and how it will affect towns collecting taxes on behalf of the county, we are unable to go out for competitive bidding for the TANS. We have been able to fund our TANS at 5%. Commissioner Davis moved that the county's TANS borrowing this year be done on a noncompetitive basis due to the limited funding sources, as a result of the recent court decision stating that the state's property tax source was unconstitutional, Commissioner Martin seconded, voted unanimously. Commissioner Martin thanked Treasurer DeYoung for the work that she has done to obtain funding for the county. The Treasurer and Commissioners signed the paperwork for the Citizens Bank loan of \$5,000,000.

A memo to the department managers was distributed and reviewed with them. This memo addresses potential temporary cash flow issues with suggestions for departments by the Commissioners. Commissioner Martin asked the Department Managers if they had any questions.

Sheriff Foote asked about overtime and stated that it is often difficult to control since the deputies only work one shift, but are often called out at night, requiring overtime. Commissioner Martin stated that what the Commissioners are requesting is for the managers to oversee the overtime and keep the Commissioners updated on a weekly basis. He stated that what the Commissioners want is for it to be monitored more, emergencies will have to be taken care of, and the Department Managers may contact the Commissioners Office if they have any questions.

Register Hubal asked about the COLA. Commissioner Martin stated that COLA is at 2.5% and the only difference is that it is retroactive to March 1 and not to the

beginning of the year, as was done in previous years. Commissioner Davis advised the managers that other counties are in the same situation as we are, with budgets being higher than usual.

Director Trombly asked about number 8, merit raises, and whether we going to continue the practice of waiting to give merit raises until the budget is approved by the delegation. Commissioner Martin suggested that because of the cash flow problem, perhaps we can continue the practice of waiting until the budget is approved. Payroll was contacted and confirmed that there are approximately 15 merit raises waiting as of today. Commissioner Lynott moved that merit raises be paid at the time of review and not wait until the delegation approves the budget, seconded by Commissioner Davis, voted unanimously.

Wendy Putnam gave the Commissioners and Department Managers an update on the microwave system. The system is still down and is being tested. They are continuing to do testing to find the location of the problem, which has not been found yet. Dave Putnam advised the Commissioners that he applied for a share grant for manure storage funds, and we were denied.

Nonpublic Session At 8:56 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss a matter of personnel. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no votes were taken. The Commissioners returned to public session at 9:40 AM.

May 23 has been set as the Commissioners retreat date. The Commissioners will contact Administrator Wozmak with suggestions of other attendees, if they decide that it will be more than just a Commissioners retreat.

Administrator Wozmak has been in contact with UNH regarding County Government Week.

Commissioner Davis moved that Administrator Wozmak be authorized to sign the Hutter Construction contract, Commissioner Lynott Seconded, voted unanimously.

Commissioner Davis stated that it be specified we are not responsible to oversee the construction.

Commissioner Davis stated that he attended the regional selectmen meeting and that they are very concerned about solid waste disposal. Commissioner Davis suggested a meeting be arranged with other selectmen for input. Commissioner Davis will continue to attend the meetings as SWRP member.

Terry Warren presented a recycling program to the Commissioners. A company has been found that will pay us for paper for recycling. The Commissioners agreed to try the program on a small basis. It will initially start at 33 West Street.

The memo to the delegation regarding the budget was reviewed by the Commissioners. Commissioner Davis suggested that we recap at the end of the memo that the increase in the budget is more a revenue problem than an increase in expenses. The memo and attached list will be sent out right away.

The Commissioners are going forward with the second option for alternative sentencing at \$116,875. Commissioner Davis suggested that the Jail Study Committee endorse to the delegation their support for the alternative sentencing program.

Commissioner Davis discussed the jail bond amount and how the \$8.5 million was determined. The amount was not reached by simply halving the first figure, but was determined by review of the original proposal by Administrator Wozmak and Superintendent Van Wickler.

#### Nonpublic Session

At 11:05 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss a matter of personnel. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no votes were taken. The Commissioners returned to public session at 11:10 AM.

#### Maplewood Nursing Home

CNA class will graduate on Friday and some vacancies are expected to be filled with graduates from the class.

Two tuition reimbursements were submitted for the Commissioner's approval.

Commissioner Martin asked if there were any restrictions on the number of individuals attending a course at one time. Administrator Beeler stated that Director Royce oversees the number of attendees. Commissioner Lynott moved that the tuition reimbursements for Sandra O'Neal and Dennis McRae be approved, with reimbursement to be made at a later date, seconded by Commissioner Davis, voted unanimously.

Speech therapist has not been found.

Administrator Beeler stated that an unannounced visit was made by Ombudsman. Complaints were investigated and dismissed.

Goals of department heads at MNH were distributed to the Commissioners.

Tuition reimbursement policy was reviewed and Administrator Beeler's suggested changes incorporated. A red line copy indicating the changes will be put in the Commissioners reading file.

Revised revenue projection distributed to the Commissioners.

Administrator Beeler requested permission to go to a seminar to fulfill his requirement for continuing education credit. He will pay it himself and when budget restraints are no longer a problem, he will request payment. The Commissioners agreed.

Commissioner Davis questioned some of the amounts outstanding on the receivable report. Administrator Beeler stated that finance keeps up with the outstanding amounts.

#### Nonpublic Session

At 8:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss a matter of personnel. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session no decisions were made and no votes were taken. The Commissioners returned to public session at 8:50AM.

The Commissioners next scheduled meeting will be Monday, March 5 at 12 noon, and the March 7 meeting will be cancelled.

There being no further business, the meeting closed at 11:23 AM.

Approved and signed at meeting of March 14, 2001      Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 14, 2001 5:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Superintendent Van Wickler, MNH Administrator Beeler, Finance Director Trombly, Terry Warren, Secretary to the Commissioners

MANIFEST The manifest was approved and signed.

MINUTES: Commissioner Lynott made a motion to approve the minutes of February 28, 2001, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 5:05 PM.

Commissioners

Deputy Treasurer appointment – taken under advisement

Facilities request to replace five battery operated door alarms at MNH at a total cost of \$145. Commissioner Lynott made a motion to approve the expenditure, Commissioner Davis seconded, voted unanimously.

Carpet for Sheriff's department – Commissioner Martin made a motion to wait on the expenditure, Commissioner Davis seconded, voted unanimously.  
Jaffrey District Court – Administrator Wozmak said that the state treasurer believes that the county should not go out for a bond until the Galway Decision is resolved. The state would sign the contract with Hutter. The state would make construction payments to Hutter until the bond issue is cleared up. Commissioner Martin suggested that we use our attorney, Peter Heed, to review the paperwork when it is ready.

Facilities request for change in employee status – tabled until Facilities Manager King and Keene Superintendent Pinard are in attendance.

Finance Director Trombly advised the Commissioners that she would be paying out Holiday time this week, at a cost of approximately \$25,000. This is for holiday time accumulated in the year 2000, which is due to be paid now.

Commissioner Davis reminded Director Trombly that the Executive Committee wants a list of overtime hours for the year. She will check into it.

The Commissioners reviewed the agenda for the delegation meeting to be held on

Monday, March 19.

#### House of Corrections

Superintendent Van Wickler distributed and reviewed a cost conservation worksheet to the Commissioners. A decision regarding hiring a correction officer will be made next week, after the delegation meeting.

#### Maplewood Nursing Home

A list of daily rates for Cheshire county nursing homes was distributed and discussed. Administrator Beeler stated that he has asked Bill Cleary to review a DPOA for an individual at MNH.

A letter to be sent to house members, which was prepared by Jim Monahan of the Dupont Group was distributed and discussed.

A list noting the distribution of the Tatum memorial funds, which was donated to the employees association, was distributed

A Kronos overtime control report was distributed and explained.

There was discussion on the positions presently open at MNH and the Commissioners advice on filling the positions with the present freeze on hiring. The Commissioners stated that they agree that if hiring cuts down on the amount of overtime used, that would be the direction to follow. Commissioner Martin stated that the decisions made at this time are just for the present and are not permanent. He suggested that an analysis of the cash flow report be revisited. The Commissioners noted that the job opening list distributed should be prioritized, noting perhaps nursing needs first, then dietary, then activities, and then social services. Administrator Beeler is to update the Commissioners weekly.

Request for a continuing education seminar to be held in two weeks. This recommendation is for an employee as part of a disciplinary action. The course is \$75. Commissioner Davis moved to approved the expense, Commissioner Lynott seconded, voted unanimously.

Administrator Beeler presented a request from a CNA for extended medical leave, without pay. This request is until April 15. Administrator Beeler stated that Danette Downing has received the medical certifications necessary for this request. This was approved by the Commissioners.

Nonpublic Session At 7:00 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss a matter of personnel. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session, a decision was reached

and a vote taken (vote was 2-1, with Commissioner Martin dissenting) to accept the recommendation of Administrator Beeler that employment of Kelly Jardine be terminated in accordance with 28:10 because of incapacity or unfitness to perform the duties of her job due to disability. The Commissioners returned to public session at 7:12 PM.

There being no further business, the meeting closed at 7:25 PM.

Minutes approved and signed at March 21 meeting      Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 21, 2001 7:30 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Superintendent Van Wickler, MNH Administrator Beeler, Finance Director Trombly, Facilities Manager King, Sheriff Foote, Steve Boscarino AR Supervisor, Darren Duffy SCS, Terry Warren, Secretary to the Commissioners

MANIFEST The manifest was approved and signed.

MINUTES: Commissioner Davis made a motion to approve the minutes of March 14, 2001, seconded by Commissioner Lynott, voted unanimously.

Meeting opened at 7:30 AM and immediately went into a nonpublic session.  
Commissioners

Nonpublic Session At 7:30 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss a matter of personnel. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken, however, upon a unanimous vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply. The Commissioners returned to public session at 7:58 AM.

Public Hearing – 8:00 AM Darren Duffy from SCS presented the housing preservation grant which is to assist very low income home owners in Cheshire county. This grant will enable them to make repairs to their homes. SCS is applying for \$50,000 from Rural Development. Commissioner Martin asked if there are any members of the public present who wished to ask any question or make any comment. Hearing none, Commissioner Lynott moved to approve the commissioners support of the application, Commissioner Davis seconded, voted unanimously.

Director Trombly introduce Steve Boscarino, A/R Healthcare Supervisor, to the Commissioners.

Director Trombly requested a motion from the commissioners in order to fill the vacant office assistant position. Commissioner Davis moved that the finance office assistant position be approved, Commissioner Lynott seconded, voted unanimously.

Director Trombly has polled department heads regarding the vacation pay policy and is waiting response. The present policy requires only two weeks notice for payroll notification, and she would like the change the policy to three weeks notification.



Commissioner Davis moved that the policy be changed to three weeks, Commissioner Lynott seconded, voted unanimously.

Commissioner Martin asked how long we could expect the \$5,000,000 tax anticipation loan to last, and Director Trombly stated that it all depends how much money goes out, especially to the state. Administrator Wozmak requested that Director Trombly advise him when to start discussion with the state regarding delaying or withholding payments. Commissioner Davis suggested that all ten counties address the issue of payments at the same time, adding more impact to the discussion. Administrator Beeler suggested that we could make arrangements not to incur interest on the late payments. Director Trombly stated that although we are not able at this time to bond for the jail design process at this time, because of the Galway situation, we are able to prepare the RFP.

Commissioner Martin requested that there be a paper trail for the Jaffrey courthouse arrangements with the state.

Administrator Wozmak advised the commissioners of \$121.81, which we have obtained from NH Abandoned Property Division of the state. This check was given to Director Trombly for deposit in a county account.

Maplewood Nursing Home

Statistics report distributed and discussed.

A revised organizational chart was distributed to the commissioners.

Another disaster drill for the second shift will be held with the assistance of the sheriff, on March 22. Employees and residents families have been advised.

On March 29, a mock survey will be conducted with volunteers from Coos County.

March 19 meeting with Commissioner Shumway of Health and Human Services was reviewed.

Commissioner Martin suggested that a briefing paper be sent to the delegation on issues that affect the towns. Commissioner Davis suggested we include the towns in the distribution.

Staffing issues and overtime hours reviewed.

Administrator Beeler advised the Commissioners that the drapery expense would be delayed until later in the year.

Facilities

Sheriff Foote reviewed some of the changes in his office and the need for completing the project, which will enable personnel to move into the room, and create a safer environment for personnel passing through the room. Commissioner Davis moved that the carpet project be completed at a cost of \$1294.12, Commissioner Lynott seconded, voted unanimously.

Administration/Courthouse Personnel - Manager King brought a revised personnel recommendation before the Commissioners, requesting that the present part time individual be hired as a full time employee when the full time position becomes vacant due to leave. The filling of the part time position will be brought before the commissioners at another time after the position is evaluated. Commissioner Davis moved that the recommendation of Manager King to fill the full time position by internal

transfer and hold off on the part time position, seconded by Commissioner Lynott, voted unanimously.

Manager King advised the commissioners about the HOC boiler repair. He stated that he believed insurance would pick up some of the costs. Funds for the repair will be taken out of building repair line for \$2,534.50.

Manager King stated that one of his goals is to develop one of the wells for back up water supply. A pump evaluation and maintenance request of \$300 was presented. Commissioner Lynott moved to accept the recommendation for the evaluation of the pump at a cost of \$300, Commissioner Davis seconded, voted unanimously.

House of Corrections

Superintendent Van Wickler handed out a letter from the Marshal service requesting a cost analysis in order to justify the per diem rate.

Correctional Officer vacancy – Superintendent Van Wickler requested authorization to fill the position. Commissioner Lynott moved that authorization be given to the Superintendent to fill the position, Commissioner Davis seconded, voted unanimously. Cost conservation report was distributed and discussed.

There are two officers enrolled in the Correctional Academy.

Nonpublic Session At 10:25 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners returned to public session at 10:48 AM.

There being no further business, the meeting closed at 10:55 AM.

Margaret E. Lynott, Clerk

## MINUTES

Cheshire County Commissioners Meeting  
Wednesday, March 28, 2001 8:00 AM  
Winchester Town Hall, Winchester, NH

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Superintendent Van Wickler, MNH Administrator Beeler, Facilities Manager King, Sheriff Foote, Terry Warren, Secretary to the Commissioners

MANIFEST The manifest was approved and signed.

MINUTES: Commissioner Davis made a motion to approve the minutes of March 21, 2001, seconded by Commissioner Lynott, voted unanimously.

Meeting opened at 8:02 AM. Commissioner Martin expressed his thanks to the residents of the Town of Winchester for hosting today's Commissioners Meeting. Tom McGee, Winchester selectman, and Vernon Jones, a resident of the town, introduced themselves. Cheshire County employees and the Commissioners then introduced themselves.

Commissioners

Commissioner Davis distributed the finance report that gave percentages of budget increases for all New Hampshire Counties. He then reviewed this with the public. Commissioner Davis stated that Southwest Regional Planning is talking about forming a committee to address the issue of solid waste. They are meeting in April. Commissioner Martin stated that the Commissioners would support SWRPC in their efforts to establish a solid waste program. Mr. McGee stated that he felt that county government should work together with the towns.

Commissioner Martin asked the public their opinion on outside agencies requesting funds from both the towns and the county. Mr. Jones stated that most of the agencies require funding from the towns and the county.

Commissioner Davis asked Sheriff Foote if Winchester is one of the towns that have difficulties with FMA. Mr. Jones stated that there are areas of Winchester that are areas with communication difficulties. The Sheriff stated that the communication improvements should help any problems in existing areas because the police in the county will have the same communication frequency, improving service response. Mr. McGee stated that he felt that FMA is working well.

Commissioner Martin asked if there are any other issues that the public would like to discuss. Mr. McGee stated that being a border town, there is a problem with welfare. Commissioner Martin asked if they have a problem with homelessness, and Mr. Jones stated that there is very little of it. Commissioner Lynott stated that she felt that it was not as much a problem of homelessness as it is the need for low cost housing and making funds available to homeowners in order to make improvements to their homes. April 18 meeting location changed to be at MNH, and the April 4 meeting will be held in Keene at 8:00 AM.

Farm

Administrator Wozmak reported that the following items will be discussed next week:  
Tractor transmission repair needed. Needed for spring planting.

Mixer wagon – still has the wagon at the farm for testing. Cost is \$15,000, allocated \$14,200, need \$800 additional. (Commissioner Davis still has time to view the equipment).

Manure spreader – Cost is about \$5000 less than expected.

New tires are needed for the tractor, plus some other spring expense items.

House of Corrections

Superintendent Van Wickler distributed the cost conservation report to the Commissioners. Population is now at 86.

Superintendent Van Wickler handed out and reviewed a new objective classification process for the jail. Currently inmates are classified as either minimum security or maximum security. This is a subjective classification. There should be an objective classification of the prisoners, which will include not only their status but also their behavior. The goal is to have them reclassified by June 2001. Commissioner Davis asked what brought about the need for a change. Superintendent Van Wickler stated that it is consistent with modern ideology. The current system is too restrictive, and the new system will allow us to supply additional workers for the nursing home and farm. The new system re-evaluates every 45 days. Commissioner Martin asked what the impact would be on the jail and alternate sanctions. This new system will allow the separation of individuals with mental health issues. Commissioner Lynott asked how this would affect the female population, and Superintendent Van Wicker stated that it would not, since there are a limited number of areas and only one area is presently set aside for the female population.

Mr. Jones asked if we could mandate pretrial prisoners to work. Superintendent Van Wickler stated that we cannot, but there are many inmates that would be willing to work for something to do.

The Superintendent brought a request for expenditure of \$570 to repair three vehicles in order to pass inspection. Commissioner Davis moved to approve the expenditure, Commissioner Lynott seconded, voted unanimously.

Facilities

Manager King brought a request for expenditure of \$117.25 for the motor replacement of the potato peeler. Commissioner Davis moved to approve the expenditure, Commissioner Lynott seconded, voted unanimously.

Manager King requested that the Commissioners approve an expenditure of \$90 for licensed training of two Waste Water Treatment Plant employees. Commissioner Davis moved to approve the expenditure, Commissioner Lynott seconded, voted unanimously. Manager King discussed prebuying diesel and gasoline, thereby reducing prices. He will bring this up further next week, in addition to the number of gallons of use. The Sheriff stated that he purchases from the state, and pays \$1.14 per gallon.

Maplewood Nursing Home

Administrator Beeler advised the Commissioners that the disaster drill went well last week.

Administrator Beeler requested one of the Commissioners sign the Medicaid cost report. Jim will make a copy for the Commissioners.

Tuition reimbursement request for Mabel Gibbs was submitted for IV Infusion therapy. Commissioner Martin stated that approving the course does not mean that it will be paid at this time. Commissioner Davis moved to approve the request, Commissioner Lynott seconded, voted unanimously.

Administrator Beeler stated that there was a speech therapy error, which was discovered at the corporate compliance meeting. A refund to Medicare for 17 evaluations is due, (approximately \$50 per evaluation).

Administrator Beeler discussed the corporate compliance poster, which will have the telephone number of the Commissioner's office. The poster will identify what this referral is to be used. Administrator Beeler asked if the corporate compliance should be county wide, Commissioner Martin agreed that it should. The poster will be brought to the Commissioners for their approval.

The cash flow/overtime/hiring report was distributed and reviewed.

Administrator Beeler wished to advise the Commissioners that a former dietary employee is being prosecuted because of criminal mischief and trespassing complaints brought by MNH. Three employees and Administrator Beeler will be witnesses in court. Administrator Beeler stated that the residents of the TLC unit are having increased incidence of behavioral issues.

There being no further business, the meeting ended at 10:10 AM.

Minutes approved at the meeting of April 11, 2001

Margaret E. Lynott,

Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 4, 2001 8:00 AM**  
**33 West Street, Keene NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Superintendent Van Wickler, Facilities Manager King, David Putnam, Farm Manager, Terry Warren, Executive Assistant to the Commissioners  
Meeting opened at 8:00 AM.

Facilities

Manager King reviewed the handouts that compared 2000 and 2001 electric usage and costs for the Courthouse in order to begin tracking the effectiveness of the new lighting fixtures installed under the energy grant.

The City of Keene and Keene State College have invited the county to a meeting to discuss joint purchase of fuel oil, diesel fuel and gasoline, in order to reduce our costs for these goods.

Manager King advised the Commissioners that the overtime line has already been exhausted. Commissioner Martin asked Manager King to keep the line to a minimum and to continue to advise the Commissioners when it is used.

A request of \$137 was made for purchase of paint for the jail. Commissioner Lynott moved that we approve the expenditure, Commissioner Davis seconded, voted unanimously.

Manager King distributed a memo for the Commissioners information from Safety Officer Pam Fortner. The Commissioners determined that any complaints or requests made to the Safety Officer that conflict with any codes, statutes or RSA's, are to be forwarded to Administrator Wozmak.

The tree at 33 West Street has to be taken down because it is breaking up the sidewalk. Marshall Patmos from the Extension Service examined the tree and did not feel it could be saved if only the roots were cut. The tree will be replaced with lilac bushes. Commissioner Davis moved to approve the tree be cut down, Commissioner Lynott seconded, voted unanimously.

Manager King requested that permission be given for several maintenance people to attend the International Maintenance Expo in Springfield. There are no costs to the county other than wages and use of a county vehicle. Permission was granted.

Farm

Farm Manager Putnam requested approval for repairs of the tractor transmission, and tires are needed. Commissioner Lynott moved to approve the repairs and tire purchase, Commissioner Davis seconded, voted unanimously.

Mixer wagon – has been at the farm for testing for two weeks. Cost is of the mixer wagon is \$15,000, budget allocated is \$14,200, short \$800. He reviewed several of the prices he received for mixer wagons and found the Sirum Equipment Co. Patz machine compatible with our needs.

Prices received for the manure spreader is about \$5000 less than expected.

Commissioner Davis moved to approve the expenditure of \$15,000 for the mixer wagon, Commissioner Martin seconded, voted unanimously with the \$800 to come from the operating budget until the Executive Committee approves an adjustment to the capital budget.

Administrator Wozmak reviewed the letter received from Cooperative Extension advising us that because of the hoof and mouth disease problem, they are suggesting we not have Barn Day this year. The Commissioners agreed that it should be postponed indefinitely.

Commissioner Davis suggested that the county farm take stringent precautions at the farm. He suggested that signs be put up to let people know that precautions should be taken. He recommended that the veterinarian be contacted for any additional advice.

House of Corrections

Superintendent Van Wickler distributed the census report. There are 97 inmates at this time.

The cost analysis request by the Vermont Marshal's office is complete and Superintendent Van Wickler would like to thank the finance department for their work on this report.

The PONI (Planning of New Institutions) Program has a workshop planned for the first or second week of May. Up to four individuals may attend the program, and all the costs are covered by the United States Department of Justice. Administrator Wozmak will check in to attending with other county personnel.

Maplewood Nursing Home

There was some discussion regarding an email request by Virginia Royce for approval of staff donating accrued time for a co-worker whose spouse has been ill. A previous request will be reviewed and this will be discussed at next weeks meeting.

Commissioners

An invitation to the Volunteer Recognition Dinner on April 26 was received by the Commissioners. Commissioners Davis and Martin will both be out of town.

Commissioner Lynott will represent the Commissioners.

Commissioner Davis brought employee performance evaluations samples in from CFNH.

The Commissioners will review the paperwork at the Commissioners retreat in May.

April 11 is the Fire Mutual Aid Annual Meeting at 6:00 PM. The Commissioner's meeting will meet at 4:00 PM that day to enable the Commissioners to go to the meeting.

Nonpublic Session At 9:20 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken pay Pat Peterson her accrued vacation pay of 18.14 hours on the basis that she completed her probationary period, gave written notice of her resignation, which was accepted, she worked the notice period and finally that existing policy does not tie receipt of accrued

benefits to performance evaluations. The Commissioners voted to return to public session at 9:40 AM.

There being no further business, the meeting ended at 9:45 AM.

Margaret E. Lynott, Clerk

Minutes approved at the meeting of April 18, 2001



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 11, 2001 4:00 PM**  
**33 West Street, Keene NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Superintendent Van Wickler, Facilities Manager King, Sheryl Trombly, Finance Director, James Beeler, MNH Administrator, Terry Warren, Executive Assistant to the Commissioners

Meeting opened at 4:00 PM and immediately went into a nonpublic session.  
Commissioners

Nonpublic Session pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 4:29 PM.

Nonpublic Session – At 4:30 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 5:02 PM.

Commissioner Martin welcomed Martha Bauman and the group from Monadnock Senior Advocates. Ms Bauman gave an overview of the organization, which consists of about 40 members, who assess the needs of elders and advocate for elders needs. Melinda Mahar, distributed population estimates. The group requested that the Commissioners look ahead to the future needs of the elders. A proposal by Keene Housing for Assisted Living was also distributed to the Commissioners. Commissioner Martin thanked the group for their presentation and said that the Commissioners had as a priority the issue of future growth of elderly in Cheshire County.

Commissioner Davis made a motion to approve the minutes of March 28, 2001, seconded by Commissioner Lynott, voted unanimously.

Director Trombly distributed a payment schedule recommendation to the Commissioners for the outside agencies. Commissioner Davis moved that the April 9, 2001 memo for proposed appropriations be approved, Commissioner Lynott seconded, voted unanimously.

Jaffrey Courthouse – There was discussion on the contract with Hutter for construction of the courthouse and the fact that the County will be signing the contract. There is an

agreement with the state for a BAN of 2.6 million. Commissioner Davis moved that the county sell its \$2.6 million bond anticipation notes to the State on a private placement basis, without the competitive bidding process contemplated by RSA 28:24, due to the fact that (1) there otherwise is no market for County obligations such as the notes due to the Sirrell Case, so called; and (2) even if there were other parties who would be interested in purchasing the notes, it is extremely unlikely that they would be able to offer terms to the county similar to or better than those made available by the State (e.g. interest at the rate of 1% per annum; and the ability to prepay at any time without penalty, Commissioner Lynott seconded, voted unanimously. Commissioner Davis advised the group that Jaffrey would be having a groundbreaking ceremony. The delegation will be invited.

Director Trombly stated that an extension of payment was requested for billing from the state. We have not yet heard from HS Director Shumway. Sheryl Trombly will contact him.

#### House of Corrections

Superintendent Van Wickler requested that \$219 be expended for a NHHC conference for corrections nurses. Commissioner Lynott moved the expense be approved, Commissioner Davis seconded, voted unanimously.

Superintendent Van Wickler expressed his concern that the pharmacy cost, which usually runs about \$5000 was \$7900 and the costs are due to increased medication needs of the inmates.

The cost conservation sheet was distributed.

Superintendent Van Wickler advised the Commissioners about the assault by an inmate, which resulted in a broken arm to another inmate.

Objective jail classification – Superintendent Van Wickler clarified the classification issue in that pretrial inmates cannot go off site on job release.

#### Farm

Farm Manager Putnam submitted the RFQ that he received for the manure spreader. They included New Holland Side Delivery Spreader Model 3110, Townline Equipment, Plainfield, \$13500; Knight Pro Twin Slinger Spreader Model 8018, Hendy Brothers, Middlebury, VT \$13,900; Gehl Scavenger Spreader Model 1315, Sirum Equipment, Montague Ma., \$12,500; Gehl Scavenger Spreader Model 1315, Salem Farm Supply, Salem NH \$11,800. Commissioner Lynott moved that the quote from Salem Farm Supply be accepted and the spreader be purchased, Commissioner Davis seconded, voted unanimously.

#### Maplewood Nursing Home

Administrator Beeler gave the Commissioners a letter to our congressmen and senators supporting a change in regulations regarding who can feed residents. This letter will be put in the Commissioners reading file for them to review and sign.

Administrator Beeler prepared a legislative alert on health care issues for distribution to the delegation. Commissioner Martin suggested that the paperwork be redrafted and brought before the Commissioners next week.

There being no further business, the meeting ended at 6:15 PM.

Minutes approved at the meeting of April 23, 2001  
Clerk

Margaret E. Lynott,

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 18, 2001 8:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Superintendent Van Wickler, Facilities Manager King, Sheryl Trombly, Finance Director, James Beeler, MNH Administrator, Mimi Barber Director, Human Services, Terry Warren, Executive Assistant to the Commissioners

MINUTES: Commissioner Davis moved that the corrected minutes of April 4 be approved, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 8:05 AM.

Facilities

Manager King advised the Commissioners that the derailment and resulting oil slick on the river has resulted in the expenditure of overtime hours for the staff. Reimbursement from the railroad is expected.

A request for an expenditure of \$110 for a light meter was presented. Commissioner Davis moved that the request be approved, Commissioner Lynott seconded, voted unanimously.

A request for an expenditure of approximately \$679 for cell lock parts was requested. This expense will enable the purchase of parts for approximately 6 months.

Commissioner Davis moved that the request be approved, Commissioner Lynott seconded, voted unanimously.

There will be a transfer of finance personnel from MNH to Keene. A phone line at MNH will be discontinued and used in Keene. Commissioner Davis moved to approve the changes, Commissioner Lynott seconded, voted unanimously.

Manager King is looking in to the purchase of an eyewash station for the kitchen/laundry area. Cost will be approximately \$400. Actual costs will be brought before the Commissioners next week.

A log, indicating gasoline use by personnel, was brought before the Commissioners, as previously suggested.

Maplewood Nursing Home

Administrator Beeler brought a request for another extension of medical leave for Anna Frazier, CNA. This extension will be through May 31. Commissioner Davis moved to approve Mr. Beeler's recommendation on the extension, Commissioner Lynott seconded, voted unanimously.

Administrator Beeler distributed the status report. There was discussion on the report and the use of the facility for adult day care and respite care.

Vacation/Holiday Time donation – the donation of time for an employee was discussed. Commissioner Davis moved that in this particular circumstance the donation of vacation or holiday time for an employee's use be approved, seconded by Commissioner Lynott, voted unanimously.

The Commissioners signed the letters prepared by Administrator Beeler to the congressional delegation re OBRA regulations and the feeding issue.

The lecture Administrator Beeler presented at CMC was given to the Commissioners reading file.

Administrator Beeler clarified that exit interview letters would be sent to all employees, including voluntary and nonvoluntary terminations. Additional information, if required, will be requested by the Commissioners.

The policy for the suggestion box was distributed. This will be reviewed by the Commissioners and discussed at a later date.

A follow up report was given to the Commissioners regarding a terminated employee. This will be reviewed by the Commissioners and discussed at a later date.

Mock survey was distributed to the Commissioners.

CNA Rachel Blaine has been chosen as MNH CNA of the Year, which will be celebrated in Concord on June 5, which is New Hampshire CNA Day.

State Survey – Assisted Living – Report will be forthcoming.

Administrator Beeler asked permission to order the 22 electric beds, at a cost of \$24,000. Commissioner Lynott suggested he contact Linden Lodge in Brattleboro and see if any of their beds are fairly new and if they will be available when they close their doors. The Commissioners suggested that the request be brought before them in 30 – 45 days.

Corporate compliance meeting minutes submitted for the reading file.

Hager-Wallner Amendment distributed.

Finance

Finance Director requested an expenditure of \$100 each for her and Treasurer DeYoung to attend the NH Government Officers Conference in May. Commissioner Lynott moved that the expenditure be approved, Commissioner Davis seconded, voted unanimously. The response from Commissioner Shumway was reviewed and discussed. Commissioner Martin suggested that we respond to him and advise him that we are requesting that the December billing be paid on April 26, and the January billing be paid on May 8.

Commissioners

Commissioner Martin moved that the recommendation of Fred Parker as Deputy Treasurer by Treasurer DeYoung be approved, Commissioner Lynott seconded, voted unanimously.

Nonpublic Session – At 10:05 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to continue the employment of Mimi Barber and grant her a one step increase retroactive to her anniversary date. The Commissioners voted to return to public session at 10:25 PM. Commissioner Martin discussed a waiver needed from the Cheshire County Commissioners in order for the Monadnock Volunteer Center to apply for a grant from

the State of NH for Brynes funds. Commissioner Lynott moved that the waiver be signed, Commissioner Davis seconded, voted unanimously.

First quarter budget review date selected as May 14. This will be confirmed with the Chairman of the Executive Committee. Commissioner's meeting will be held after the budget meeting.

The Jaffrey courthouse paperwork with Hutter has been signed by Administrator Wozmak as approved by the Commissioners.

House of Corrections

Superintendent Van Wickler distributed the cost conservation report.

Nonpublic Session – At 10:37 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Lynott and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 10:56 AM.

There being no further business, the meeting ended at 11:40 AM.

Minutes approved at the meeting of April 23, 2001

Margaret

E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday, April 23, 2001 4:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Davis and Lynott, County Administrator Wozmak, Sheryl Trombly Finance Director, Ellen DeYoung Treasurer, James Beeler MNH Administrator, Terry Warren, Executive Assistant to the Commissioners

MINUTES: Commissioner Davis moved that the minutes of April 11 and 18 be approved, Commissioner Lynott seconded, voted unanimously.

MANIFEST The manifest was approved and signed.

Meeting opened at 4:00 PM.

Maplewood Nursing Home

Administrator Beeler advised the Commissioners that there will be tours of the nursing home for County Government Week.

Several of Administrator Beeler's action items were give to the Commissioners for their review.

Cash flow conservation report was distributed.

Administrator Beeler stated that approximately \$1200 of overtime for the laundry department was a result of the derailment. Paperwork on this will be given to Barry King to be submitted with other costs resulting from the derailment.

National Nursing Home Week begins on May 13. The nursing home will have a variety show on May 14 at 2 PM, and the Commissioners were invited to attend. On May 16, 11 AM to 1 PM and 6 PM to 7 PM is the Staff Recognition Lunch/Dinner, and the Commissioners were invited to serve. On May 17, one of the residents, Mary Ray, will be celebrating her 106th birthday with a party at 2 PM. The Commissioners were invited to attend.

The revised private pay survey was distributed.

The subsidized county nursing home survey was distributed and revised.

Facilities

Manager King requested approval of an expenditure of \$278.65 for an eyewash station in dietary. Commissioner Davis suggested that the expenditure be tabled until June.

Manager King advised the Commissioners that 34.5 hours of overtime was used to catch up on the laundry that was not done because of the derailment. This will be submitted as an expense resulting from the derailment.

There being no further business, the meeting ended at 5:05 PM.

Minutes approved at meeting of May 14, 2001

Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 2, 2001 8:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Martin and Lynott, County Administrator Wozmak, Sheryl Trombly Finance Director, James Beeler MNH Administrator, Mimi Barber Human Services Director, Rick Van Wickler Superintendent DOC, Facilities Manager King, Farm Manager Putnam, Terry Warren, Executive Assistant to the Commissioners

Meeting opened at 8:05 AM.

Maplewood Nursing Home

Administrator Beeler reviewed highlights of the first quarter budget review analysis.

Administrator Beeler requested that he would like to be excused from the first quarter budget review meeting on May 14. Permission was granted.

Survey report was distributed.

CNA class is starting next week. Administrator Beeler reviewed the new hires. Staffing shortages are being relieved substantially due to the closing of Linden Lodge Nursing Home in Brattleboro.

Nonpublic Session At 8:12 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott and Martin, (Commissioner Davis absent). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 8:55 AM.

A poster "Good things about working at Maplewood" was given to the Commissioners. It has been posted at Maplewood to help inform visitors and potential employees of the benefits of county employment. The list of benefits include: "Paid in-service time, CPR Training, Mileage reimbursement, CNA training, Recruitment bonus, free meals, paid lunch break, free coffee, flexible work schedules, uniform allowance, bonus program, national nursing home week, employee appreciation program, paid holidays, high standard of care, clean working environment, beautiful country setting, good people to work with, paid license renewals, cost of living allowances, merit increases, equipment in good working order, employee association, health insurance, dental insurance, plenty of free parking, retirement plan, paid life insurance, paid vacations, fresh fruit, salad bar, adequate supplies, popcorn, ice cream machine, special staff meals, helpful maintenance staff, staff exercise room."

Farm

Dave Putnam reviewed with the Commissioners the snow run-off damage on the field on the river. Short-term fix would cost about \$5000. There is federal money available, but funds must be requested by more than one group. Commissioner Martin suggested



that they look at the problem before making a decision. In addition, there are two holes in the hay field that need to be filled at a cost of about \$2500. The Commissioners will inspect the damage after today's meeting.

A tractor has been rented while our tractor is in for repair. The rental costs about \$1000 a week. Cost to repair the tractor will be approximately \$1200-1500. There is money in the farm rental equipment line to cover the expense.

#### Facilities

Expenditure for boiler repair reviewed.

Overtime report was distributed.

Barry King stated that he will be starting to advertise for summer help.

Barry King requested approval to purchase a mower. The commissioners approved the purchase.

#### Human Services

Human Services Director Barber requested approval for a computer course for her and Carolyn Antrim. It will be held at PC Labs for two afternoons, at a cost of \$130 each.

Commissioner Lynott moved to approve the expenditure, Commissioner Martin seconded, voted unanimously.

Community Youth Profile Selection Committee will need a legislator, Director Barber asked the Commissioners for suggestions. The Commissioners recommended that she contact Rep. Jack Pratt or Rep. Steve Avery for any nominations.

Payment of the state bill – There was discussion about the amount of time between billing dates and payment due date from the state. It is now down to three weeks between the date of receipt of the bill and date of payment due. Finance Director Trombly stated that it will be necessary to request an extension for each bill.

Commissioner Martin suggested that we pay the bill, with our line of credit, with the exception of the Defoses interest charges. Commissioner Lynott agreed.

Director Trombly stated that she and Treasurer DeYoung will be meeting with Granite Bank to discuss a line of credit.

#### Department of Corrections

Nonpublic Session At 9:29 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott and Martin, (Commissioner Davis absent). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 9:35 AM.

Nonpublic Session At 9:40 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved

upon a voice vote of Commissioners Lynott and Martin, (Commissioner Davis absent). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 9:45 AM.

Nonpublic Session At 9:55 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott and Martin, (Commissioner Davis absent). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 10:05 AM. There being no further business, the meeting ended at 10:15 AM.

Minutes approved at the meeting of May 9, 2001  
Clerk

Margaret E. Lynott,

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 9, 2001 5:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin and Lynott, County Administrator Wozmak, Mimi Barber Human Services Director, Rick Van Wickler Superintendent DOC, Facilities Manager King, Terry Warren, Executive Assistant to the Commissioners

MANIFEST The manifest was approved and signed.

Meeting opened at 5:00 PM.

Human Services

Human Services Director Barber reviewed several bills she is holding. The commissioners advised her to use her discretion in paying encumbered bills. Parental Reimbursement – In 1999 we collected \$65,000, which resulted in an administrative credit of \$9750 back to us from the state. In 2000 we collected \$76,000, which resulted in an administrative credit of \$11,400 back to us from the state. Director Barber advised the Commissioners that she received a phone call from Representative Dexter, asking about the parental reimbursement process. There was some discussion about the financial responsibility of parents and when and how this information is explained to them.

Facilities

Manager King requested approval to rehire a .5 FTE personnel for the maintenance department for Administration/Courthouse. Commissioner Lynott moved that the recommendation be approved, Commissioner Martin seconded, voted unanimously. A draft letter to New England Central Railroad dated May 9, 2001 was distributed for review. This letter breaks down the county personnel hours used for the recent derailment. The anticipated reimbursement totals \$4,492.67.

Department of Corrections

Nonpublic Session At 5:45 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott and Martin, (Commissioner Davis absent). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 6:00 PM.

Commissioners

Administrator Wozmak advised the Commissioners that the beginning of July is tentatively scheduled for the people from the National Institute of Corrections to come to Keene for a three-day meeting.

Commissioners Lynott and Davis will be attending the groundbreaking for the Jaffrey Courthouse. Administrator Wozmak will RSVP.

Administrator Wozmak will prepare a tentative agenda for the retreat. Commissioner Lynott suggested including a discussion on how to get the community more involved with the county.

There being no further business, the meeting ended at 6:10 PM.

Minutes approved at the meeting of May 14, 2001

Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 14, 2001 11:20 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Sheriff Foote, County Attorney Heed, Sheryl Trombly Finance Director, Rick Van Wickler Superintendent DOC, Facilities Manager King, Terry Warren, Executive Assistant to the Commissioners

MANIFEST The manifest was approved and signed.

MINUTES: Commissioner Lynott moved that the minutes of April 23 be approved as corrected, Commissioner Davis seconded, voted unanimously. Commissioner Lynott moved that the minutes of May 9 be approved, Commissioner Martin seconded, voted unanimously.

Meeting opened at 11:20 AM.

Commissioners

Attorney Heed stated that so far this year he has had 162 felony cases. There was discussion on how this may affect the transportation budget for the Sheriff's Department and may also affect the Department of Corrections and the number of convictions. He will have to call an extra day in June for the grand jury.

The Commissioners commended Attorney Heed, Sheriff Foote and Superintendent Van Wickler for their ability to work well together.

Director Trombly and Treasurer DeYoung went to Granite Bank, and were quoted a line of credit of 4.4%. There is a possibility that we may have problems in case anyone does file a petition of reconsideration. Director Trombly stated that she felt we did not have to move on this right now.

Department of Corrections

Nonpublic Session At 11:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic session to discuss the 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 12:15 PM.

There being no further business, the meeting ended at 12:30 PM

Approved at meeting of May 30, 2001

Lynott, Clerk

Margaret E.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 23, 2001 9:00 AM**  
**Woodbury Hill Rd, Jaffrey NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, Nick Manolis Primex

Meeting opened at 9:00 AM.

Commissioners

The Commissioners reviewed the bids received for the deck mower. This included bids from Pinnacleview for \$6083; Guyettes for \$6799.75; R.N. Johnson for \$6900; and Gary's for \$5620.23 and \$6313.23. Commissioner Davis moved that the recommendation of Facilities Manager King to accept the bid from Pinnacleview, seconded by Commissioner Lynott, voted unanimously.

The Commissioners discussed the HB-2 Amendment.

The Commissioners joined in the conference call with the Commissioners Council to discuss DYDS Settlement, Wage pass through, Pro-share and the state operating budget.

There being no further business, the meeting ended at 12:30 PM and the Commissioners participated in their planning retreat.

Approved at meeting of May 30, 2001

Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 30, 2001 8:00 AM**  
**Cheshire County Farm, Westmoreland, NH**

PRESENT: Commissioners Martin, Davis and Lynott, Administrator Wozmak, Administrator Beeler, Superintendent Van Wickler, Manager King, Farm Manager Putnam, Terry Warren Executive Assistant to the Commissioners

MANIFEST The manifest was approved and signed.

MINUTES: Commissioner Davis moved to accept the amended minutes of May 14, Commissioner Lynott seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of May 23, Commissioner Davis seconded, voted unanimously. Meeting opened at 8:00 AM.

Commissioner Martin expressed thanks to Dave Putnam for hosting the meeting today. Commissioner Martin also expressed the board's appreciation to Peter and Barbara Davis for hosting the Commissioner's retreat last week.

Maplewood Nursing Home

Administrator Beeler gave the Commissioners the Claims Managers Award that was presented to Cheshire County by Primex. This award is based mostly on the work of Pam Fortner, as Safety Officer.

Administrator Beeler thanked the Commissioners for their attendance and assistance in handing out awards to MNH employees.

The equipment being auctioned off by Linden Lodge was checked in to by Administrator Beeler, who stated that the equipment is mostly older equipment.

Proshare – A smaller amount than what was received last year is expected this year.

The Commissioners voted to recommend to the delegation that the monies go through the Human Services budget line.

Administrator Beeler stated that there is a another Proshare amount expected this year, but it is not known when or how much it will be.

Wage pass through – now is basically a dead issue.

The Worker's Comp claim form and analysis prepared by Administrator Beeler was distributed and reviewed.

Two revised job descriptions for Nursing Supervisors was distributed for the Commissioners review.

Corporate Compliance Hot Line – Administrator Beeler asked if there was any additional work to be done on the poster. The Commissioners confirmed that the poster could be distributed. Administrator Beeler will send six copies to the Commissioner's office for Keene offices.

Facilities

Manager King brought the bids for the purchase of the ATV before the Commissioners. He recommends that the bid from Pinnacleview be accepted. The following bids were received:

Pinnacleview \$7776

Zoom City \$8000

R.N. Johnson \$7549 (This bid did not include all the items requested on RFP)

Commissioner Davis moved that we accept the bid of \$7776 for purchase of the ATV, Commissioner Lynott seconded, voted unanimously.

Farm

Farm Manager Putnam advised the Commissioners that the Ford tractor was repaired, at a cost of approximately \$5000. He suggested that next year we consider purchasing a new tractor for the farm. Commissioner Martin suggested that perhaps the second Proshare funds refund be directed towards the farm capital equipment reserve account. The run off damage in the field by the river has been filled in and seeded. The cost will be only for the use of an excavating machine.

Commissioners

Administrator Wozmak advised the Commissioners that he would be meeting with the Delegation in Concord on June 13. They will be meeting to vote on the CDBG proposal, the victim witness grant, the amendment to the Jaffrey Courthouse cost increase and the Proshare funds distribution.

The Spots terminal usage was distributed to the Commissioners. They requested that the Sheriff supply a usage report.

Bob Silk of Cheshire Fairgrounds requested the Commissioners visit the Fairgrounds to see the work that has been completed by the inmates. Administrator Wozmak suggested that after the Commissioner's meeting in Rindge on June 20, they will stop by Cheshire Fairgrounds about 11:30 AM.

Shift Differential – Administrator Beeler presented his request to change the policy regarding shift differential, in order to allow the shift differential for those individuals who are not working the full four hours required. There was some discussion on this, and Commissioner Martin suggested that the policy be discussed further. Administrator Beeler will prepare an analysis for the Commissioners to review.

Nonpublic Session At 9:36 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 10:20 AM.

There being no further business, the meeting ended at 10:30 AM.

Approved at meeting of June 13, 2001

Margaret E. Lynott, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 6, 2001 8:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Martin, Davis and Lynott, Administrator Wozmak, Administrator Beeler, Manager King, Sheryl Trombly Finance Director, Terry Warren Executive Assistant to the Commissioners

Meeting opened at 8:00 AM.

Maplewood Nursing Home

Administrator Beeler reviewed the need for the sanitizer replacement. Parts are no longer available for the old unit. Cost of a new unit would be approximately \$4000. The requirement has to be brought before the delegation. When Administrator Wozmak meets with them in Concord either June 14 or 21 he will present a motion for the expenditure of funds. Commissioner Davis moved that the expenditure be brought before the delegation, Commissioner Lynott seconded, voted unanimously.

Nonpublic Session At 8:10 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to meet with Virginia Daschbach and Jim Beeler at 10:00 AM today. The Commissioners voted to return to public session at 8:55 AM.

Nursing Home Town Meeting – November 16 at the New England Center in Durham. Statistics distributed.

CNA class will be graduating the end of the month.

Medicaid Rate Lawsuit update - Administrator Beeler advised the Commissioners that the New Hampshire Association of Counties has withdrawn the lawsuit, with prejudice. Administrator Beeler requested approval for an extended medical leave for Helen Wheatly, CNA. Commissioner Davis moved that the extension be approved, Commissioner Lynott seconded, voted unanimously.

A list of issues that have been brought up at the meetings held at MNH was given to the Commissioners. The list will be reviewed by the Commissioners and discussed at a future meeting.

Commissioners

Director Trombly distributed the recommendations for the allocation of the \$422,481 Proshare funds as follows: \$199,515 to Account 4441.56.00, Intermediate Nursing Care, \$26,835 to Account 4441.56.01, Related Health Costs; \$196,131 to Account 4441.58.00, Board and Care for Children. Commissioner Davis moved that the funds be added to those Human Services lines, Commissioner Lynott seconded, voted unanimously.

Administrator Wozmak advised the Commissioners of the upcoming CDBG Grant for residential rehabilitation that will be presented to the commissioners at their meeting of June 13. The advertising for this grant has been done.

Nonpublic Session At 10:15 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners voted to return to public session at 11:05 AM.

Nonpublic Session At 11:10 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners voted to return to public session at 11:25 AM.

There being no further business, the meeting ended at 11:40 AM.

Minutes approved at meeting of June 13, 2001  
E. Lynott, Clerk

Margaret

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 13, 2001 5:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, Administrator Wozmak, Manager King, Sheryl Trombly Finance Director, Linda Mangones Keene Housing Authority; Bill Marcello, Darren Duffy SCS; Terry Warren Executive Assistant to the Commissioners

MANIFEST The manifest was reviewed and approved.

MINUTES: Commissioner Lynott moved that the minutes of May 30 and June 6 be approved as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 5:00 PM.

Commissioners

Commissioner Martin questioned whether an item in the manifest, a bill for a commissioned painting, was appropriately posted to replacement furniture. The discussion will be deferred until Administrator Beeler could be present. Administrator Wozmak will contact Administrator Beeler.

Linda Mangones presented the proposal from the Keene Housing Authority. This proposal is for the rehabilitation of two historic buildings, which have been placed at Harper Acres. The buildings will be used as dining areas kitchen, laundry, common spaces and offices for residents at Harper Acres. They are requesting grant assistance of \$100,000 through the County. The grant will be administered by SWRP.

Southwest Community Services requested the County's support for a continuation of the CDBG grant we presently have with them. This is a weatherization program for almost 50 homes. Match for this program is approximately 50%. Commissioner Martin asked what are the criteria for assistance on this program. The criteria are: the applicant own their own home; their income is below the median; and a lien is placed on the property for five years, with a payback based on a percentage if sold before the five year period. Commissioner Davis moved that both programs be approved, Commissioner Lynott seconded, voted unanimously.

Facilities

Manager King presented a graph of electrical use at the Courthouse to the Commissioners. There has been a saving of \$1095 in the May electric bill. Commissioner Davis asked if the same set up is being used at the Jaffrey Courthouse. Manager King stated that he believed there was, but it would be checked.

Manager King stated that PSNH is coming Downtown to do an audit of our buildings. The list of organizations involved in the fuel consortium, and their fuel and gasoline use was distributed.

Manager King requested approval to bypass the bid process for the new freezer for MNH. He has received a price of \$14,459 for the freezer, and total cost, including set

up, will be \$17,358. The Commissioners suggested that the refrigerator be put out to bid.

Chesco, who is presently leasing the Blood Farm, has offered to paint the outside of the building if we purchase the paint. The Commissioners suggested that we accept their offer, but that we prefer the building be painted white.

The Commissioners agreed that the old walking and riding mower should be sold by sealed bids.

Finance

Director Trombly distributed a proposed budget schedule through December 2001 for the Commissioners review.

There being no further business, the meeting ended at 11:40 AM.

Margaret E. Lynott, Clerk

Minutes approved at the meeting of June 20, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 20, 2001 8:00 AM**  
**Town Hall, Rindge, NH**

PRESENT: Commissioners Martin, Davis and Lynott, Administrator Wozmak, Manager King, Sheryl Trombly Finance Director; Doug Heywood Rindge Selectman, Terry Warren Executive Assistant to the Commissioners

MANIFEST The manifest was reviewed and approved.

MINUTES: Commissioner Davis moved that the minutes of June 13 be approved as amended, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 8:00 AM.

Maplewood Nursing Home

Manager King presented the request for \$24,000 for new electric beds. Four organizations were requested to submit information on the electric beds and Hill-Rom beds were more compatible to our needs, at a cost of \$1152.10 each bed, for a total cost of \$24,194.10 for 21 beds. Sunrise Medical also submitted a price of \$985 each. Commissioner Davis moved that the beds be purchased, for the purposes of unification and ease of repair and standardization, from Hill-Rom, Commissioner Lynott seconded, voted unanimously.

Finance

Director Trombly gave an update to the Commissioners about the software for nursing home billing. She anticipates a fade out of the Quick Books system by August, thereby utilizing the new software to its fullest capability and becoming more efficient.

Commissioner Martin stated that he saw in the reading file that the receivables are still going down.

Commissioner Martin asked about the county's cash flow. Director Trombly stated that she feels that we are in line with other years and do not expect a crunch before September. She and Treasurer DeYoung will hold off locking into any rate for borrowing at this time because it is expected that the rates will either remain the same or go lower.

Commissioners

Administrator Wozmak advised the Commissioners that four applicants were interviewed for the case manager position for the Alternative Sentencing Program, and two of the resumes will be left in the reading file for the Commissioners review. The Commissioners suggested that the schedule for an interview with the two candidates be held on July 10th at 3:30 and 4:00 PM.

Administrator Wozmak advised the Commissioners that since there is no house session on Thursday, the planned meeting with the delegation will be rescheduled for Tuesday, June 26, and that a public notice has been placed in the newspaper advising the public of the change. The agenda for the meeting was reviewed with the Commissioners.

The first payment for the Jaffrey courthouse has been made to Hutter.

A request has been received from Hillsboro County for Administrator Wozmak's assistance in hiring a county administrator. The request will have to be denied because of the meeting in Concord on Tuesday.

The Commissioners asked Doug Heywood if he had anything he wanted to say about what is going on in Rindge. He stated that he expects growth of approximately 40 houses this year. They are conducting a 20/20 survey to determine future needs on land use and trash/recycling issues. They are also looking in to a recreation/community center and affordable senior housing. Commissioner Martin stated that the county has been talking about affordable senior housing and suggested the county would like to participate in discussion with Rindge.

Solid waste management is an issue and they would like to see the county involved in resolving this growing problem. . Some ways the county could become involved is by sponsoring a cooperative, and to encourage the state to come to some resolution on the solid waste problem.

Commissioner Davis stated that the planning commission would be having a meeting to discuss managing solid waste.

Commissioner Martin asked if there was any input regarding Fire Mutual Aid. Selectman Heywood stated that he thought there had been a communication issue, but the county is dealing with it now. He feels that Rindge is happy with the system. The biggest issue they have is with the 911 emergency calls and mapping problems. He stated that he also felt that every policeman should have a laptop computer and a hand held GPS system. He suggested a technology committee be established to supply these systems to the fire chief and the police.

Commissioner Martin asked if are any questions regarding outside agencies and whether he thought there was some overlapping of services. Selectman Heywood stated that there are many organizations, such as churches, that supply the needs of their community and he doesn't see a need. He suggested that what was needed was better education of the community as to the services that are available.

Selectman Heywood stated that they would be looking to the county and the state to get experts in to engage residents in a discussion on growth in the community.

Commissioner Martin thanked Selectman Heywood for the Town of Rindge hosting the Commissioners meeting and for all his input of information about Rindge and its needs. There being no further business, the meeting ended at 10:40 AM.

Margaret E. Lynott, Clerk

Approved at meeting of June 27, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 27, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, Administrator Wozmak, Facilities Manager King, Superintendent Van Wickler, Sheryl Trombly Finance Director; Steve Pinard Supervisor Facilities, Pam Fortner Safety Officer; Terry Warren Executive Assistant to the Commissioners

MANIFEST The manifest was reviewed and approved.

MINUTES: Commissioner Davis moved that the minutes of June 20 be approved as amended, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 8:00 AM and the Commissioners went to the Sheriff's office for the scheduled review on the use of the Spots Terminal.

Superintendent Van Wickler gave the Commissioners a short update on the Department of Corrections.

Commissioners

Pam Fortner and Steve Pinard made a Joint Loss Management Committee presentation to the Commissioners on the inspection of the "Blood Farm", Asst. Farm Manager's house and the Farm Managers House. Steve reviewed the items listed in the report dated May 23, and the accompanying photographs they had taken. Commissioner Martin asked if the JLMC was going to inspect all county buildings. Steve stated that they will have all the buildings inspected at least once a year.

Manager King distributed an action plan and accompanying time line for the completion of work for the buildings. There was some discussion about the "Blood Farm" barn and the fact that there is a great deal of work required in order to bring the building up to a safe standard. Manager King suggested that the barn be taken down because of this.

Administrator Wozmak suggested that an advertisement be put in the paper offering the building to anyone willing to move it. The Commissioners suggested that Administrator Wozmak contact the Town of Westmoreland and see if they have any interest in either saving or moving the building.

Steve Pinard thanked the Commissioners for their support of the JLMC and their work. He requested their assistance in recruiting employees for the Committee, as mandated by the state, that the committee be comprised of equal numbers of both employer and employees. The Commissioners wish to reinforce their commitment to the county safety policy, as stated in their statement of February 15, 1995, which includes complying with all safety laws and regulations as mandated by the state, that all employees will follow all safety rules, making safety an integral part of their lives. Commissioner Davis moved that the Commissioners support of this committee be communicated to all Elected Officials/Department Managers by memo and this memo shall state that Elected Officials/Department Managers assign someone to be a member of the JLMC meetings, motion seconded by Commissioner Lynott, voted unanimously. The Commissioners stated that they would like to continue to be updated on this committee.

Manager King showed the Commissioners the RFP from the fuel consortium, which was prepared by KSC. They have not had and responses as yet.

Nonpublic Session At 9:53 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 10:05 AM

Nonpublic Session At 10:12 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic session to discuss the 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 10:22 PM.

Margaret E. Lynott, Clerk

Approved at meeting of July 9, 2001



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 9, 2001 5:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, Administrator Wozmak, Superintendent Van Wickler, MNH Administrator Beeler; Terry Warren Executive Assistant to the Commissioners

MANIFEST The manifest was reviewed and approved.

MINUTES: Commissioner Davis moved that the minutes of June 27 be approved as amended, Commissioner Martin seconded, voted unanimously.

Meeting opened at 5:05 PM.

Commissioners

Administrator Wozmak advised the Commissioners that in September there would be a Search 2001 symposium, which is a continuation of the Santa Fe Symposium last year. Everything except the symposium fees of about \$400 will be paid for with a federal grant. The funds will be taken from the travel line. The symposium will continue the work on developing a national integrated criminal justice information system.

The Commissioners discussed a barbecue for the personnel receiving longevity awards, and the yearly barbecue for downtown, which had been removed from the budget.

Commissioner Lynott moved that the funds be established to hold both functions, Commissioner Davis seconded, voted unanimously.

Nonpublic Session At 5:18 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 5:40 PM.

Department of Corrections

Objective Jail Classification - Superintendent Van Wicker reviewed his memo to the commissioners regarding the need for an individual to oversee the new program. Superintendent Van Wickler requested the commissioners approve promoting a Corporal from Grade 9 Step 2 to Sargent Grade 10 Step 2, which would mean an increase of \$.59 per hour, totaling approximately \$514.48 for the balance of the year. There was discussion among the Commissioners over this change and the affect it would have on future FTE requests. Commissioner Lynott moved to approve the proposal to fill the position and approve the increase as requested by the Superintendent, seconded by Commissioner Davis, the motion was approved by a majority vote with Commissioner Martin voting against the motion.

Superintendent Van Wickler reviewed the purposes and schedule of the NIC consultants that will be visiting us in August. Mr. Wozmak and the Superintendent will be finalizing the schedule and will dispatch the three-day schedule to the Commissioners.

#### Maplewood Nursing Home

The 1999 Medicare cost report has been settled. As a result of the report this year we will be returning \$11,452.00 to Medicare. In past years, we have received additional funds from Medicare.

MNH had an exhibit at the Keene Senior Health Fair, and Lisa Malshuk was one of the speakers.

The Auxiliary will be having their flea market on July 21. They have purchased an all weather shelter for the MNH bus.

The policy/bylaws for the medical staff has been revised with few significant changes. A copy has been given to the commissioners for their review and approval.

The LTC counselor contract has been revised, which will bring us in line with the fiscal year of the state. Contract will go from September to June 2002. Commissioner Davis moved to authorize the Administrator, Maplewood Nursing Home, to accept grants and awards and enter into contracts, and contract amendments from time to time with the Division of Elderly and Adult Services to sign and otherwise fully executive such acceptances and contracts, and contract amendments or modifications thereto, and any related documents requested by the Division of Elderly and Adult Services; this authorization to continue until revoked by vote of this governing board, seconded by Commissioner Martin, voted unanimously.

Administrator Beeler requested that the commissioners approve the sale of Sam's Club memberships to employees. Individual employees who want to join Sam's Club would pay the membership fees. There would not be any county expense or use of county personnel for signing up members. Commissioner Davis moved that the memberships be available to all county personnel, Commissioner Lynott seconded, voted unanimously.

Administrator Beeler reviewed a job satisfaction survey.

Nonpublic Session At 6:45 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 7:40 PM.

Margaret E. Lynott, Clerk

Minutes approved at the meeting of July 25, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 18, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, Administrator Wozmak, MNH Administrator Beeler; Brian McMaster from Southwest Regional Planning Commissioner, Darren Duffy from Southwestern Community Services, Doug Adler from Southwestern Community Services, Linda Mangones from Keene Housing Authority, Peter Hazel from Granite Bank, Ellen DeYoung, County Treasurer, Sheryl Trombly, County Finance Director, Register of Deeds Evelyn Hubal, Sheriff Richard Foote and Deputy Sheriff Trevor Croteau, Barry King, Facilities Manger, Mark downing, Food Service Director, Richard J. Daschbach, President of the Cheshire Housing Trust, Margaret Dillon, Executive Director of the Cheshire Housing Trust, Robin Picard from MicroCredit of NH.

MANIFEST The manifest was reviewed and approved.

MINUTES: Minutes of July 9th were distributed but not approved.

Meeting opened at 8:05 AM.

Commissioners

Commissioner Martin opened the meeting, which began with a Public Hearing on one current Community Development Block Grant (CDBG) project and two proposed grant applications. For the mid-grant hearing, Mr. McMaster explained the current housing rehab program and noted that out of a goal of 50 homes rehabilitated, 47 have been found to meet the criteria and were elected for work, 31 of those were under contract for the work and of the 31, 19 jobs had already been completed, expending 59% of the money allocated to the program. A breakdown of the properties indicated that the work has been spread throughout the towns of the county and the City of Keene. The project will be finished by the end of December 2001.

Regarding the two proposed CDBG applications, Mr. McMaster explained that the CDBG program is an anti-poverty program through the federal Department of Housing and Urban Development. The State of NH receives approximately \$10 million annually. Towns and counties may apply for funds from the state in two competitive rounds each year. Cheshire County may apply for up to \$500,000 annually. He passed around handouts that listed eligible activities for CDBG projects, and outlined the income eligibility guidelines, as well as summaries for the two proposed projects. He stated that approximately \$2 million was available in this funding round, but was corrected with a new figure of \$1.4 million.

The first proposed project is an application for \$350,00 for the continuation of the housing rehab program, as presented to and approved by the Delegation. Another 50 homes will be selected, again, scattered throughout the county. Matching funds will be provided through other programs such as Weatherization Assistance administered by SCS.

Commissioner Martin asked if there were any questions or comments from the public. Hearing none, there was some discussion with the Commissioners regarding the application process and the types of services provided. Darren Duffy from Southwestern Community Services spoke to the matching funds ratio.

For the second application, Linda Mangones from Keene Housing Authority spoke to the proposed CDBG project at Harpers Acres related to the rehabilitation of the two historic buildings recently moved to Harpers Acres. The buildings will be used as a meal site, for activities, common space. Laundry and other resources for the existing 112 congregate living apartments. The proposal was recently approved by the Delegation. Ms.

Mangones said that the project to rehab the two building was expected to cost \$370,000. Financing would, in part, come from the Land and Community Heritage Investment Program (LCHIP) and some bridge funding from local bank sources as well as CDBG. The grant will be administered by Southwestern NH Regional Planning Commission, although Ms. Mangones will write the grant.

There being no further discussion, the public hearing on the CDBG grants was closed. A motion was made and seconded to authorize the Chairman to sign any documents required to apply for and expend the grants. MOTION PASSED BY UNANIMOUS VOTE. Peter Hazel from Granite Bank appeared before the Commissioners for the purpose of explaining and executing the county line of credit. The interest rate on the line of credit will be 4.32%. The Commissioners and the County Treasurer executed the bank documents.

County Treasurer Ellen DeYoung commended County Finance Director Sheryl Trombly on her hard and accurate work on the line of credit.

Sheriff Foote and Deputy Croteau spoke to the Commissioners about an underage drinking grant to enforce alcohol laws. The grant is for \$35,000 with a 10% cash match, would be applied for this year but the funds would not be accessed until 2002. The county grant would focus on enforcement of underage drinking/alcohol sales laws. The City of Keene is also submitting a companion grant for underage drinking issues that will focus on education.

Commissioner Lynott made a MOTION that the Commissioners recommend to the Delegation that this 10% cash match be funded in the 2002 budget. Commissioner Martin seconded the motion. Voted unanimously.

Sheriff Foote also spoke about interest in a former Sheriff's vehicle no longer needed by his department. One of his vehicles was transferred to the nursing home for their use after the Dept. of Corrections passed on the vehicle. The remaining vehicle has the Town of Troy Police Department and the County Attorney's office both interested in acquiring the vehicle. There was discussion about county use vs. elsewhere, with county use having priority. The matter was taken under advisement and Mr. Wozmak was instructed to contact the County Attorney to discuss this request. The issue will be discussed again at the next meeting.

Sheriff Foote also asked the Commissioners for advice on the disposal of old blue lightbars from the vehicles. The Commissioners asked Mr. Wozmak to provide the Sheriff with a copy of the county policy regarding the disposal of assets.

Facilities Manager Barry King, Food Service Director Mark Downing and Nursing Home Administrator Jim Beeler spoke to the Commissioners regarding bids that were received for a walk-in freezer for Maplewood. Two bids were received; one from Polar King for \$14,458.00 and one from Cheshire Oil for \$13,300.00. After discussion, Commissioner Martin made a MOTION to accept the recommendation of Mr. King to accept the bid of Polar King for \$14,458.00 on the basis that this was the only bid which met the advertised bid specifications; the warranty over all was superior to the other bid received, the color and outer material was preferred over the material specified in the alternate bid, and finally, the construction and set-up of the unit preferred was easier than the alternative bid. Commissioner Davis seconded the motion. Passed unanimously.

Mr. King also reported that, consistent with policy, he advertised two used mowers for sale. He received bids and recommended that the Commissioners accept the highest bids. Commissioner Martin made a MOTION to accept the high bid of \$607.00 by Mark Sirois for the Bolens mower and to accept the high bid of \$375.00 by Gary Hendrickson for the Gravely mower. Seconded by Commissioner Lynott, voted unanimously.

Mr. King updated the Commissioners on the bid for the sanitizer that was recently authorized as an amendment to the budget. He was given clearance to purchase the unit on which he received a price of \$3,894.00 to be supplied by Hobart. This was not a competitive bid due to the fact that the amount was less than \$5,000, in accordance with statute.

Mr. King reported that he had the fire hydrants at the nursing home tested and all passed. He also said that a used safe from the nursing home would be used by Deeds for storage of certain documents. Mr. Kin also received support from the Commissioners to drop the planned re-roofing of the former pig barn as the plan for this building does not warrant putting additional resources into it.

Richard Daschbach and Margaret Dillon discussed with the Commissioners a proposal for the county to acquire the Latchis Theater for use as a county building, perhaps as a new Registry of Deeds. It has been acknowledged that the Deeds space needs expansion. There was discussion about the impact and sensitivity to taking property off the city tax roles. Ms. Dillon gave a history for their ownership of the building and said that there has been a lack of private interest over the past few years. After much discussion, the Commissioners agreed to look at the building on Thursday at 3 PM and to further discuss the proposal.

MicroCredit of NH, Robin Picard made a presentation to the Commissioners about the services they provide. MicroCredit of NH makes a visit to the Commissioners' about once a year to reacquaint the Commissioners with the loan program for small businesses. Commissioner Martin noted that the county commissioners have not had an occasion in the last few years to advocate for a specific loan for a business in the county, they still support the work that MicroCredit does in assisting very small business with financing.

Ms. Trombly spoke to the Commissioners about the outside agency funding packages and it was decided that she should send out the packages and the county should run

the annual public notice regarding county funding of outside agencies. Mr. Wozmak will work with Ms. Trombly on this.

Jim Beeler spoke to the Commissioners about the census and noted the seven deaths in the past two weeks. He also spoke about the need for assisted living facilities. He reported that the nursing home is down to only 9 nursing staff vacancies. Mr. Beeler asked the Commissioners about old business items #2 and #3 on the agenda. The Mr. Wozmak will review the notes and see if those items can be taken off the agenda.

Nonpublic Session At 10:53 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, a vote was taken and a decision was made to pay Lisa Kemp, RN an additional \$3.00 per hour during the period of time she is the Acting Director of Nursing. The Commissioners voted to return to public session at 11:05 AM. There being no further business, the meeting was adjourned at 11:15AM.

Respectfully Submitted,  
Margaret E. Lynott, Clerk

Minutes approved at the meeting of August 8, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 25, 2001 8:00 AM**  
**Walpole Town Hall, Walpole, NH**

PRESENT: Commissioners Martin, Davis and Lynott, Administrator Wozmak, MNH Administrator Beeler; Sheryl Trombly, County Finance Director; Facilities Manager Barry King, Acting Director of Nursing Lisa Kemp, Representative Jack Pratt; Selectman Chuck Miller.

MANIFEST The manifest was reviewed and approved.

MINUTES: Commissioner Lynott moved that the minutes of July 9 be approved as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:00 AM.

Maplewood Nursing Home

Administrator Beeler requested Commissioners approval on the Bylaws for the medical staff. The Commissioners approved the revised bylaws.

The quarterly budget variance report was distributed to the Commissioners.

The revised 7-3 supervisor job description was put in Commissioners reading file for their review and approval.

Administrator Beeler presented a request from the CNA Instructor to establish a Nursing Education Coordinator position. The Commissioners suggested that the request be presented at the time personnel requests are given for the 2002 Budget.

A statistical report was given to the Commissioners indicating that Medicaid was over budget. The private pay census is over budget also, but may be reduced at the time of Medicaid conversion.

Administrator Beeler submitted to the reading file a revised performance evaluation on an employee for review and approval by the Commissioners, as requested.

Facilities

Manager King presented a request to replace two steamers in the Assisted Living Unit dining room, which are constantly breaking down. There have already been repairs to the coils and thermostats but he suggests replacement of the units at a cost of \$843 each, based on a quote he has received. The funds to purchase these new units would be taken from other funds in the capital budget that have come in at less than expected cost, subject to the approval of the Executive Committee.

The Energy grant lighting project at the Courthouse has been 70% completed. The electric bills are already showing marked decreases. Mr. King has arranged for an energy audit of other county buildings in order to continue to improve the efficiency of county buildings.

Commissioners

The Commissioners discussed the date for the second quarter budget. Administrator Wozmak will contact Rep. Jack Pratt to establish a date.

Commissioner Martin responded to a question from Rep. Pratt about the status of the planning of the new correctional facility. Commissioner Martin explained that the county remains unable to borrow the funds to fund the planning as a result of the NH Supreme Court decision presently pending reconsideration. Commissioner Martin explained that when the Supreme Court renders a decision, the county would proceed with the bond and begin the jail construction planning.

There being no further business, the meeting was adjourned at 11:15AM.

Respectfully Submitted,

Margaret E. Lynott, Clerk

Minutes approved at the meeting of August 8, 2001



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 1, 2001 8:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Martin and Lynott, Administrator Wozmak; Sheryl Trombly, County Finance Director; Facilities Manager Barry King; Acting Director of Nursing Lisa Kemp; Farm Manager Dave Putnam; Coleen Gabardi, Unit Mgr, TLC; Diana Wilson, Nursing; Lisa Malshuk, Dir. OT; Mimi Barber, Director Human Services; MNH Administrator Beeler (attendance at end of meeting).

MINUTES: The minutes of July 25 were reviewed and corrections made.  
Meeting opened at 8:00 AM.

Facilities

There was some discussion on the destruction of the Blood Farm barn. It was suggested that Mgr. King put funds in the 2002 budget for this.

Farm

Dave Putnam gave the Commissioners an update on the farm. He discussed his interest in demolishing the former pig barn and using the concrete floor for other purposes. He updated the Commissioners on the price of milk and feed. The price of the milk is lower due to the lower buttermilk content, which could be corrected over time with an upgrading in the herd, as it is genetically driven.

Maplewood Employees

Lisa Malshuk opened her comments with a very positive comment about the outside consultant, Maureen Sroczynski that the Commissioners hired. She brought up about how many employees appreciated the many new ideas that Maureen brought to MNH when she talked to the employees. Lisa asked the Commissioners to consider having Maureen come back to deliver her results to the staff that she spoke with.

Commissioner Martin said the board had not received the report yet.

Colleen Gabardi agreed with Lisa's comments. Colleen said Maureen came in and was willing to be helpful in providing feedback. Colleen expressed concerns about the overall condition at MNH. She discussed the major issues in the nursing department. The memo that was distributed by the Commissioners and the complaints and opinions that we sent to the Commissioners, in Colleen's opinion, seemed to draw attention to the situation which caused a lot of tension that they were trying to avoid. She expressed concern that some employees felt they could circumvent the chain of command by going to the Commissioners as a result of the memo. She felt that she had not been heard in her communication to the Commissioners because she had not received a response to her communication to them. Commissioner Martin stated that the process of investigating all the communications received has not been completed. Commissioner Martin reiterated the Commissioners' open door policy and that they did not have the impression that in providing input to the Commissioner that she was also asking for a meeting with the Commissioners. He stated that the Commissioners are encouraging individuals to use the chain of command, but that the Commissioners are also obligated

to meet with and hear an individual when that individual requests a meeting. He said that there have been procedural changes that allow the employees better access to the Commissioners but no substantive changes have been made and that the Commissioners are still collecting input, as in having Maureen Sroczyński speaking to the employees at MNH. Commissioner Martin said the Commissioners feel somewhat isolated from the majority of employees and want to do better at being in contact with the staff by improving access.

It was suggested that it would be helpful to have Maureen return to MNH for managerial training.

Lisa Malshuk suggested that the Commissioners hold a meeting once a year with employees to enable open communication with department heads and the Commissioners. Administrator Wozmak reaffirmed that the Commissioners encourage employees to stop by when a meeting is going on, so that they will learn more about the Commissioners and the work they do. Administrator Wozmak suggested that perhaps we restart the procedure of having one person from a department attend a commissioners meeting.

Commissioner Martin urged those present to let others know that the Commissioners are open to listening to their input.

Acting DNS Lisa Kemp asked the Commissioners if they would like a copy of the med error report on a regular basis. The Commissioners suggested that she pass the report on to the Commissioners once in a while.

Census report was distributed.

Administrator Beeler requested that an Education Coordinator position be established by upgrading a RN position from 13 to 15. Commissioner Martin moved to approve hiring a CNA instructor for up to \$25,000, Commissioners Lynott seconded.

Steam table – one steam table is being returned to the manufacturer. Administrator Beeler stated that Mark Downing suggested purchase of chafing dishes instead of steam tables.

Administrator Beeler recommends a 3% increase in nursing home rates, which will bring us to \$160 a day; and an increase of assisted living rated by \$100 a month, which would raise the rates from \$1300/1600 a month to \$1400/1700 a month. Commissioner Martin asked if he would bring this issue up again when Commissioner Davis was present.

Facilities

Manager King brought before the Commissioners that purchase of roller shelving for deeds came in approximately \$900 over what was appropriated. The budget included \$1800 for slanted counters, which will not have to be purchased because some slanted counters were obtained from another county's deed office. Manager King asked for that the \$995 be taken from the \$1800 allocated for slanted counters be put towards the roller shelving. Administrator Wozmak suggested that the budget be reviewed whether the shelving and slanted counters were listed as one line item or two. Commissioner Martin stated that if they are two line items, the change must be brought before the Executive Committee.

Manager King invited the Commissioners on a tour of the water tank, microwave tower and water treatment plant.

#### Finance

Director Trombly requested direction from the Commissioners on whether they want to write off of a resident balance of about \$900 for a resident that died in February, or if they want to send it to a collection agency. There was discussion on using a collection agency and Commissioner Martin suggested that a policy be drafted regarding collection and standards for determining when to use an agency. Director Trombly will draft a policy for Commissioners review. Administrator Beeler asked whether a letter could be sent from the county attorney. Administrator Wozmak will speak with the county attorney.

#### Human Services

Director Barber advised the Commissioners that we would be receiving a check for approximately \$60,000 from the Division for Children, Youth and Families for retroactive Medicaid credits. She recommends that these monies be used for funding Community Youth Profile grants in the future. Director Trombly suggested that the amount be put forward in the 2002 budget appropriated to capital reserve for CYP for final delegation approval. The Commissioners agreed with the suggestions.

Director Barber stated that she has been a member of the Clement S. Woodward Fund Committee representing the Board of Commissioners. The City of Keene, through the appointed trustees of the Trust is submitting a petition to the Probate Court to amend the language of the Trust to reflect the composition of the Committee.

#### Commissioners

Nonpublic Session At 10:15 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 10:40 AM

There being no further business, the meeting was adjourned at 10:50 AM.

Respectfully Submitted,  
Minutes approved at the August 29, 2001 Meeting  
Lynott, Clerk

Margaret E.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 8, 2001 5:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; County Administrator Wozmak; MNH Administrator Beeler; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Lynott moved to approve the minutes of July 18 and 25, seconded by Commissioner Davis, voted unanimously.

MANIFEST The manifest was approved.

Meeting opened at 5:05 PM.

Maplewood Nursing Home

Administrator Beeler distributed the census report.

Administrator Beeler advised the Commissioners that the 7-3 Supervisors position, and the Head Nurse position in TLC have been filled.

A revised job DNS job description was given to the Commissioners for their review and approval.

The 2002 Revenue Projection draft was distributed to the Commissioners for their review. Administrator Beeler suggested that the rate increase be effective for January 1, 2002, and he needs 30 days to release rate change information. Commissioner Davis suggested that the request be taken under advisement.

Revenue Expense budget was distributed and reviewed.

Administrator Beeler distributed a capital budget proposal, which would add three ALF apartments on the west side of shell space under assisted living. The cost would be approximately \$50 per square foot at a total cost for the proposal of \$80,000 - \$100,000. Commissioner Davis that they look into the costs. Commissioner Martin suggested that he also look into finishing the room across the hall.

Administrator Beeler asked if any money should be budgeted for legal expense for 2002. The Commissioners suggested that some money should be budgeted.

Administrator Wozmak gave Administrator Beeler a tuition reimbursement form that had not been previously approved by the Commissioners. Administrator Beeler will follow up.

Commissioners

The Commissioners discussed the NIC program held that day at the Library.

Nonpublic Session At 6:10 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott and Martin. As a result of the deliberations in nonpublic

session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 6:25 PM

There being no further business, the meeting was adjourned at 6:35 PM.

Respectfully

Submitted,

Minutes approved at meeting of August 29, 2001

Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 15, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; County Administrator Wozmak; DOC Superintendent Van Wickler; MNH Administrator Beeler; Finance Director Trombly; Steve Pinard, Superintendent Downtown; Pam Fortner, Safety Officer; Brian McMaster, Southwest Regional Planning; Terry Warren, Executive Assistant to the Commissioners.

MANIFEST The manifest was approved.

Meeting opened at 8:05 AM.

Commissioners

Brian McMaster from Southwest Regional Planning Commission was present to request release of funds for the Hazard Mitigation Planning Grant. Commissioner Davis moved that the Chairman be designated as the "Environmental Certifying Officer" for this grant, and that it is the finding of Cheshire County, New Hampshire, that the activities proposed in its Hazard Mitigation Planning Community Development Block Grant project are exempt from environmental review requirements of the National Environmental Policy Act because they consist of planning and administration only. Commissioner Lynott seconded the motions, voted unanimously. Commissioner Martin, as Chairman, signed the Request for Release of Funds form.

Terry Warren reported to the Commissioners on the paper recycling program for the downtown offices. Approximately 6000 pounds of paper have been recycled, with \$180 revenue received. A minimum amount of money has been spent for containers. We are working out the details on storage of the paper between collection and bringing the paper to the recycler. A procedure has been set up with the recycler for the confidential paper we used to pay to have destroyed, also resulting in a savings of approximately \$300. This reduction in waste has reduced our use of the dumpster, which will be result in additional savings. Commissioner Davis spoke on the meeting that was held by Southwest Regional Planning on solid waste reduction in this region.

A report on the walk around was distributed. Pam Fortner explained the temperature and humidity survey which was completed at the Administration Building. There was discussion on the safety issues found during the walk around. Commissioner Martin thanked Steve Pinard and Pam Fortner for their work.

Steve Pinard reviewed the snow plowing bids opened last week. There were three bids: Keene Tree Service at \$41,000 a year for three years; Thompson - \$17,500 for the three year period, which is \$700 cheaper than last year. Steve recommended Thompson's bid be approved. Commissioner Davis moved that Thompson's bid be approved, Commissioner Lynott seconded, voted unanimously.

Commissioner Davis indicated some concern about the aging report, and Director Trombly reviewed the report with the Commissioners.

Commissioner Martin asked if Director Trombly is looking into the jail expansion bond issue, and she stated that she is looking in to it.

The Commissioners reviewed their plans for the Balsams.  
The Commissioners reviewed their plans for their retreat on August 24. They will be meeting at MNH ALF conference room, and then hearing Marueen Sroczyński's presentation.

Department of Corrections

Superintendent Van Wickler advised the Commissioners that he had received a call from the Sentinel regarding Mr. Olson. Superintendent Van Wickler stated that he has given a telephone interview to the Sentinel and gave a copy of the DOC policy to the Sentinel. He has issued a general directive regarding hygiene for inmates. Commissioner Martin asked if all inmates will be getting copies of the inmate manual. The Superintendent stated that he has addressed the issue with supervisors.

Superintendent Van Wickler stated that he had received a call from Primex regarding the Newton issue, and Pete Scheffler will be visiting the DOC in September.

There being no further business, the meeting was adjourned at 9:35 AM.

Respectfully

Submitted,  
Minutes approved at the meeting of August 29, 2001  
Lynott, Clerk

Margaret E.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 22, 2001 8:00 AM**  
**House of Corrections, Westmoreland, NH**

PRESENT: Commissioners Martin, Davis and Lynott; County Administrator Wozmak; Director of Operations Captain Scott Hagar and Barry King, Facilities Manger for a portion of the meeting.

MANIFEST The manifest was approved.

Meeting opened at 8:00 AM.

Commissioners

Tuition reimbursement for R. Martin was approved.

The Commissioners discussed the scheduling for the convention at the Balsams.

Nominations for the convention have been received and given to Commissioner Lynott for review as a Nominating Committee Member.

Nonpublic Session At 9:30 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designee. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 9:50 AM.

Department of Corrections

Captain Hagar advised the Commissioners that there are two personnel vacancies.

Inmate population is up to 95, three are in segregation and five in administrative segregation; female population is 00; there are 8 federal inmates.

The Commissioners proceeded with the inspection which included the following areas: Nurses station. The Commissioners spoke to the nurse about her department.

Administrative/Operations and staff area was inspected.

Inmate locker area – The Commissioners reviewed the procedures with the inmate lockers, which hold several inmates' items in each locker. Each item is bagged and labeled with inmate information. Work release inmates' lockers are separate.

The intake area, used for new inmate searches and which is also the handicapped cell, was examined.

The Objective Jail Classification Station in the Booking area was examined. The use of the Spillman record management system, which is connected with the County Attorney, County Sheriff and the Administration office, was discussed with the Commissioners.

The photo line up program was explained. The Captain advised the Commissioners that three head-counts of inmates are done every eight hours.

The female inmate area was visited and the Commissioners spoke to some of the women inmates directly, asking about food and the facilities.



The Lower Control area was visited, and the use of equipment was explained to the Commissioners.

The Upper Control area was visited, and the use of equipment was explained to the Commissioners.

The Isolation Cells were visited. There was discussion about the money in the 2001 for repairs to this area, which is subject to damage by inmates. These cells have been recently repainted.

The Commissioners reviewed the inmate segregation policies and reviewed the disciplinary review board format.

Two inmates were randomly selected and interviewed in a Non-Public Session by the Commissioners.

The Commissioners also met two of the U.S. Marshals who were at the facility.

The Commissioner thanked Captain Hagar and the officers and staff for their cooperation during this inspection and tour of the facility. The Commissioners witnessed several exchanges between the correctional officers and the inmates and found, uniformly, that the officers were polite and respectful of the inmates.

There being no further business, the meeting was adjourned at 11:00 AM.

Respectfully Submitted,

Minutes approved at the meeting of August 29, 2001      Margaret E. Lynott, Clerk

**MINUTES**  
**Commissioners Retreat**  
**Cheshire County Commissioners Meeting**  
**Friday, August 24, 2001 9:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Martin, Davis and Lynott; County Administrator Wozmak  
Meeting opened at 9:00 AM.

Commissioners

The Commissioners reviewed the list submitted by Director Barber of the agencies applying for Incentive Funds. This list included a brief description of the proposals and the amounts awarded to each. This list is attached to these minutes and should be considered an integral part of these minutes.

Under the new rules regulating "Allocation and Distribution of Incentive Fund Grants", which became effective September 18, 2000, the decision of the selection committee concerning the allocation of Incentive Funds to applicants is final. This rule eliminates the approval of the selection committee's recommendation by the Board of Commissioners.

There being no further public business, the commissioners proceeded into their planning retreat.

Minutes approved at meeting of August 29, 2001

Respectfully Submitted,

Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 29, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; County Administrator Wozmak; MNH Administrator Beeler; Sheryl Trombly, Finance Director; Lisa Kemp, Acting DON; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Lynott moved to approve the minutes of August 1, 8, 15, 22 and 24, seconded by Commissioner Davis, voted unanimously.

MANIFEST The manifest was approved.  
Meeting opened at 8:00 AM.  
Commissioners

Nonpublic Session At 8:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to offer employment to Thomas Kenney for the position of alternative sentencing clinical case manager. The Commissioners unanimously voted to return to public session at 8:40 AM. Tuition reimbursement was presented for Heather Dixon for one course at NHTI in Concord. Commissioner Lynott moved to approve the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

Tuition reimbursement was presented for Sheryl Trombly. Commissioner Davis moved to approve the reimbursement, Commissioner Lynott seconded, voted unanimously. Director Trombly advised the Commissioners that we have been quoted 4.58% for the line of credit for the bond for the jail study, and we can get the money immediately. The extra cost that would be incurred for this BAN is that we would pay 100% of the interest. Commissioner Lynott moved that we proceed with the BAN, Commissioner Davis seconded, voted unanimously. Director Trombly was requested to check whether we can refinance the nursing home bond.

Maplewood Nursing Home

Administrator Beeler requested tuition reimbursement for Jill Anderson and Angelina Centra for a course at New Hampshire Technical College. Commissioner Davis moved to approve the tuition reimbursement, Commissioner Lynott seconded, voted unanimously. Administrator Beeler advised the Commissioners that twenty one new electric beds we received yesterday.

The new sterilizer has been received.

Administrator Beeler advised the Commissioners that on behalf of the NHAC NHA affiliate, he has nominated CNA Brenda Howard to the Governor for the New Hampshire State Board of Nursing.

Census report distributed.

Medicaid rates distributed and discussed.

Administrator Beeler asked if the Commissioners have any idea when interviews for the DON will start. Commissioner Martin stated that a response will be forthcoming. We have requested Maureen Srocynski to be involved in the search process. Copies of all resumes should be forwarded to Jack Wozmak and Maureen. (There are two in-house applications and one outside application.)

Maureen Srocynski's report – Administrator Beeler stated that he would like to review the report with the Commissioners. The Commissioners stated that they have addressed some of the issues in Maureen's report in their memo to the employees.

Staff development – CNA Instructor - Commissioner Martin stated that he understood that the position would remain as a contract position and that the new position was to be considered in the 2002 budget cycle. The applicant is presently a per diem and would change to an hourly employee. Commissioner Davis then asked if she would get all benefits, Administrator Beeler stated she would. Commissioner Davis asked what the change will be. Administrator Beeler stated that it is from a per diem at \$19.50 to staff at \$17.68. Administrator Beeler stated that they basically will not be filling an RN position and the savings for next year would kick in this year. Commissioner Davis moved that the position be approved at grade 13 step 10, Commissioner Lynott seconded, voted unanimously. Commissioner Martin expressed his concern that although he voted for the position, presentation at this time defeats the purpose of consideration of any position as part of the whole budget and in the context of the budget. He is concerned about approving of it in a piecemeal fashion thereby it being a foregone conclusion for the 2002 budget. He feels that we need to work on making personnel decisions as part of the whole context, Commissioner Lynott agreed.

Survey results were distributed and discussed.

Commissioners

Nonpublic Session At 10:50 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 10:55 AM

There being no further business, the meeting was adjourned at 11:15 AM.

Respectfully Submitted,

Margaret E. Lynott, Clerk

Minutes approved as amended at Sept. 19, 2001 meeting

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 5, 2001 8:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Martin, Davis and Lynott, Administrator Wozmak, Administrator Beeler, Facilities Manager King, DOC Superintendent Van Wickler, Register of Deeds Hubal, Representative McGuirk, Jeanne Donohoe, Administrator Assisted Living; Terry Warren Executive Assistant to the Commissioners  
MANIFEST was reviewed and approved.

Meeting opened at 8:00 AM.

Commissioners

Representative McGuirk advised the Commissioners that at the public hearing held in Concord on June 27 he spoke to the members of the delegation regarding his concern about the farm and that he has determined that it operates at a loss. He requested the commissioners consider appropriating for a professional cost benefit analysis of the farm. Commissioner Davis asked what his idea about use of the farm use would be. Rep. McGuirk stated that we could lease the land out to other farmers. The Commissioners thanked Rep. McGuirk for his input.

Facilities

Manager King wanted to advise the Commissioners that the manufacturer has recalled the sprinkler heads because they have a tendency to leak or malfunction. To replace them from the same company, we could potentially have to replace them again, if we purchase from a different company it would incur replacement costs. He will look into costs for replacement.

Manager King and Administrator Beeler have decided to slow down the traffic at MNH by adding speed bumps.

The cupola at the Blood farm has been painted, roofed and repaired.

Deeds

Register Hubal gave the Commissioners an update on Deeds projects: 44 books have been restored and restoration will continue for about eight years; August revenue was about \$63,000-65,000; the Index is going on line (nhdeeds.com) covering 1908 to June 2001. Commissioner Lynott asked what are the space needs for the next 20 years.

Register Hubal stated that she is now preparing information about what future needs are expected to be. There was discussion on retention of hard copies and technologies available for maintaining copies on computer. Commissioner Martin expressed his concern over Cheshire being the only county retaining hard copies and that this will result in increased space needs. Register Hubal stated that she has spoken to the archivist at the state level who recommends retention of hard copies. The Commissioners thanked Register Hubal for coming in to give them an update.

Maplewood Nursing Home

Administrator Beeler advised the Commissioner that Lisa Kemp has hired Margo Banks for the CNA Instructor position.

Administrator Beeler asked about the job description for the DON, which had been given to the Commissioners. Commissioner Martin stated that the job description is fine. A representative from the NH Board of nursing visited last week to inspect the CNA program. It received a positive review.

Administrator Beeler asked the Commissioners how they would like to receive updates from the corporate compliance meetings. The Commissioners agreed that copies of the minutes would be fine.

Sign on bonus calculations, which were not calculated or paid correctly according to Fair Labor Standards Act, was completed and retroactive pay was issued out last week.

Survey report and deficiency matrix was distributed and reviewed and a plan of correction will be prepared and sent.

Status report distributed.

Commissioner Davis asked about Commissioner Shumway's letter to the editor.

Administrator Beeler stated that it was a 3% wage pass through for nursing facilities, which was not funded. All the counties opposed the bill.

Jeanne Donohoe gave the Commissioners an update on the Assisted Living Facility. We are presently full, and have a large waiting list. Three additional apartments in the basement have been discussed. She has spoken to prospective clients and asked whether they would be willing to live in the basement and there has been general agreement to live there. Commissioner Martin asked if she has any special concerns. Jeanne stated that everyone is basically happy. She does see a need for transportation for residents. Commissioner Martin asked whether transportation was the responsibility of the families and Jeanne stated that it is but there are some residents who do not have families.

Corrections

Superintendent Van Wickler made the Commissioners aware of the recent correspondence from Dawn Caradonna regarding access to her client.

Superintendent Van Wickler stated that he is available for any needs of the ASP Clinical Case Manager. Commissioner Martin suggested he contact Administrator Wozmak.

The YMCA requested assistance from the DOC for clean up from the storm last week that left debris on their grounds.

Nonpublic Session At 9:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:05 AM.

There being no further business, the meeting ended at 10:10 AM.

Minutes approved at meeting of 9/26/01

Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 19, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, MNH Administrator Beeler; Facilities Manager King; DOC Superintendent Van Wickler; Safety Officer Pam Fortner; Computer Coordinator Wendy Putnam; Computer Specialist Doug Scribner; Finance Director Sheryl Trombly; Terry Warren Executive Assistant to the Commissioners

MANIFEST was reviewed and approved.

MINUTES of August 29 were reviewed and corrected. Commissioner Lynott moved to approve the minutes of August 29, Commissioner Davis seconded, voted unanimously. Meeting opened at 8:00 AM.

Commissioners

Nonpublic Session At 8:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to have the Safety Officer report to the Commissioners twice monthly to increase the profile and strength of the Safety Department. The Commissioners unanimously voted to return to public session at 8:45 AM.

Facilities

Facilities Manager King distributed to the Commissioners a report on the costs for waste removal for all county facilities. This report indicates that costs will increase up to 39%, effective October 1. There was discussion on the use of a compactor at MNH, and it was determined it is not cost effective and would not be used at this time.

	MNH	HOC	Keene
Waste Mgmt	\$2944	\$205	\$245 ea. Bldg.
Sunrise Waste	\$1740	\$300	\$245 ea. Bldg.
Monadnock Disp.	\$1850.25	\$225	\$200 ea. Bldg.

Commissioner Lynott moved that we accept the Monadnock Disposal bid for another year, Commissioner Martin seconded, motion passed. (Commissioner Davis recused himself). Commissioner Davis suggested that we look into composting the food waste at the farm, and he will look into it.

Finance

Director Trombly advised the Commissioners that there is still some billing outstanding for the pharmacy, which amounts to \$2800. This billing has been submitted and rejected for some reason, and requires research to determine the reason. In order to

complete this research, we would have to continue our contract on the pharmacy software, at a cost of about \$600 a quarter. Director Trombly would like to write off the outstanding amount of \$2800. Commissioner Davis moved that we not pursue the pharmacy outstanding billing because it is not cost effective, considering the software contract costs and labor costs associated with collection, Commissioner Lynott seconded, voted unanimously.

Director Trombly stated that she has received the paperwork to pursue the jail study bond and will proceed. The plan is to bond for five years, ensuring there is no prepayment penalty. Director Trombly will check into a longer-term bond and its financial affect and determine which would result in a minimum impact on the budget. Commissioner Davis asked about refinancing the MNH bond and Director Trombly stated that she is looking into it.

Commissioners

Computer Ops Coordinator Wendy Putnam is looking into connecting up with Monad.Connect/Global Grossing for our internet connection. She stated that we would be seeing about a \$230 a month increase in costs. We are presently experiencing difficulty in our internet speed with our internet e-mail account at Monad.net. There was discussion on the amount of use of the internet by county employees.

Department of Corrections

Superintendent Van Wickler advised the Commissioners that David Segal, the PA at the jail, has been called to active duty with the Coast Guard.

On Monday, Superintendent Van Wickler will be doing a presentation to the Westmoreland Lions Club.

Superintendent Van Wickler stated that the interns at KSC are researching recidivism at the jail. There will be a presentation at KSC on the results of the research and the Commissioners will be advised of the presentation date.

Commissioner Lynott asked who would oversee the DOC if he were called into active duty, and Superintendent Van Wickler stated that Captain Hagar would take over most duties and Sheryl Trombly and Jack Wozmak would help with other areas. Sgt. Colby and Stewart are also cross-trained.

Maplewood Nursing Home

Commissioner Martin asked Administrator Beeler if there is anyone at MNH in the reserves or National Guard. Administrator Beeler stated that there was one person, but have already returned.

Administrator Beeler discussed the need for additional dietary aids and what potential affects the alternative sentencing program may have on the help in dietary.

Commissioner Martin asked Superintendent Van Wickler to advise the Commissioners what the results are from the objective classification, which is expected to be completed on September 28.

The CNA Instructor position motion was clarified as a grade 13 step 10 position at \$17.68. The motion was restated for the record. Commissioner Davis approved the hiring of the instructor at Grade 13 Step 10, Commissioner Lynott seconded, voted unanimously.



The employee and department meeting schedules were reviewed. Administrator Beeler was requested to plan the Town meeting for a Friday in December at 2:30.

Census report was distributed and discussed.

Charles Michal has prepared a floor plan of the three proposed apartments in the basement. Administrator Beeler will have the plans available to the Commissioners.

Nursing Home Administrator Beeler asked to have a discussion about Maureen Sroczynski's report and the Commissioners memo to the employees of MNH. He registered some disappointment that he and his department managers were not consulted prior to the Commissioners' memo concerning the recommendations:

Recommendation: "Development of a formalized program for increased visibility and improved communications between the facility and the Governing Body" and

Recommendation: "Establishment of a Human Resource support for the facility." -

Commissioner Martin stated that he believes Item 1 and 5 were directed specifically to the Commissioners for response.

Recommendation: "Development of a formalized and objective search process for the Director of Nursing Position." Commissioner Martin stated that the Commissioners had previously stated that they wished to be involved in the search process. Administrator Beeler voiced concern over the fact that his name was not specifically noted as being involved in the process. Administrator Wozmak stated that he believed the schedule Administrator Beeler is referring to is a guideline indicating Maureen's involvement, rather than Administrator Beeler's exclusion. Administrator Beeler also stated that he felt the process was taking too long. Administrator Wozmak stated that he will contact Maureen to step up the process.

Recommendation: "Development of facility wide guidelines for staffing and scheduling".

Administrator Beeler feels that Lisa Kemp is doing the work of scheduling and he does not feel that what has been done should be changed. The Commissioners stated that having Maureen's assistance does not mean that all of Lisa's work will be scrapped. Administrator Beeler stated that he felt Maureen's time would be better used in training rather than reviewing scheduling procedures. Commissioner Martin said that he felt that because Lisa was the Acting Director of Nursing and was new to the position and dealing with a lot of issues that Maureen's experience and advice should be viewed as an advantage to Lisa.

Recommendation: "Development of a formalized communication campaign to acknowledge the work being done by employees" Administrator Beeler stated that he has met with department heads about employee recognition. Commissioner Davis stated that he understood from the meeting he attended that the present program should not be scrapped, but should be better utilized. The issue remains that many employees said they were not aware of the program. Administrator Beeler will be working on it and get back to the Commissioners.

Administrator Beeler stated that, contrary to Maureen's report, he is not convinced there is inappropriate use of e-mail. He feels that proper etiquette of e-mail, the paging system and the telephone is needed. He will take a closer look at the system. He stated that he will give the Commissioners a list of all the face to face meetings held in a week.

"Commitment to Coworkers Statement" Administrator Beeler will look into preparing a statement.

The Commissioners stated that they communicated with the employees because they wanted to let them know that they heard what they said and were acting on it, and that Maureen's report confirmed what they had been hearing in exit interviews. They did not want any delays between the time the report was presented to employees, and the time that they were taking action on the report.

Administrator Beeler stated that the Commissioners had requested a monthly status report, and he had developed the report into a strategic planning report and as a strategic planning report, he did not see that there is more to add to it. Commissioner Martin stated that he wasn't looking for a strategic planning report but looking at it as "what's going on at the nursing home, how is morale". Administrator Wozmak stated that he thought the commissioners wanted something of a more personal view of what is happening at MNH, rather than a tactical plan. Commissioner Davis asked if minutes are kept of meetings. Administrator Beeler stated that they are sent to the Commissioners for the reading file.

Commissioners

Nonpublic Session At 11:4500 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic session to discuss consideration of the acquisition, sale or lease of real or personal property, which if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to place on the next Commissioners Agenda the discussion about the Latchis building. The Commissioners unanimously voted to return to public session at 12:05 PM.

There being no further business, the meeting ended at 12:10 PM.

Margaret E. Lynott, Clerk

Minutes approved at meeting of Oct. 3, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 26, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, MNH Administrator Beeler; DOC Superintendent Van Wickler; Finance Director Sheryl Trombly; JoAnn Gragan, Director of Environmental Services and members of her Housekeeping department; Terry Warren Executive Assistant to the Commissioners  
MANIFEST was reviewed and approved.

MINUTES of September 5 were reviewed and corrected. Commissioner Lynott moved to approve the minutes of August 29, Commissioner Davis seconded, voted unanimously. Meeting opened at 8:00 AM.

Maplewood Nursing Home  
Census report distributed.

Commissioner Davis asked about CNA's leaving county employ after attending classes and how we can recover some of the money spent on their training. Administrator Beeler stated that as employees, we couldn't charge them for classes, but we could have a policy that if they leave within a certain period of time they would have to pay for the training. Commissioner Lynott asked Administrator Beeler to look into it.

State survey comparison results were distributed and discussed.

Interview scheduling with Maureen Sroczynski was discussed. Administrator Beeler stated that Maureen asked when the Commissioners want to be involved in the process. The Commissioners stated that they would like to meet with the candidates when the numbers are narrowed down and the panel interviews are completed and then arrangements can be made. Maureen has formulated a scoring matrix for the interview process.

There was discussion on Maureen doing management training programs at MNH; one would be on stress management and the other conflict resolution, needing a minimum of two hours for each session. Commissioner Martin stated that we should schedule her for the first round and look further down the road for additional sessions. Administrator Beeler will schedule her for two consecutive days. Commissioner Davis stated that he would like to have an employee evaluation of the first programs, to see if it is worthwhile to pursue.

Commissioner Martin stated that at the employee meeting he attended, he sensed some anxiety about the hiring of a DNS. Administrator Beeler stated that he felt the nursing staff is concerned about who is hired as the DNS.

Commissioner Davis asked about whom the employees with the longest tenure are, and after checking, Bob Simons will be here 30 years in April 2002, and after that Fran Borrows, Leanne Blodgett and Carol Austin.

Commissioner Davis asked Administrator Beeler to prepare a list of the Assisted Living residents and those on the waiting list and what is their original location.

Finance

Director Trombly gave the Commissioners an update on the Jail Study Design Bond.

The advice from the bank is that it is still a good time to go out because the rates are

stabilizing. The Commissioners stated that she should go ahead with the bond now. She will be going out for \$3.1 million for 20 years for both the Jaffrey District Court and the Jail Study Design Bond.

#### Commissioners

There was some discussion about the Liebert & Associates proposal. There is a copy in the reading file for the Commissioners review. The plan begins with a physical site assessment before the winter.

The Housekeeping Department at MNH was presented with a commendation from the Commissioners. Commissioner Martin expressed the appreciation of the Board for the hard work that they have been doing in housekeeping at the nursing home, maintaining it as one of the cleanest facilities he has visited, as noted by both residents and families of the residents. The Commissioners felt that special recognition was appropriate. Commissioner Martin read the commendation to the group. Commissioner Davis stated that they should make sure that the commendation is hung in the lobby, so everyone can see it. Commissioner Martin stated that a press release should also be prepared, so everyone knows what a good staff we have down at Maplewood.

There was some discussion about the personnel request budget meeting and the procedure to be followed. It was decided that a schedule would be set which would allocate five minutes for each department to present any additional information that is not already included in the written request.

Latchis Theater – Commissioner Davis stated that he felt that we should go ahead with the purchase and then determine our long range plan for the property. He asked if we would be paying taxes, and Administrator Wozmak stated that it is his understanding that we do not pay taxes on that property. There was some discussion about the asking price of \$30,000 for the building and Administrator Wozmak will ask for a letter from Cheshire Housing Trust indicating how the money would be used. Administrator Wozmak was authorized to obtain an estimate of the cost of lateral bracing. Commissioner Davis moved that we proceed to negotiate with Cheshire Housing Trust to purchase the Latchis Theater and procure construction prices to secure the building and then present the costs before the Executive Committee and Delegation, Commissioner Lynott seconded, voted unanimously.

Nonpublic Session At 9:25 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 9:45 AM.

#### Department of Corrections

Commissioner Martin asked about Superintendent Van Wickler's status with the reserves. He stated that he is still on alert, but he does not anticipate that they are going anywhere. Commissioner Martin asked who in the jail is up on the jail study, Superintendent Van Wickler stated that Administrator Wozmak has a great

understanding of it. It is expected that something would be put before the committee in June or July.

Superintendent Van Wickler confirmed that he spoke to the Lions Club in Westmoreland. There was some discussion about protective custody releases that have stopped at local resident homes looking for a way home. Superintendent Van Wickler stated that he assured the residents that if this happens the residents should contact the jail and they will take responsibility of the protective custody releases. There was some discussion on the problem of transportation for the releases. The Commissioners urged Superintendent Van Wickler to set up a policy for the jail and a procedure with the cab company for any such incidents. The Superintendent will contact the cab company.

The Superintendent has requested phase II of the objective Jail classification, where they come to our facility, which would be after October.

Enrollment is 91, females 6.

There being no further business, the meeting ended at 12:10 PM.

Margaret E. Lynott, Clerk

Minutes approved at meeting of Oct. 24, 2001

#### MINUTES (Revised)

2002 Budget Personnel Requests

Cheshire County Commissioners Meeting

Monday, October 1, 2001 3:00 PM

33 West Street, Keene, NH

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak, MNH Administrator Beeler; DOC Superintendent Van Wickler; Finance Director Sheryl Trombly; Computer Coordinator Wendy Putnam; Pam Fortner, Safety Officer; Evelyn Hubal, Register of Deeds; Dave Putnam, Farm Manager

Meeting opened at 3:00 PM. The Commissioners reviewed personnel requests for the upcoming year and will take the requests under advisement.

Mr. Wozmak addressed the previous questions regarding the Liebert consulting contract and asked that the Commissioners vote to authorize him to execute the contract.

Commissioner Davis moved to authorize the county administrator to execute the jail planning Needs Assessment Study and Pre-architectural Program contract. Seconded by Commissioner Lynott. Voted unanimously.

Nonpublic Session At 6:05 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 6:40 PM.

There being no further business, the meeting ended at 6:45 PM.

Margaret E. Lynott, Clerk

Minutes approved at meeting of Oct. 24, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 3, 2001 8:00 AM**  
**Town Hall, Fitzwilliam, NH**

PRESENT: Commissioners Martin, Davis and Lynott, County Administrator Wozmak; Rep. Barbara Hull Richardson; MNH Administrator Beeler; Sheriff Foote; Terry Warren Executive Assistant to the Commissioners

MANIFEST The manifest was reviewed and approved.

MINUTES: Commissioner Davis moved that the minutes of September 19 be approved, Commissioner Lynott seconded, approved unanimously.

Meeting opened at 8:00 AM.

Commissioners

Commissioner Martin expressed his thanks to the town of Fitzwilliam for the use of their facilities to hold the commissioners meeting. Commissioner Martin acknowledged Representative Richardson for coming to the meeting.

Fire Mutual Aid – Commissioner Martin asked if there were any issues known that the town of Fitzwilliam had concerning Fire Mutual Aid. Commissioner Davis stated that he understood that things have improved with Fire Mutual Aid.

Solid Waste – Commissioner Davis noted that the regional selectman's meeting is being held this Friday. He reviewed some of the solid waste information that had been collected in a survey, which had been sent to each town.

Homelessness – Commissioner Martin asked Rep. Richardson if she knew of any homelessness issues in Fitzwilliam. Administrator Beeler stated that as the Welfare Officer in Westmoreland, there is a problem there because when homeless housing is full in Keene, as it almost always is, it affects all the towns. There was some discussion about housing needs.

Maplewood Nursing Home

Administrator Beeler distributed and discussed the census report. It is expected that we will spend less money than budgeted on outside nursing pool.

Commissioner Lynott asked whether there was an admissions criteria list for assisted living. Administrator Beeler stated that we do not have a written list. He stated that if we do want to set restrictions, we have to discuss it, and Jeanne Donohoe should be included in the discussion. Commissioner Martin explained that a standard is being considered because of the costs incurred for some residents requiring additional care. A list of the origin of residents in Assisted living apartments was distributed to the Commissioners.

The annual benefit meetings are set for November 16 at 7 AM, 1:30 PM and 3 PM. The Health Fair is on the same day from 10 AM - 2 PM. Vermont Mail Order Pharmacy will come in and do some tests such as cholesterol and blood pressure.

Commissioner Davis asked if the amount is being built up on our self-insurance plan. Administrator Wozmak stated that there was about \$300,000 in the fund. There was

some discussion about the self-insurance program compared to going outside to other companies.

Bob Grimard from our employee assistance program will be coming out to MNH to meet with employees.

Primex has settled with an ex-employee.

Inservices with Maureen Sroczynski have been set up: Nov. 14 and 15 two, two-hour seminars, one in the morning and one in the afternoon; one covering stress and the other on team building and conflict resolution. There is no limit to the number of individuals who may attend. Downtown is invited to the seminars.

Administrator Wozmak spoke to Primex about bringing the supervisor's academy to MNH and they felt that it is best when held at their facility. Administrator Wozmak suggested that if there is a particular topic that they will train at our facility.

Employee recognition – Administrator Beeler stated that he is revising the Mapleleaf program, which is recognition of employees by other employees.

The commitment to coworker cards and posters has been ordered.

Maureen Sroczynski has interviewed the three DON candidates. Administrator Beeler asked who was paying for Maureen's services. The Commissioners stated that the initial program by Maureen is to be paid by the Commissioners, but other services will be taken from the nursing home budget.

Nonpublic Session At 9:15 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 9:45 AM. There being no further business, the meeting ended at 9:50 AM.

Margaret E. Lynott, Clerk

Minutes approved at meeting of Oct. 24, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday, October 15, 2001 12:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott

Meeting reconvened at 12:00 PM.

Commissioners

Nonpublic session – At 12:10 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:50 PM.

There being no further business, the meeting adjourned at 1:10 PM.

Margaret E. Lynott, Clerk

Minutes approved at meeting of Oct. 24, 2001



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 17, 2001 8:00 AM**

**Assisted Living Conference Room, Westmoreland, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak; Administrator Beeler; Director Trombly; Elaine Farnsworth QI; Lisa Kemp ADNS; Joanne Gragan, Director Env. Services; Steve Wilson Dir. Activities; Carol Austin Social Services; Misty Patnode, Finance.

Meeting opened at 8:00 AM.

The Safety Officer gave a follow up report on the last walk around at the Courthouse. Jury assembly room and courtrooms must have permits for occupancy rates. Diagrams have been prepared and the Fire Department will determine the number of people allowed and then the information sent to the state. More exit signs are needed. Flow valves for the sprinklers were never hooked up to the fire system and will have to be put in the budget for next year. The elevator must have a smoke control tied into the fire alarm. Ceiling tiles need to be replaced; the tiles are on order.

In the Administration Building the electric panels are keyed and locked. New exit from Deeds has to be changed.

Commissioner Martin asked if any procedures have been set up regarding mail.

Administrator Wozmak stated that he will send out the e-mail from the sheriff.

The Commissioners announced to the group and congratulated Pam Fortner for being chosen the Employee of The Year at the NHACO Conference at the Balsams.

Budget discussion started with an overview of the Revenue lines. The following changes were made:

**REVENUE**

ICF -TLC – Budget census Medicaid increased from 17 to 19 for a total patient days of 6935 and total Medicaid revenue of \$1,361,409. Total increase to line 3404.21.00 is \$143,305.00.

Misc. Revenue – Commissioner Martin asked why this line was not budgeted.

Administrator Beeler stated that he is unsure, he believes it was an oversight. Decision made to increase line 3404.08.00 to \$4,000.

Nurse Practitioner – line was discussed. Based on increase in visits, this revenue increased to the 2001 budgeted level, \$22,140 added to line 3404.23.00. Commissioner Martin questioned this line item could be increased more if position hours were increased as requested. ACTION: Director Trombly will put together an analysis.

Commissioner Lynott asked whether we budgeted net or gross for MNH revenue. For 2001 gross was budgeted, but the figures for 2002 that were presented are net; even though we are hitting the projected gross revenue for our net.

Commissioner Martin asked Director Trombly why some of the payroll lines have decreased. ACTION: Director Trombly will follow up with explanation.

**MNH Admin**

Administrator Beeler gave an overview of the administration budget. Commissioner Martin asked what the funds in the advertising line were used for. Administrator Beeler

replied that the money for advertising is spent on promo items and some of the money is for help want ads.

Commissioner Martin questioned the items under MNH equipment purchase because the same items are requested from the 2001 budget. ACTION: Administration Beeler will look into it.

Furniture replacement was discussed. Commissioner Martin thought the money was approved in the 2001 budget to centralize the purchases. ACTION: He wants to follow up with Facilities Manager King.

ACTION: Commissioner Martin would like Administrator Beeler to look further into the number of brochures still in stock.

Legal Line was discussed. Administrator Beeler requested additional funds due to SB409. Commissioners agreed to increase line 4411.20.00 by \$1500.

#### Quality Improvement

Increase in vaccine costs is due to the testing for Hepatitis B. Also increased due to turn over and CNA classes. ACTION: Elaine Farnsworth will look into lowering costs either with Unicare or somewhere else.

TB vaccine costs have increased by \$191.00 since the department request was made. Commissioners agreed to increase line 4412.32 by \$191.

Travel increased because the \$64 budgeted is just not adequate.

Supply line hasn't been used yet this year, but Elaine will purchase some books. A lot of her books are from 1990 and prior.

#### Nurse Practitioner

No changes to operating budget.

#### Dietary

Outside services line increased due to the increase in Mark Downing salary.

Supplements went down because some of the purchases have been put to Nursing supply line. Action: Administrator Beeler will check into which line the supplement should go, Nursing or Dietary.

Food Purchase – includes special functions. Commissioner Martin asked if this line included funds for Keene special functions. ACTION: Administrator Beeler will check with Mark Downing. Commissioner Martin also questioned the 18% increase in budget and would like an additional breakdown of costs. ACTION: The 18% increase breakdown will be prepared. Mark Downing will look into this.

Director Trombly questioned whether dietary really need two sheet pan carriers? Due to the fact that the jail bought one in 2001. ACTION: Director Trombly will check with Mark Downing.

Commissioner Martin questioned the equipment purchase line; it appears to be very similar to 2001 requests. ACTION: Mark will review equipment purchase.

#### Nursing

There was discussion about the funding or lack of funding for per diem lines. This continues to be an area that the Commissioners feel needs to be better managed.

ACTION: Commissioner Davis requested that Director Trombly perform an analysis of the cost of per diem vs. on staff employees.

Commissioner Martin asked Administrator Beeler if he feels he has done what he can to get Nursing Staff costs under control. Administrator Beeler stated that there are a lot of different factors, but ADNS Kemp is working to tighten the staffing schedule and costs. Gloves are being charged to supply line when it should go to glove line. ACTION: ADNS Kemp will do an analysis and will get the numbers to Director Trombly. ADNS Kemp will also check into reducing the cost and quantity of gloves.

Administrator Beeler would like to have the DNS salary line adjusted back to the current year budget. ACTION: Follow up on 10/24/01.

Commissioner Davis wanted to know what caused the \$19,000 increase on the nursing supply line. ADNS Kemp stated that \$12,000 of it was for supplements shifted from the dietary budget. ACTION: Commissioner Davis requested that this line to be looked into.

Commissioner Martin questioned why the printing binding and books line is always the same. ADNS Kemp stated that new books are needed annually.

Commissioner Martin asked whether nursing really needed another Hoyer lift. ADNS Kemp stated that they'll never have enough.

Commissioner Martin asked about the number of bed alarms being requested. ACTION: ADNS Kemp will check into whether or not she really need bed alarms.

Commissioner Martin asked if Administrator Beeler had a list of replacements that need to be done. ACTION: Administrator Beeler said he would get one for them.

Capital resident furniture replacement was discussed. ACTION: Commissioner Lynott requested that Administrator Beeler provide a list of future scheduled replacement items.

#### TLC

There was a discussion over the outside service line and what sort of services Joe Perron did. There was discussion about the fishing trip for three residents that took place this summer. ACTION: Director Trombly will check into the fishing trip expense with Joe Perron so that more information will be available for discussion.

Commissioner Martin asked how the outside services money was being spent. ACTION: Follow up on the people contracted with and what they are doing.

Commissioner Lynott asked about how the TLC unit has gone up approximately \$200m in two years. Administrator Beeler stated that over four years we have been reimbursed more than our cost. The expense needs to be built up in order to justify the rate. Some TLC costs were originally charged to nursing and reallocated to TLC.

#### Laundry

Environmental Services Director Gragan stated that she has no control over her attends line. Commissioner Lynott stated that there are other companies that could offer a similar product for a cheaper price. Director Gragan stated that previous trials indicated that they were not as good, but they are in the process of checking into this.

Commissioner Lynott asked why the attends are in the laundry budget instead of nursing. Director Gragan stated that she would like to see it in nursing.

Commissioner Martin asked if the drapery replacement is still going on. Director Gragan stated that the 2nd floor would be the last.

#### Housekeeping

Commissioner Martin noted that Housekeeping's overall cost has increased. Joanne stated that when she has more precaution rooms the cost of her supplies increases because the rooms have to be fully restocked after the resident has gotten over an illness.

Commissioner Martin asked about whether the housekeeping advertising line is different than MNH Administration line. Administrator Beeler stated that it is different and this line is specifically for employee hiring.

#### Activities

Activities Director Wilson stated that he was requested to level fund his budget for 2001 and he would like to request that the supply line be reinstated similar to the 2000 spending. The department has had to use donations as back up for supplies.

Commissioner Lynott asked about the number of staff and about the use of volunteers. Director Wilson stated that sometimes it is hard to get volunteers due to MNH's location.

Commissioner Lynott asked about the use of Hannafords. Director Wilson stated that he buys the baking group supplies and other general supplies, including pet food.

Commissioner Martin questioned that equipment purchase includes the same items listed from last year. Director Wilson stated that he wants to add to what he has so that more residents can benefit from it.

Commissioner Martin questioned the one day work shop budgeted for eight people, an increase from last year. Director Wilson stated that it would give each of his staff at least one opportunity to attend.

#### Social Services

Director Austin stated that she has reallocated hours in her department, which has enabled her to add one employee. Commissioner Martin expressed his concern re the cost analysis of the changes in employee. Finance Director Trombly stated the FTE's are not broken out by full time and part time.

Director Trombly and Director Austin agreed that her title should be Social Service Director/Hospice Coordinator, and the rest of her employees should be just social workers. Director Trombly will adjust the personnel page for this change. Commissioner Martin asked Director Austin if the hours budgeted for the Hospice Coordinator was enough. Director Austin stated that at this time, she could not justify an increase for additional hours.

#### Miscellaneous Services Residents

Commissioner Lynott asked about the dental program. Administrator Beeler stated that we had incurred some costs with Medicaid residents that we should have been paying all along. Administrator Beeler spoke about a grant pilot project received to open a central dental provider. It is hoped that this program will help with our costs.

Commissioner Lynott asked what the religious expense is for. Administrator Beeler stated that it is for Reverend Andrews.

Administrator Beeler increased the amount budgeted for Dr. Stern by a 2.5% to increase his rate.

Commissioner Martin asked about the OSS pharmacy line and why there are no expenses to date. Director Trombly will do an analysis, as this line is for the \$2.00 a

month pharmacist consulting and chart review charge, which has been going to the .33 drug purchase line in error.

ACTION: Commissioner Martin asked that Joe Perron make a presentation of what he does for the residents.

There being no further business, the meeting ended at 1:00 PM.

Minutes approved at meeting of 11/14/01

Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Friday, October 19, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak; Superintendent Van Wickler, Attorney Peter Heed, Lyndi Horn Victim Witness Coordinator, Finance Director Trombly; Misty Patnode, Finance.

Meeting opened at 8:00 AM.

Department of Corrections

Revenue - There was some discussion regarding revenues. - To determine 2002 projections, history is used. Public telephone commissions are checked closely as the telephone company does not automatically pass them on. Commissioner Martin asked that if medical co-pay and other lines appear steady should they be lowered.

Superintendent Van Wickler stated that he would prefer revenue remain where they are, because future changes could effect the census. He feels that the revenues should stay the same in order to meet their goals. It was decided to increase 3403.07, Misc. Revenue by \$4,000; increase 3403.02, Federal Inmates by \$5000; and reduce medical copay by \$1000.

Expenses – Commissioner Martin questioned the money budgeted for 2001 for mental health does it need to be increased due to the increase in inmates. Superintendent Van Wickler stated that we had not provided sufficient services due to insufficient funds. Commissioner Davis asked how the services are provided. Superintendent Van Wickler stated that a clinician comes in couple of times a week to see inmates. A list of inmates are prioritized for the clinician, and management works with those who are not seen. The increased funds in 2002 will increase clinician time. Commissioner Martin expressed his concern about doubling the budgeted amount for the clinician, Commissioners Davis and Lynott agreed. Reduce 4230.29.27 by \$7000.

Inmate clothing line has been increased because free clothing is no longer available. Commissioner Martin asked about the contingency for inmate housing. Superintendent Van Wickler advised that the state may be sending the female inmates back to the counties. He feels that this issue needs to be addressed, as the trend is an increase in the female population. Superintendent Van Wickler would like to keep the numbers there for a cushion, but Commissioner Martin feels the line should be cut but leave some for tracking purposes and look at it again next year, Commissioners Davis and Lynott agreed . Reduce line 4230.29.00 by \$13,250.

Superintendent Van Wickler discussed an additional reason for the increase to outside service line is because of radio leasing rather instead of purchasing. He stated that leasing would eliminate the amount of money spent on radio repair.

Commissioner Lynott questioned how little has been spent on Continuing Ed.

Superintendent

Van Wickler stated that it is timing and the bills from Conference and Academy will be received soon. Commissioner Martin asked about the nursing staff and whether they take advantage of the inservices at MNH. Superintendent Van Wickler stated they do when possible.

Commissioner Martin asked about the overtime requested, considering the new FTE's. Superintendent Van Wickler stated that depending on the number of FTE's approved, he could reduce some of the OT. Commissioner Martin asked Superintendent Van Wickler if he could investigate how much he could reduce.

Commissioner Davis asked about the amount in vehicle repair. Superintendent Van Wickler stated that he has very old vehicles.

Superintendent Van Wickler stated that he needs his control rooms brought up to safety standards

County Attorney

Attorney Peter Heed stated that the caseload has steadily increased approximately 1/3. Commissioner Davis questioned the reason for the increase. Attorney Heed stated that their caseload is approximately 700-1000 ongoing cases. He discussed how he and his staff are working with district court to stop cases that do not need to go to superior court. Commissioner Martin asked if the alternative sentencing will help with their caseload. Attorney Heed said it would, but not all of it. Attorney Heed stated that travel increased as a result of meeting with victims at home. Director Trombly stated that the victim witness district court rev should be increased to \$38,485.00.

Medical Examiner – Responsibility for payment still not clear, however Attorney Heed stated that he will not pay for anything unless he authorizes the autopsy.

Surplus

Add preliminary \$700,000.00 use of fund balance.

There being no further business, the meeting ended at 1:00 PM.

Margaret E. Lynott, Clerk

Minutes approved as corrected at 11/14/01 meeting

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday, October 22, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak; Sheriff Foote, Paul Szoc FMA, Register Hubal, Finance Director Trombly; Misty Patnode, Finance.

Meeting opened at 8:00 AM.

Sheriff

Commissioner Martin noted that the Sheriff Dept. revenue is on target, but revenue request has dropped \$1500.00. Sheriff Foote stated that the budget request is based on history.

Misc. revenue (3401.02.00) zero was requested, to be increased to \$2000.00. Travel line (3401.01.00) request is low, it needs to be increased by \$500.00 to \$24,900. Fees line (3401.00.00) increase by \$1500 to \$44,400.

There was some discussion about radios that were not anticipated until next year.

Further talks will take place at a later date.

Sheriff Foote stated that he doesn't need \$14,500 for car payments because cars are being paid off. There was some discussion that the Sheriff Dept is on a schedule of buying cruisers so that the county doesn't have a big expense at one time. We will need to replace one next year.

Commissioner Martin mentioned that the deadline for printing the budget is 11/15/01. Sheriff Foote will meet with them prior to that date about the radios. State of NH will be taking care of \$100,000 for radios.

Outside services – Commissioner Martin brought up that the monthly service fee has doubled. The Sheriff noted that he has done some research on the cell phones and that the request could be brought from \$840 to \$700.

Discussion took place about the bailiffs and security at the courthouse. There are some requests in the 2002 budget to increase the level of security at the courthouse.

Commissioner Davis requested additional information on grants. The only grant that the Sheriff Dept. has (besides the under-age drinking grant) is the drug task force grant.

Commissioner Davis asked if that position would eventually work into the county budget. Sheriff Foote stated that he doesn't believe it ever will.

Commissioner Davis asked about staffing. Sheriff Foote stated that he will have two deputies in the academy by March. Commissioner Davis also asked about bailiff staffing. Sheriff Foote said that they could always use more bailiffs but that it doesn't pay much.

Fire Mutual Aide

Paul Szoc presented his budget. The were payroll P/R increases based on contract step raises. Increases based on contract step raises. \$8,000 increase will allow for weekend coverage from 12 hours to 16 hours.

Commissioner Davis asked if they pay a shift differential. Paul Szoc stated that those who work after midnight get time and half. Regular employees get paid hourly same hourly rate.



Health insurance has increased dramatically approximately, there is a 27% increase. Commissioner Lynott asked if they could be covered under the County insurance. Commissioner Martin stated it was looked into and they cannot. There was some discussion about dental insurance. Paul Szoc stated that SWFMA is self-funded for the first \$1000 on a individual plan and \$2000 for a family plan and in the long run they save due to lower premiums. Adjust Health insurance (4219.12.00) line to reflect the 27% increase to \$92,751.00 (+\$7,036), decrease Dental insurance line (4219.16.00) to \$4,861 (-\$486).

Commissioner Davis noted training money is not being used to the level that was authorized. Paul Szoc stated that since he has taken on the position that he has tried to increase training for his employees. Paul Szoc stated that they received money from FEMA and that there is additional training going on in December that will use up the rest of the money.

Commissioner Martin asked about the Capitol Reserves balance. Paul Szoc stated that he hasn't used any of the capitol reserve money, except for part of the cost for once piece of equipment. Commissioner Martin brought up using capitol reserve for some of the equip purchases.

Commissioner Davis asked about the radio repair shop. Paul Szoc stated that they are doing better than expected.

Paul stated that each year they replace some equipment, but most of their equipment is over 20 years old. The reason the equipment repair line is high is due to the installation of a piece of equipment.

Commissioner Martin asked what base stations line 4219.97.00 for \$20,000 covers, Paul stated they were for Gilsum and Lempster.

There was some discussion about vehicle payments. FMA decided to buy a 2001 Expedition instead of leasing because of low interest rate, and instead of trading the FMA vehicle in they gave it to FMA radio repair shop because the ambulance was not going to pass inspection. 2002 will be the first full year of three for the vehicle payments at \$889 a month. Commissioner Martin asked if the vehicle purchase was in the 2001 budget. Paul Szoc stated that it was. Commissioner Martin stated that the county wasn't expecting a \$10,000+ a year payment. Commissioner Martin stated that in the future, the county needs to be made aware of large purchases.

Peter questioned how other towns and Vermont is charged for services. Paul stated that there is a formula they use which is based on equalized valuation of property. Which is based on what services they are provided with (i.e. ambulance, EMT, fire, etc)

Paul discussed how they want to update their radio equipment which is over 20 years old. He would like to update to today's technology. Before they can go ahead they need a study committee so they will have their homework done when they go to apply for grants to update their radio equipment. Jack stated that possibly FEMA would have some type of grant to help with the study.

Commissioner Martin stated his concern with purchasing \$4900 in equipment and also contributing \$20,000 to Capitol Reserve. He would like to use reserve for some of the equipment purchases along with contributing to reserves. Director Trombly will look at

prior minutes to determine how the capitol reserves work. Paul agreed that before his capital reserve funds are spent, the county should agree.

Paul Szoc provided a copy of a letter that will be sent to all FMA users. It is a request for \$1,000 surcharge so that FMA can to an engineering study on improving their system. When the study is done it is FMA's intention to get grants to cover the costs. Commissioner Davis stated that he feels that asking each town to pay \$1,000 is not the equal way of doing it. Peter feels that the study should be done but in a more equitable manner.

Administrator Wozmak asked if J. Marecheal received a grant from FEMA to pay for a study. Paul Szoc stated not that he was aware of this grant. Commissioner Lynott stated that she thought it might be easier to get FEMA funds right now.

Commissioner Davis asked if Paul has checked into what the National Guard is doing for statewide communication and whether FMA could tap into that.

Commissioner Martin made a motion to reduce the capitol reserve by \$10,000.00 to cover the increase for the vehicle payments, and moved that any surplus for 2001 will go toward the capitol reserve. Commissioner Davis seconded, voted unanimously.

Deeds

Commissioner Martin suggested that the revenue be increased to \$510,000. The other Commissioners concurred.

In 2002, Deeds is putting imaging on their Web site. This will decrease revenue unless we can charge enough for online fees to make up revenues. Discussion about adding DSL line, Register Hubal will talk to Wendy or Doug.

Discussion took place about the surcharge account. Currently Evelyn uses the Surcharge account to cover the cost of purchasing and leasing equipment (approx. \$32,400 a year). She wants to start taking the imaging fees from outside services in 2002 instead of the surcharge account, This way Evelyn can build up the amount in the surcharge account to use it for what it was intended. Commissioner Martin suggested taking some minor purchases out of the surcharge account in the amount of \$10,000.00. For 2002, they will move the web site charges from (4193.29.00) to the surcharge account, decreasing the account by \$7,740 to \$66,388.

Commissioner Martin also suggested that the surcharge account be built up for one year, and spend it the following year. In that way you know the amount to be spent in the next year.

Register Hubal stated that she put in the budget for regeneration of the 1970-1979 records. (Regeneration is putting the records onto disk.).

Commissioner Davis would like a copy of the balance sheet that will show the cash balance of all agency funds.

There being no further business, the meeting ended at 1:00 PM.

Minutes approved as corrected at 11/14/01 meeting

Margaret E. Lynott, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 24, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak; Farm Manager Putnam, Lisa Malshuk, OT Dir; Kathryn Kyndopp, PT Dir.; Jeanne Donohoe, Assisted Living Adm.; Missy Banks, LTC Coordinator; Finance Director Trombly, Brian McMaster, South West Regional Planning Commission, Barry King Facilities Manager, Steve Pinard Supervisor Keene, Heather Dixon, Facilities Secretary.

MANIFEST was reviewed and approved.

MINUTES: Minutes of September 26, Oct. 1, 3 and 15 were reviewed. Commissioner Martin moved that the minutes be approved, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Brian McMaster gave the Commissioners an update on the CDBG grants for the historical housing and the continuing residential rehab program. The residential rehab grant has not been approved. He suggested that we resubmit in January rather than appeal the decision. The grant for the historical housing has been approved, and they would like to start the process in permanently setting up the buildings. A notice of intent will be published in the Sentinel and after the stated response period, the Chairman will be requested to sign the request for release of funds. A motion was made by Commissioner Davis to designate the Chairman of the Board of Commissioners as the "Environmental Certifying Officer" for the purposes of compliance with the National Environmental Protection Act (NEPA) for the Keene Housing Authority Elderly Congregate Resource Center Project, seconded by Commissioner Lynott, voted unanimously.

FARM

Dave Putnam presented the budget. 2002 budget is being presented with a \$15,000 loss. Looking at bolstering revenue lines such as hay. If the capital budget passes, can increase. Sale of livestock is another area that could increase.

Operating budget is level from last year.

Farm Manager Putnam stated that we have to rent the round baler each year.

Commissioner Martin asked how much do we pay to rent the baler. The cost is \$150.00 a day, if available. The two capital purchases for the baler come to \$27,000.00.

Commissioner Martin stated that we would have to make a lot of revenue to make the purchase pay. Manager Putnam stated that the problem is that the availability of the rented baler is becoming a problem. It is approximately a 10 year payback and the life of the equipment is approximately 15 to 20 years. Commissioner Martin proposed that we put the sale of hay to at least were we are today. Increase revenue line 3405.09.00 from \$3,000.00 to \$6,000.00. Commissioner Lynott asked how much is spent on rental, Manager Putnam stated that it is approximately \$3,000.00. Commissioner Davis asked if

you were to get either the tractor or the baler, what would you need most. Manager Putnam stated that it is the tractor. With a trade-in it will cost approximately \$65,000.00 to buy a \$104,000.00 tractor.

Commissioner Martin asked about the milk line. Manager Putnam stated that he did not dare to do anything higher with the probable loss of the N.E. Milk compact. He feels that what is in there now is reasonable even without the compactor.

Commissioner Lynott asked about the feed line and why the .77 line description includes heifers when there is a heifer's line. Manager Putnam said the description on .77 should not include heifers.

Commissioner Davis questioned the .27 breeding line, the 2002 budget is \$4,000 lower. Commissioner Martin stated that bedding is coming in under projection. Manager Putnam stated that this is due to availability.

Commissioner Martin asked about the decrease in equipment repair. Is this being optimistic about the new tractor? Manager Putnam stated it was. Commissioner Martin asked if we bought all our own feed rather than grow our own crop, would we need the tractor. Manager Putnam stated we would not but there is no one available to supply our needs. This was looked into in the Farm Study Committee.

Commissioner Martin stated that there are a lot of other costs involved such as labor and material. Manager Putnam stated that he has looked into the cost but has not included labor because if they were not doing that would be doing something else. Manager Putnam pointed out that Marshall Patmos sent a letter noting that he would like to see the farm stop cutting wood. He noted that it is regenerating at approximately 300 cord a year and we are cutting approximately 100 cord a year. Manager Putnam stated he just wanted to point this out as we should get this issue resolved with the Coop Extension. Commissioner Martin stated that we should be prepared to address the issue if it comes up at the executive committee review.

#### Capital Requests

Commissioner Davis asked if the round baler request includes the wrapper. Manager Putnam stated it does not, we would continue renting the wrapper. There is no problem getting the wrapper when needed. Commissioner Martin stated that he doesn't believe purchasing the baler is worth it if we can rent, even if we have some problem renting. Commissioner Martin asked if there is any market for a used tractor. Manager Putnam stated that he can look but even used ones are at approximately \$65,000.00. He could look for an older model. Commissioner Martin proposed cut out the baler and budget \$70,000.00 to work with, either get a new one with all the government discounts, or work towards getting a decent used tractor.

Manager Putnam noted that a lease purchase on the baler would allow us to do an annual lease and then purchase at the end of the year. Commissioner Martin noted that if the cost to rent is close to the price to lease/purchase we can look further into the lease/purchase. Manager Putnam will get concrete figures.

Commissioner Davis questioned the farm workers schedule, are they on a three man rotation. What about holidays? Manager Putnam stated that they work most holidays other than Christmas and or Thanksgiving. He was asked if there is a bit more flexibility now that there are three men. Manager Putnam stated that there probably was.

#### Occupational Therapy - 4424

Revenue – Lisa Malshuk noted that the Speech revenues have gone down slightly due to visits that can no longer be billed for.

Lisa noted that if it appears that the part B revenues are down, they are up in the area of part A

Lisa noted that the expense budget now includes Speech Therapy.

Aquatic therapy supplies is not budgeted because they have a good base of equipment.

A report was distributed outlining the services Joe Perron has provided so far this year.

Lisa spoke to the Commissioners regarding the Recreation Therapist Joe Perron.

Administrator Beeler spoke with Joe concerning some of the extended trips, such as the camping trip and the Fenway Park games. Joe is starting to rethink some of the long trips. Commissioner Martin noted that the Commissioners are supportive of this position but are looking towards the cost effectiveness of choices for activities that can benefit the most residents. The Commissioners noted that they do see the benefit of a recreational therapist but would like to see more cost effective activities. Commissioner Davis asked who Joe works with in order to receive authority for these outings? Administrator Beeler stated that they will start keeping an eye on the programs being offered.

There was discussion about the TLC unit. Lisa noted that the unit is for those with behavioral issues.

#### Physical Therapy - 4425

Kathryn Kindopp presented the budget and noted that 2002 revenues for part B have gone up a bit but most of the revenue generated is in the Part A side, which is not broken down.

Commissioner Davis asked about the whether we provide services being provided to the residents in Assisted Living if they do not have Medicare. She stated that we do.

Commissioner Davis asked if we allow outside people to get our services. Administrator Beeler stated that we let Cedercrest use the pool at no cost.

Kathryn stated that her overall operating budget is down \$300.00 from the 2000 levels. She noted that she has had to manage her budget in 2001 when going over by in some lines by coming under in others.

Kathryn noted that she moved \$800 to the travel line from the continuing education line.

#### Assisted Living – 4439

Jeanne Donahoe presented the proposed \$100 month increase in fees. There was some discussion about taking a different way to collect for some of the ancillary services.

Jeanne would like to increase the rent to offset the cost of transportation rather than create a separate billing. Commissioner Martin stated that his concern would be that some residents would benefit and others would not. Jeanne estimates that approximately 15 need the service now and 3 have their own cars. They are having problems using the NH transportation because the NH residents take priority.

Commissioner Davis asked if we have to transport these residents. Jeanne feels that if no other way, she feels obligated to find a way to get them to their appointments. It is an \$80.00/round trip to Keene. Commissioner Davis feels that this is something that

needs to be weighed when a resident chooses to live here. Jeanne presented an assessment tool to the Commissioners. ACTION: Jeanne Donohoe, provide a copy of this assessment.

Commissioner Martin mentioned the heavy duty washer request. Administrator Beeler stated that the amount of laundry being done is much more than standard washers and dryers that they currently have.

4439.37.00 – Dues has been increased by \$70.00. This covers CNA licenses because the state will not waive the Assisted Living licenses.

.39 – Line decreased by \$350.00 because there is no need to reprint brochures this year.

.52 – Uniforms increased to allow for the 7.8 employees. Current amount does not cover for all employees to get allowance. Actually should be increased more to account for the new \$50.00 increase to allow employees \$150.00/month.

.67 – Margaret questioned the \$300.00 for housing advertisement. Seeing that we have a waiting list do not feel that we need to budget for this. Commissioner Lynott moved to remove \$300 from the .67 line to decrease this line to \$300, seconded by Commissioner Davis, voted unanimously.

Jeanne spoke to the CNA overage – She has cut back the shifts to help keep the current overage under control. Her CNA request will cover what she is using now. Administrator Beeler stated that he was severely under budgeted in staffing on the assisted living when the building first opened.

Commissioner Davis asked if they get library or magazines. Jeanne stated that they get their own.

L.T.C. Coordinator

Net reduction to this budget – No questions. Will schedule a follow up meeting on November 7th, 2001.

Facilities

Barry King stated that he is looking into rubbish removal alternatives, but this will not be seen in 2002. Commissioner Martin asked about the compactor. Barry feels that this is an expensive alternative. Commissioner Davis asked if we could look into a lease/purchase? Manager King stated that he has looked into this and has some figures. Commissioner Martin noted that we are really looking at an aggressive recycling program and think the compactor would fit into this. Manager King said that this is the way to go but because it did not pass last year he did not propose it this year because it is still more expensive. Commissioner Martin noted that we would go with what is in this year with the intentions of working very aggressively in 2002 to go forward with a recycling/compactor program for 2003.

MNH recently had an energy survey done. Manager King noted that there is reimbursement available from PSNH if we pursue the same project that we did at the Courthouse. Manager King would like his own revenue line to keep track of the reimbursements that his department receives. Commissioner Martin asked if we could verify the additional revenues being sought.

2002 budget does not include any expenses to address the energy survey.

Commissioner Martin asked Manager King to address certain areas such as oil, telephone. LP Gas - we received lower rates that helped us to come under budget, but not to expect these rates will hold the line for next year. Commissioner Martin asked why they are still showing an increase for 2002 on the line such as .62. Manager King agreed that this line should show a decrease. Commissioner Martin would like 5 lines to be reviewed because 9 month is coming under and not sure if this is timing, gas, LPG, fuel, building repair, telecommunications and electric. Action: Manager King - determine if there are any possible savings.

Commissioner Davis asked about the telecommunication line and who are assigned the four cell phones. They are for the wheelchair bus, resident van, Barry, and a bag phone. There is a new request for one for the ARNP instead of a pager. Commissioner Davis brought up Monadnock Connect. He is not recommending changes in figures but it should be looked into.

Commissioner Davis questioned OSS increase of approximately \$8,000. Manager King stated that the biggest increases are Honeywell 2%, and Trash 39%. 4194.29.11 Trash needs to be increased by \$6,300.00 to increase OSS to \$105,990.00.

ACTION: Manager King, Commissioner Martin would like to have the fire protection expense analyzed to make sure that it was decreased from another line within the budget.

Manager King discussed buying uniforms rather renting. There is a contract they can buy out that goes for another 1 ½ years.

Capital Projects – Commissioner Martin asked if they are listed by priority. Manager King stated that it is not.

Manager King noted that the elevator lockout would probably be withdrawn because what is budgeted is not what they need. Security access to TLC is different, this eliminate the residents identifying the code.

The Commissioners asked if Administrator Beeler's ALF revenues reflect the construction of the new apartments. Manager King stated that it does not.

Action: Manager King was requested to prioritize the capital list for the Commissioners.

Manager King noted that the air conditioner for \$33,000.00 could be deleted.

Commissioner Martin noted that we could possibly delete the duct cleaning.

Commissioner Davis asked about the replacement of the 1990 wagon. Manager King does not want to keep getting sheriff's vehicles. They have to put too much work on to them. They are used to transport residents to doctor's appointments and they are used daily.

Decrease 4900.97.11 by \$1,500.00 for washers for Assisted Living.

Manager King commented on the Bon Aqua Water Condition. It is new technology that has about a 5-year payback reducing chemicals.

DOC Facilities

Manager King noted that there is an overall 2% increase.

Commissioner Martin asked that the same five lines as MNH be reviewed for DOC.

Security Access – should this be done. Manager King noted that Superintendent Van Wickler should be asked and the Commissioners make a decision.

Facilities - Court House

Decrease Electricity Line by \$2,080.00 to \$39,540.00.

Commissioner Martin questioned the overage of this dept at 9 months. Manager King noted that the biggest area is the lighting project and this has been reimbursed through a revenue line.

Commissioner Davis asked about the snow plowing. Keene Facilities Superintendent Pinard is looking into this. Administrator Wozmak is checking with the City to see if they will plow behind the Courthouse, and we will pay them.

Commissioner Martin asked Steve to prioritize the Cap Requests. He asked if the cells were done this year and Steve noted they were, but these are new cells. Commissioner Martin questioned painting at the courthouse, and Steve replied that this is to paint the trim that has not been done since 1988.

Commissioner Martin asked if we could put a garage with sallyport on our existing structure. Steve noted that it would be a separate attachment to the building. This would also hold oil tanks and provide storage for maintenance supplies. Administrator Wozmak stated that we need to put money in for architectural drawings.

Steve noted that at the Administration Building repair line there is a request for funds to remove the exit signs and enter signs throughout the building.

Commissioner Davis asked about the increase in OSS, Steve replied that it is primarily due to rubbish removal.

Commissioner Martin noted that there are many items in capital requests and he would like to see these items prioritized, with the idea that we are considering expanding at the Latchis Theater.

Commissioner Martin noted that water and telephone are under budget.

Facilities - WWTP

Waste Water has a sludge control project in the capital budget. This would capture the milk sludge. Manager King is not sure what effect the milk waste is having on the treatment plant.

Facilities - WTP

Water Treatment Plant only thing asking for is a turbidity meter to put into the second train. Commissioner Martin noted that the WWTP and WTP are under budget. Manager King noted that there are expenses that happen at the end of the year.

Facilities - Farm

No discussion.

There being no further business, the meeting ended at 1:00 PM.

Margaret E. Lynott, Clerk

Minutes approved at meeting of November 21, 2001



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 31, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin and Lynott; Administrator Wozmak; Finance Director Trombly; Debbie Hinman, Russ Calkins, and Jeff Porter, Conservation District; Pamela Fortner Safety Officer; Tom Kenney ASP Case Manager, John McPeak Dublin Group; Ellen DeYoung Treasurer; Lauren Bressett Cooperative Extension; Wendy Putnam Computers; Sheriff Foote; Mimi Barber Human Services; Elizabeth Sayre Womens Crisis Svcs; Sharon Magnon, Mario Cossa MSA/Acting Out, Ken Jue, Peter Skalavan MFS; Mike Forest, Peg Lynch, Chris Callahan, Senior Citizens; Mindy Cambiar Community Kitchen; Robert Barrows, Alan Green, Sonja Martineau and Chris Coates, MDS; Susan Ashworth, Richard Skeels HCS; David Putnam Farm Manager; Misty Patnode, Accounting Clerk.  
Meeting opened at 8:00 AM.

Finance

Director Trombly noted that the postage line has increased because the Medicare biller is now in Keene and Medicare postage is being done downtown. Telephone line has increased due to the addition of an extra phone line. Travel has increased because the Medicare biller travels to MNH, in addition to two people going to the NH Association of Counties conference. Commissioner Martin questioned whether we should reduce the line because the annual conference is not at the Balsams. Line 4150.70.00 will be decreased \$70.00.

Commissioner Lynott questioned the collection on resident accounts. Director Trombly stated that a report will be ready next week, but that the receivables are doing well.

Personnel Admin

Sheryl noted that Jim Beeler would need to address the bonus lines.

Commissioner Martin questioned how many people use the EAP program and Administrator Wozmak showed him the report of the number of employees using it. For 2001 only 40 visits have been used. Commissioner Martin stated that we spend \$7100 per year for this benefit, and questioned either paying \$25 per employee or to just pay for the cost of the services. Administrator Wozmak stated that he feels that we could reach out to employees and let them know that this is here for them, and then if it isn't used change what the county is currently doing.

Conservation Dist.

Debbie Hinman stated that they are asking for \$29,250 for county allocation, a decrease of \$2,965 from original request of \$32,215.00. Debbie stated that the revenue will still come from the sale of trees and shrubs or grants. Commissioner Martin Greg asked how the revenue was doing this year. Debbie stated that they had a shortfall, because this year the tree sale didn't go as well as previously.

Commissioner Martin asked about payroll expenses, did they budget for a cost of living. Debbie stated that they had budgeted for the COLA and a merit raise.

Debbie also presented paperwork for a \$2,500 grant that should be filed by the Cheshire County Farm.

General County

Commissioner Lynott asked if all the county employees who drive for the county take it. Pam stated that it is a requirement.

Commissioner Martin asked if people are responding better to the Joint Loss Committee. Pam stated that it has not and that Steve Pinard wanted to talk to the Commissioners about it.

Commissioner Lynott asked about the telephone line Director Trombly stated that this is for the ISDN lines and that from year to year it is reviewed whether it is being used enough. Commissioner Martin stated that according to the Sheriff, it hasn't cut down on the cost of transport, it only cuts down on the number of inmates in the van.

Administrator Wozmak stated that Judges appreciate the video conferencing and it is used for the arraignments of inmates who are most likely not to be released.

#### Alternative Sentencing

Administrator Wozmak stated that the budget is the same as 2001 except it is for 12 months.

Tom Kenney presented a list of contacts to the Commissioners. Tom has spoken with Superintendent Van Wickler who asked for a 12-week program for those who are sentenced for weekends. Tom went over his policy with the commissioners. He doesn't expect to have a lot of people who won't follow the agreement because they are screened.

#### Treasurer

Ellen stated that she would like to increase travel to include the NHAC annual conference. Commissioner Martin agreed. Line 4151.70 to be increased by \$675 for the annual NHACo meeting

Director Trombly reviewed the debt schedule. She noted that interest earned is generally lower than interest on borrowed money, so the county is losing money on interest. Commissioner Martin asked where we stand now for interest income. Director Trombly noted that we are falling short as of the nine month figures.

#### Cooperative Extension

Lauren Bresset asked if there was money in the budget for Diane to go to 35 hours, i.e. full time. Director Trombly stated there is not. Budget change would increase Diane's salary line from \$23,504 to \$25,311, which is an increase of \$1,807. Also need to increase retirement to \$1,132.

Lauren requested a new copier.

Commissioner Martin questioned the postage and supplies being low. Lauren stated that they don't get billed for bulk mail from Durham until the end of the year.

Lauren asked if there is a possibility of the Extension Service moving into the Latchis Building because they are looking for increased conference space. If the County is looking at the possibility of putting the Extension Service in the Latchis Building, they can hold on until they find out whether or not they will be moving.

#### Computer Operations

Continuing Ed increase because of additional training for county PC users, and because of Wendy and Doug's Training for training in Novell to Win. 2000. Increase in Dues, memberships & subs, because of change in ISP. Quick books support line increase \$231 line 4152.82.34.

Increase in microwave maintenance.

Capital outlay – Wendy was able to do some search on the server. Instead of purchasing the upgrade for 2001 in 2002, she is asking for a different server upgrade, which will also increase training for Wendy and Doug. This all needs to be done because of Manatron and ECS.

Wendy also stated that line 4900.97.34 has to be increased from 7 computers to 8 and increase of \$400. Part of the request for the Sheriff's office. Commissioner Martin asked Wendy to hold off until he speaks to the Sheriff about four of them, at a decrease of \$1830. Wendy stated that Superintendent Van Wickler called and stated that he needs an additional computer which would increase the number she is requesting.

Commissioner Martin asked about the request for the e-mail program. Wendy went into detail about how the county's e-mail works and what the difference is in the new program she is requesting. Commissioner Martin stated that he feels that the Microsoft exchange is pricey. Wendy stated that the upgrade includes Wendy and Doug's time, which needs to be removed because it is already included in payroll lines. Wendy will get the figures together and get back together the commissioners. Commissioner Martin stated that this would have been a requirement with Kronos. Administrator Wozmak stated that he isn't sure why we didn't purchase the extra things that Kronos can provide.

Wendy discussed her request for network printers. Decrease printer request by 1 (\$825.00).

Wendy can reduce the E-mail program by \$2,444.00 (4900.97.34) and reduce 4900.97.34 by \$3925 and Wendy and Doug's time at a reduction of \$6369.

Sheriff Dept

There was a discussion re the computer budget, decision to decrease one printer and 4 computers.

There was some discussion about FMA and Police stations re the dispatcher which is now not needed

Human Services

Level fund and take a look at this again in January.

Women's Crisis Services

Elizabeth Sayre explained what they do at Women's Crisis. She also explained that their name may change to include more people, as they have a higher than national average of cases for males, 7%.

Commissioner Martin stated that the county usually budgets \$6000, the same amount they pay in rent, and having them in the courthouse works because of security and victim witness and the county attorney available.

Liz stated that from 2001, 88% are from Cheshire County.

Monadnock Substance Abuse And Acting Out

The Commissioners referred to the scoring sheets

MFS

The Commissioners referred to the scoring sheets

The biggest issue for MFS is uninsured clients. The cost to subsidize the uninsured is approximately \$500 m a year.

MFS is only about 64% dependent on state Medicaid dollars whereas other similar agencies are closer to 90% dependent. MFS is always looking for other funding sources as to not rely on state funds. MFS does not turn people away and are looking to seek funding to make up the short fall. They cut 15 positions to balance their budget last year. Commissioner Lynott asked why Marlborough did not contribute . Ken Jue noted that they refuse to contribute because they do not see a difference between MFS and the Clinic and they do not contribute to the clinic. The \$220,000 that MFS is requesting would balance their budget. Commissioner Martin stated that he assumed MFS is working close with senators for additional funds. Ken noted that he had worked closely with Junie Blaisdell. Commissioner Martin noted that the \$220,000 makes up the short fall of what the state cut (\$190,000). He noted that to target the county to fund a particular program, he must show matching funds from the state. Can this be done? Ken stated that it would not be easy with the uninsured. Administrator Wozmak asked if there was any grants out there that were out there that requires matching funds. MFS said that they would look into it.

#### Keene Senior Center

The Commissioners referred to the scoring sheets

The Keene Senior Center serves approximately 101 people per day. They do different things such as teaching the elderly computers, games and many other things.

They have reconditioned the apartment they have and it should start making a profit in about 7 years. They have not found any grants yet but they continue to look.

#### The Community Kitchen

The Commissioners referred to the scoring sheets.

For pantry meals, 95-98% served are for Cheshire County. Community Kitchen receives money from all 23 towns. They also receive money from towns in other counties, but not county governments.

#### Monadnock Developmental Services

The Commissioners referred to scoring the sheets.

Alan Green explained to the commissioners what MDS does for the community. Their request is for respite care. MDS currently has 107 families that they cannot provide services to.

#### HCS

The Commissioners referred to the scoring sheets.

Commissioner Martin asked how County funds are matched. Richard Skeels stated that they are matched 2.3 for 1 with Federal money and 18 to 1 with an outreach grant.

#### Commissioners Minutes

Commissioner Martin made a motion to give \$4000 to the town of Westmoreland for the services they provided to the county as a result of the train derailment, seconded by Commissioner Lynott, voted unanimously.

#### Farm

Dave Putnam had some info on the baler. A lease option with Telemark is \$902 up front then \$451 a month, \$4874 a year for the first year and \$5,412 for each year after that for a total of five years. Increase rental line (4301.88.00) from \$3,000 to \$6,000 in order to cover the lease.

The Commissioners want the contributions to capital reserve decreased to \$250,000.  
There being no further business, the meeting ended at 1:00 PM.  
Margaret E. Lynott, Clerk Minutes approved at the meeting of December 12, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 7, 2001 8:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Martin and Lynott; Administrator Wozmak; Finance Director Trombly, MNH Administrator Beeler; ADNS Kemp; Manager King; Safety Officer Fortner

MANIFEST was reviewed and approved.

MINUTES: Minutes of October 10, 2001. Commissioner Lynott moved that the minutes be approved, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:00 AM.

Maplewood Nursing Home

Administrator Beeler presented two tuition reimbursements for the IV Therapy Course, for Pat Matson and Lesha Chase, at a cost of \$250 each. Commissioner Lynott moved that it be approved, Commissioner Martin seconded, voted unanimously.

Statistics are down, but expecting to admit three people this week.

A letter certifying that we are back in compliance with the life safety survey was distributed.

Administrator Beeler and ADNS Kemp are going to Concord regarding the informal dispute resolution hearing on two deficiencies.

Room and board rate increase of 3.1% to \$160 – The Commissioners will advise Administrator Beeler before December 1.

Budget

Commissioner Martin asked about the research into a lower rate for vaccinations – A rate of \$23.25 per dose was obtained direct from the manufacturer.

Commissioner Martin stated that the present budget will result in a 17.29% increase over 2001. He is looking for a list prioritizing capital projects for MNH. He will set aside time next week at the Commissioners meeting to discuss the budget with other department managers.

Dietary –Budget has been increased \$12,704 for increased jail meals. Commissioner Martin stated that he foresees some savings if the line is now under budget.

Assisted Living – Commissioner Martin asked if the CNA's do the laundry in Assisted Living. Administrator Beeler stated that they do laundry at night. Commissioner Martin asked why there would be overtime and why hire an additional CNA when the present CNA's are spending time doing laundry and transportation. Administrator Beeler stated that the request is a reflection of the needs of the residents, and that no additional hours are being used because CNA's are doing laundry. Commissioner Martin stated that he believed that Director Gragan agreed that her department could do the laundry for Assisted Living at no additional costs. Administrator Beeler will follow up with Director Gragan.

There was some discussion on the cuts in the nursing budget. Commissioner Martin spoke to his concern that we had reduced the per diem line but apparently had not reduced the staffing levels, and thus spent money that was not budgeted. Administrator

Beeler said that it was complicated and that there were a number of elements that went into the need to cover nursing vacancies. Commissioner Martin said that the per diem reductions were recommended by Administrator Beeler in response to the Commissioners request to reduce expenses and that he was concerned that that pattern might happen again in 2002.

Revenue projections were distributed and discussed. Commissioner Lynott asked if we are promoting respite care to the public. Administrator Beeler stated that we do not actively promote respite care.

Administrator Beeler discussed the November 16th benefit meetings at 7 AM, 1:30 PM and 3 PM, and from 9 – 1 there will be the mini health fair.

Administrator Beeler announced the employee meetings for November are November 27 at 2:30 PM for nursing and November 28 at 2:30 PM for other employees.

There was discussion on revising the sick leave policy payback. Director Trombly will do a budget impact report on the effects of the change in policy.

Administrator Beeler advised the Commissioners that Brenda Howard CNA, was appointed by the Governor to the New Hampshire Board of Nursing.

Medicaid cost report –We were allowed a \$541,371 increase in allowable costs for the FY 2000 cost report.

Nonpublic Session At 9:35 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott and Martin (Commissioner Davis was absent). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 9:50 AM.

#### Safety

The Safety Officer advised the Commissioners that she has completed the Supervisors III training.

Pam Fortner, Steve Pinard and Leon Wyman attended a program on bioterrorism held Monday. Pam suggested that an inservice on bioterrorism be done for the County. The Commissioners urged her to prepare an inservice to incorporate what she learned at the program. She recommended that information/instruction be released from one central person, and that more than one person be assigned who would be able to shut down the air system in case it is required. There was discussion about the need for a hand-washing in-service for all mail handlers as this is one of the most effective measures to prevent skin anthrax infection.

MNH Safety Committee is reviewing old policies and writing new policies. Employees are still needed to become members of this committee.

Pam suggested that information on the county be included in the orientation program.

Terry Warren will prepare a brochure for new employees.

Workers Comp – three people are out on workers comp.

Pam is working on a computer program that will contain all of the County's workers comp information.

Commissioner Martin thanked Pam for attending and reiterated the Commissioners' position that Safety is an important element of the county's operation and that they were prepared to do what is necessary to encourage and support her activities and the cooperation she receives from the various county departments.

Nonpublic Session At 10:18 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss the hiring of any person as a public employee. The motion was approved upon a voice vote of Commissioners Lynott and Martin (Commissioner Davis was absent). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 10:30 AM.

Nonpublic Session At 11:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott and Martin (Commissioner Davis was absent). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 12:45 PM. There being no further business, the meeting ended at 1:00 PM.

Margaret E. Lynott, Clerk

Minutes approved at the meeting of November 21, 2001



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 14, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly, MNH Administrator Beeler; ADNS Kemp; Terry Warren Ex. Assistant to Commissioners.

MINUTES: Minutes of October 17, 19, 22, 2001. Commissioner Martin moved that the minutes be approved as corrected, Commissioner Davis seconded, voted unanimously. Meeting opened at 8:00 AM.

Maplewood Nursing Home

Administrator Beeler addressed the issue of monthly meetings and cutting them back to 2-3 a month. He feels that we are not gaining by having separate meetings with nursing and non-nursing. The Commissioners agreed that with the job fair, the meetings could be eliminated for November and cut back to one meeting in December. The issue will be revisited in January.

Administrator Beeler gave the Commissioners a copy of Nursing Home Management, November issue, which has an article on MNH Assisted Living.

Regarding the minutes of October 10, Administrator Beeler has the following comments:

#2A - Vacant LPN positions are being filled with per diems. Commissioner Davis asked how numbers of staff is determined. Administrator Beeler stated that there are no federal mandated staffing standards.

#2C – Reducing LPN position – Commissioner Martin stated that he understood that there was to be a savings in using Certified Med Assistants. Commissioner Davis moved that 6 FTE's be added instead of 8 at a cost of \$ 28,956 and to delete one LPN, at a decrease of \$33,062 be approved, Commissioner Martin seconded, voted unanimously.

#2F – Item remains as noted in minutes of 10/10/01. Director Trombly stated that the financial impact would involve overtime hours if there is a change from salaried to hourly.

#2G – Request that RN Supervisors have grade changed to 16 for all nurse supervisors/managers. Commissioner Lynott stated that it should be left as it is at this time. Commissioner Martin requested Administrator Beeler prepare a one page job description on the responsibilities and salaries. Commissioner Davis moved to approve the grade change, Commissioner Martin seconded, voted unanimously.

#2N – Grade change for Activities Director – Administrator Beeler stated that he feels he would prefer both environmental services and activities directors remain at grade level 12 rather than changing just one position. The Commissioners will take his suggestion under advisement.

#2Y – Administrator Beeler spoke to Director Gragan who agreed her department could do the Assisted Living Laundry. Two carts would have to be purchased. Not necessary since CNA for Assisted Living was approved. (see g)

#2EE – Commissioner Martin moved that the additional CNA FTE be added to Assisted Living, Commissioner Lynott seconded, Commissioner Davis opposed. Discussion followed. The additional CNA would be available to do the laundry, and this would address the transportation issue, and would result in not having to use per diem's and overtime costs and there should not be an overage in the budget, as in this year. Commissioner Lynott suggested that they try to schedule resident appointments when a transportation aide is available. The Commissioners agreed that we should not advertise that we provide transportation.

Administrator Beeler stated that we could increase our rates. Commissioner Lynott moved, Commissioner Davis seconded that Assisted Living be increased by \$50 a month, above the \$100 already approved, effective January 1, voted unanimously. Administrator Beeler added \$2000 to miscellaneous revenue, he recommended that revenue not be bumped up for Part B Physical therapy, as recommended by Director Trombly, the Commissioners agreed.

Commissioner Martin moved that on the Minutes of October 10, 2001, item BB. "(#17 on the Personnel Requests summary) Environmental Services – As to request for 3 FTE's, the request is denied based on inadequate justification on the basis that the Commissioners are disinclined to add FTE's simply because inter-departmental tensions cannot be resolved" be changed to read "(#17 on the Personnel Requests summary) Environmental Services – As to request for 3 FTE's, the request is denied based on inadequate justification", Commissioner Lynott seconded, voted unanimously.

Commissioner Davis moved that on the minutes of October 10, 2001, item EE, #25 on the Personnel Requests summary - Assisted Living –that "It appears that it is already operating at a deficit of \$30,000, according to the nursing home administrator" be changed to "It appears that it is \$30,000 over budget, according to the nursing home administrator", seconded by Commissioner Martin, voted unanimously.

A suggestion was presented regarding retention of CNA's after CNA class. Starting with the January class, everyone in the class would have to agree to the following: a deduction of \$25 a week is made from the beginning of the class to the end, and for six months thereafter (a total of 32 weeks). A total of \$800 would be collected. At the end of the 32 weeks, they would get the \$800 returned. In addition, every individual will have to commit to work a certain shift. Commissioner Davis moved that the retention program be approved, Commissioner Lynott seconded, voted unanimously. The funds will be put into a liability account.

#### Finance

Director Trombly distributed the latest summary of department request changes. The last item, \$1500 in legal fees for MNH, is to be deleted. Expenses are \$2,290,306 with today's changes; Revenue is \$1,94,960; Taxes to be raised are \$10,659,54; an increase of \$922,789 (9.48%).

Director Trombly distributed the Capital project report as of /9/01. There was discussion on designated surplus/undesignated surplus. Discussion on use of Proshare funds for next year to pay for painting the courthouse.

Nonpublic Session At 10:22 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott and Martin (Commissioner Davis was absent). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted to return to public session at 11:45 AM. There being no further business, the meeting ended at 1:00 PM.

Margaret E. Lynott, Clerk

Minutes approved at meeting of November 28, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 21, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak; Facilities Manager Barry King, Corrections Superintendent Richard Van Wickler.

MINUTES: Minutes of October 24 and November 7, 2001. Commissioner Martin moved that the minutes be approved as amended, Commissioner Davis seconded, voted unanimously. The minutes of November 14 were tabled for review and approval at the next meeting.

Meeting opened at 8:00 AM.

The Manifest was approved.

Facilities

Barry King provided the Commissioners with an update on the sprinkler replacement at the Maplewood Assisted Living Apartment wing and other areas in Maplewood. The contractor is replacing 425 defective sprinkler heads at no cost to the county. Mr. King displayed one of the heads and showed where corrosion was taking place. The manufacturer has recalled the sprinkler heads.

Facilities staff has installed infrared light switches in nearly the entire 4th floor of Maplewood following a suggestion in the suggestion box. The switches cost \$45 each but PSNH is reimbursing the county \$15 for each switch due to the energy savings. The switches have been installed in the bathrooms, pantries and linen rooms.

King reported that we received another \$800 check from PSNH for the energy efficient light ballasts that are being installed in the courthouse in Keene. PSNH will refund us some of the costs for any T8 ballasts that we have installed over the past year.

Leon Wyman was recognized at the meeting for having donated a planted evergreen tree in the rear of Maplewood that will be decorated for Christmas and will be able to be seen from the nursing home day rooms. The tree was transplanted with the help of the Chesterfield Lion's Club and a donated backhoe.

Corrections

Mr. Van Wickler provided the Commissioners with a status report on the recent NIC consultant that visited the jail as part of Phase 2 (of 3 phases) Objective Jail Classification project. One of the concerns raised by Mr. Van Wickler was that the consultant recommended that inmates be strictly housed according to their classification. This presently creates a dilemma as to do so would have some inmates sleeping on the floor in one area where in other areas, there are empty beds. He sought input from the Commissioners as to this policy recommendation. The Commissioners recommended that he suspend this particular recommendation on the basis that an inmate sleeping on the floor is unacceptable unless there are no empty beds available elsewhere in the facility.

He also reported that two corrections officers graduated from the Corrections Academy this week. He is, as of next Tuesday, fully staffed with correctional officers but has one

LPN vacancy that is hard to fill. He will be advertising for this position and may have to exceed his budget to cover the vacancy.

Commissioners

The Commissioners discussed the 2002 meeting schedule for the Commissioners, and expressed a wish to continue to visit towns in the county and to perhaps have a meeting with the Keene City Council. The schedule will include meetings at the House of Correction and the Farm. Although the meetings that are held in the towns are not well attended, consideration will be given to changing the time of the meeting to 5PM in the hope that this will be more convenient.

Nonpublic Session At 10:10 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:35 AM.

There being no further business, the meeting ended at 10:40 AM.

Margaret E. Lynott, Clerk

Minutes approved at the meeting of November 28, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 28, 2001 8:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; MNH Administrator Beeler; Finance Director Trombly; Human Services Director Barber; Payroll Coordinator Danette Downing; HS Secretary Wilma Fletcher; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Davis moved that the minutes of November 14, 2001 be approved as amended, Commissioner Lynott seconded, voted unanimously. Commissioner Lynott moved that the minutes of November 21, 2001 be approved as amended, Commissioner Davis seconded, voted unanimously.

MANIFEST The manifest was approved.

Meeting opened at 8:00 AM.

**MAPLEWOOD**

Administrator Beeler discussed the NH Long Term Care Town meeting being held next week.

We have received a letter stating that the Life Safety deficiency was changed and we are now in compliance.

Administrator Beeler gave an update to the Commissioners on the DM incident. The Bureau of Health Facilities have investigated, and the police have investigated, and we have been cleared of any complaint. The LTC Ombudsman is still investigating.

Administrator Beeler discussed the meeting with the Governor, Commissioner Shumway and others regarding payment caps. The Association of Counties will proceed with a memo of understanding with the state to clarify issues and a committee will be formed. It was agreed that the counties would be part of the information process. The Governor indicated she wanted to waive the Defosses interest, but it was not agreed upon. It will be looked in to.

Press releases for Kathryn Kindopp, Brenda Howard, Pam Fortner, Lisa Kemp and Diana Wilson were distributed.

The sick leave payback was discussed. The existing policy permits pay back after 480 hours. Administrator Beeler's proposal included payback after two years; required retention of 40 hours of sick time; eligibility to a 50% payback; would be available in December; perfect attendance bonus would be eliminated; there would be a limit to the amount allowable for cash in at one time. Danette Downing recommended at least 80 hours be required for retention, to cover short-term disability. It would have to be determined whether exempt employees should be eligible for the change in policy. Commissioner Martin requested additional information be gathered to determine the potential effect on the budget. Commissioner Martin stated that depending on the final decision on the change in policy, money would have to be put into the budget. Policy change tabled until additional information prepared.

Shift Differential – Present policy includes a four-hour rule. Danette Downing suggested that any policy be effective for shift personnel only. Commissioner Martin requested Director Trombly to look into the Kronos program to see determine if it has the capability to prepare specific reports needed to determine shift differential use. Policy change tabled until additional information prepared.

Census report distributed for the reading file.

Commissioner Martin requested Administrator Beeler follow up with Lisa Kemp regarding the rumor about nursing cutbacks.

Nonpublic Session At 9:10 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:20 AM.

#### COMMISSIONERS

The road show schedule was reviewed, and the Commissioners agreed to change the town meeting times to a later time, such as 6:30 or 7:00 PM. Commissioner Martin suggested that Administrator Wozmak contact the selectmen in the towns and discuss the meetings with them.

There was discussion on the end of the year party, which will be open to all employees. At this time, the plan is to incorporate the Employee Recognition and "going out" party on the same date. The scheduled date is Friday, December 28, from 12 noon to about 2:30 PM.

Mimi Barber updated the Commissioners on the Incentive funds distribution. She thanked Commissioner Martin and Davis for their participation in the meeting. Mimi Barber introduced Wilma Fletcher, her new secretary, to the Commissioners. The Commissioners welcomed Wilma to the County.

Nonpublic Session At 10:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:20 AM.

There being no further business, the meeting ended at 10:30 AM.

Margaret E. Lynott, Clerk

Minutes approved at meeting of December 12, 2001

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 5, 2001 8:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak; MNH Administrator Beeler; Facilities Manager Barry King; Safety Officer Pam Fortner; Elaine Farnsworth; Rick Van Wickler; Virginia Daschbach; Ann Ray; Steve Wilson; Diana Wilson; Carol Austin; Jessica Barry; Georgiana Hamilton; Jean Beeler; Lisa Kemp; Ellen DeYoung Treasurer; Sam DeYoung; Rep. Jack Pratt; Rep. Chip Fairbanks; Jack Laurent; Terry Warren, Executive Assistant to the Commissioners.

Meeting opened at 8:00 AM.

**Safety Officer**

Pam Fortner and Elaine Farnsworth distributed and reviewed guidelines which will be used to develop an inservice training program for safe handling of mail and packages. Commissioner Martin suggested that she contact each facility/department and encourage anyone who opens mail to attend the inservice. Commissioner Martin requested that she schedule the inservice as soon as possible. Pam will be in touch with a contact person at each building. Elaine Farnsworth stated that the most important part of safety is hand washing.

She is in the process of having the masks evaluated for their adequacy for use by mail handlers.

Elaine also advised the Commissioners that she has been able to get the Hep B shots for \$23.50, almost half the price previously paid.

**Facilities**

Facilities Manager King advised the Commissioners that all recalled sprinkler heads have been changed at the nursing home.

He stated that there is a vehicle available for county use, a 1994 Crown Victoria. It has 136,000 miles and is in good condition. He suggests that the vehicle be used by Keene personnel. He will have the vehicle evaluated by Leon's for road use. There was discussion about where the vehicle would be parked and concerns about vandalism. It was determined that if the vehicle is sound, we could experiment with it to see if it would be cheaper to have a county car in Keene as opposed to mileage reimbursement for Keene employees.

**Commissioners**

The holiday schedule was distributed to the Commissioners and it was discussed. It will be distributed to elected officials for their input. It will be reviewed again next week.

A five-minute break was taken before the next item on the agenda.

Everyone at the meeting introduced himself or herself.

Commissioner Martin stated that the Commissioners had provided Annelie Malony with a ten-day notice to indicate the Commissioner's need to speak to her about specific confidential information that they believe was transmitted to third parties. He stated that Annelie had requested that the session with her be in public session. He stated that the Commissioners are supportive of anybody's right to speak up and criticize the Commissioners and that they are not attempting to stop her from voicing her opinion,



but the Commissioners don't believe that this right to speak up pertains to confidential information, and allowing individuals to disclose personal, confidential information unless they have received personal consent or permission to do so. Commissioner Martin stated they have an obligation to determine if that is true or not. This morning the Commissioners would be asking some questions to Annelie about some very specific statements that she may have disclosed.

Commissioner Martin stated that he thought it would be appropriate, to save the necessity of going in to a nonpublic session, and then going out, and back and forth, to ask certain individuals who are present if they have any objection to talking on public record about specific statements that the Commissioners have a concern about. It is for a very limited purpose of this meeting that they are asking that, and they will try to limit discussion about those statements as best as they can. Annelie stated that she has a comment about that to begin with, and that is that she told the Commissioners three times that she does not intend to discuss the statements in that packet that went out. She feels that she is under the protection of the Whistleblowers Act, on the precedent that the Commissioners sent about their open door policy for people to come forth with concerns they have, to keep them anonymous and to keep them quiet while they are being investigated. She stated that she doesn't believe that she has to sit there and tell what, or where she has gotten that information from as most of it is documented and the Commissioners know very well what is in there and what the truth is. She is not going to talk about the package, and it would save time because she is not discussing that package. If there are other questions, then do so.

Commissioner Martin stated that as a follow up to her answer, he would like to ask her how she applies the Whistleblower's Act to this particular circumstance. Annelie stated that she feels that it was unethical behavior. Commissioner Martin asked if she could state specifically what was the unethical behavior. Annelie said no, that she passed along the information, and it is up to the people who received the information to determine that, and if need be, she can go to the state agency about it. Commissioner Martin asked if she had been ordered by the Commissioners to carry out a directive that violates any law. Annelie asked as to what, what are the Commissioners talking about. Commissioner Martin stated it refers to any law of the State of New Hampshire. Annelie stated that she hasn't been ordered to do anything by anyone. Commissioner Martin stated that basically, she believes unethical conduct is the sole basis for her invocation of the whistleblower's act. Annelie stated that it isn't the sole basis, there are others, and she is not going in to it. The people who have received the packet can read it and judge for themselves. Commissioner Martin asked if Commissioners Davis or Lynott had any other questions, they did not.

Commissioner Martin stated that as he understands it, she is refusing to answer the questions about the specific instances of disclosure. Commissioner Lynott stated that the act is based on the employees coming to the Commissioners, which is not what occurred. Annelie stated that it also refers to the Corporate Compliance Program, which you have been using over the past year to allow people to come to you with complaints, anonymously, and bring you to act on it. Commissioner Martin stated that under Corporate Compliance, it states that the employee would have reason to believe

that they have been asked to do something illegal, and that is why he is asking if she feels that she has been asked to do something illegal. Annelie stated that she is not going with that. Commissioner Martin asked if she thinks somebody working at Cheshire County has broken any laws. Annelie stated that she believes that may be possible, and she is not going in to it, whoever needs to investigate this will investigate it. Commissioner Martin asked whether she was going to answer any other questions, and she stated no. Commissioner Martin thanked her for coming.

Maplewood

Administrator Beeler distributed the statistical report. Carol Austin explained the low census. There was a four-month period of time where there were 50 admissions and 61 discharges. The employees of the Social Services Department was admitting at least one person a week. Commissioner Martin asked if she knew of anything specific to MNH that results in such a high level of discharges. Carol stated she does not know of anything. Commissioner Martin reminded the Commissioners that Carol is also the Hospice Coordinator for the nursing home.

A copy of the NHACo budget for next year was put in the reading file.

The proposal for sick leave policy will be reviewed at another time.

There was discussion on HB409. The Commissioners will provide the delegation information on HB 409 and its impact on Cheshire County.

Nonpublic Session At 8:55 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:12 AM.

House of Corrections

Superintendent Van Wickler gave the Commissioners the report on the Objective Jail Classification. They have been approved in all areas and can proceed to Phase III. The last two pages contain the checklist of the review. Superintendent Van Wickler recommended Scott Hagar and John Guyette attend the Phase III program.

Nonpublic Session At 9:28 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:50 AM.

Nonpublic Session At 9:55 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to suspend, with pay, Annelie Malony for the ten day period beginning December 10, 2001. The Commissioners unanimously voted to return to public session at 11:28 AM. There being no further business, the meeting ended at 11:30 AM.  
Margaret E. Lynott, Clerk  
Minutes approved at the Dec. 12 Meeting

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 12, 2001 5:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak; MNH Administrator Beeler; Superintendent Rick Van Wickler; John Guyette HOC; Wendy Putnam Computer Coordinator; Lisa Kemp DNS; Richard Daschbach; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Lynott moved that the minutes of October 31 be approved, seconded by Commissioner Martin, voted unanimously. Commissioner Lynott moved that the minutes of Nov. 28 be approved, seconded by Commissioner Davis, voted unanimously. Commissioner Davis moved that the minutes of Dec. 5 be approved as amended, seconded by Commissioner Lynott, voted unanimously.

MANIFEST Commissioner Davis moved to approve the manifest, seconded by Commissioner Lynott, voted unanimously.

Meeting opened at 5:00 PM.

HOC

Superintendent Van Wickler introduced Sgt. John Guyette who will do a short presentation on the new jail classification system. Sgt. Guyette stated that there is a minimum fourteen jobs that the HOC tries to maintain for the county complex. Presently, there are only 16 inmates that fall within the classification of being allowed to work offsite, and we will be losing additional inmates for offsite labor in the next couple of weeks. Commissioner Martin asked if this is a result of the new classification system, and Sgt. Guyette that it is the nature of the population, and is not impacted by the classification system. Commissioner Davis asked how long does it take to determine the inmate's classification. Sgt. Guyette stated that the interview takes about 25 minutes, and sometimes additional phone calls may be made to the probation or prosecutors office. Commissioner Davis asked if the inmates are able to select where to work. Sgt. Guyette stated that this is determined on the ability of the inmate.

Census at the HOC is 85.

Commissioner Martin asked the new system is more or less restrictive than previously. Sgt. Guyette stated that he has not seen a change. What does seem to have changed as a result of the monitoring system is an increase in the electronic monitoring system. Commissioner Martin asked if we should adjust the electronic monitoring budget, since we have budgeted minimally for electronic monitoring. Superintendent Van Wickler stated that the ASP program might also be affecting the numbers, although this is not definite. Commissioner Martin asked Superintendent Van Wickler to keep an eye on the program and when the HOC budget is reviewed in January, we can make adjustments at that time.

Commissioner Lynott advised Commissioners Davis and Martin that she was at the jail today for Granny D's visit to speak to the inmates, and that it went over very well and

was impressive. It was very well received by the inmates. The Commissioners thanked Sgt. Guyette for his presentation.

Sheriff

Sheriff Foote presented his request to rollover to 2002 the \$5125 from the 2001 budget for upgrading the holding cell doors. The estimates for the planned upgrade exceeded the funds allotted and alternative solutions will be researched. Commissioner Davis moved that the \$5125 be rolled over into the 2002 budget, Commissioner Lynott seconded, voted unanimously.

Nonpublic Session At 5:10 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 5:30 PM.

MNH

Administrator Beeler asked for permission to rollover \$6000 from the Maplewood Facilities budget for upgrading the switchboard. Administrator Beeler stated that the telephone lines need to be upgraded. Commissioner Davis suggested that he speak to Barry King about it.

Elaine Farnsworth has accepted the Asst. DNS position.

Administrator Beeler spoke to John Round about the sick leave policy he submitted and John Round suggested that the policy be structured in a particular way because of tax regulations. It was suggested that John Round be brought in for discussion.

Director Trombly will put some numbers together regarding the shift differential. The Sheriff told Jim Beeler that his department is not affected by shift differential changes. Commissioner Martin suggested that some time be set aside for discussion on these subjects.

The Census was distributed. Commissioner Lynott suggested that the report indicate how many per diems working weekly be added to the census report.

The job description for the ADNS/CNA Instructor/Staff Development position was put in the reading file.

The two deficiencies that were appealed were removed from the record. A revised plan of correction was distributed to the reading file.

Administrator Beeler received a letter from D. Murrery's wife reserving the right to hold MNH responsible. The letter was put in the reading file for the Commissioners review.

Several reports were put in the reading file:

Recommendations to develop a program for employee recognition. There was some discussion about a special area be set aside for Commissioners recognition of employees.

Commissioner Lynott asked about the Housekeeping award given by the Commissioner and whether it has been put in the reception area, as requested by the Commissioners.

Administrator Beeler stated he asked JoAnn not to put up the award for a couple of

reasons. One being that he felt that the unfortunate consequence of the Commissioners recognizing one department and not others generated some resentment in other departments at MNH, and that it would highlight the issue and make the problem a little worse. That is one of the reasons he recommended the centralized area. Administrator Beeler stated that the lobby is crowded and there isn't room to put the plaque up on the walls.

Administrator Beeler stated that his conversation with JoAnn was communicated to employees, that he did not care about Housekeeping, and he was denigrating the award by not asking for it to be put up, and he takes issue with that, it was not what he was communicating. He stated that he was looking for a way for different departments to be equally recognized to avoid resentment that comes up when one department is recognized and another is not. Commissioner Martin stated that if departments are recognized all together, it detracts from the significance of the recognition. The Commissioners did not think that the Housekeeping department was any better than any department, but the comments by the independent consultant reflected well on them and the Commissioners wanted to recognize what they were doing. It didn't mean that there would not be awards at other times for other departments for the good job they are doing. Commissioner Lynott stated that as administrator, it was his job to quell that kind of resentment. Administrator Beeler stated that he has, but it has taken some time to do that.

Commissioner Martin stated that he looks forward to the report from Administrator Beeler. Commissioner Lynott and Davis stated that every department should be supported, as a team effort. Administrator Beeler stated that if the Commissioners chose to recognize departments, that they coordinate it with him, so he could be of assistance to lessen resentment.

Report on e-mail and communication. Administrator Beeler stated that he couldn't find any evidence that the e-mail system is being used incorrectly. He stated that although it is in the consultant's report, she did include anything that was mentioned by one or two employees, she did not do an analysis of the e-mail system as he has, and he has not found that the system is "broken". Next year, in order to cut down on the paging system use, pagers will be given to managers. All the face to face meetings that are scheduled were listed as an attachment to the report.

A status report covering the seven goals from the beginning of the year.

A report on the six recommendations from the nursing consultant.

The year end report on the eleven items as part of the action items from March of this year.

Commissioner Lynott asked Lisa Kemp about employees who have left MNH.

Commissioner Lynott asked Administrator Beeler if there are any letters from families of residents that are not pleased and Administrator Beeler stated that he will give the same answer as given by Carol Austin, that we do not receive those kind of letters.

Commissioners

The Westmoreland Selectmen requested a commitment for a contribution for several years for the Westmoreland Fire Department for a rescue truck. Administrator Wozmak will go back and ask for additional information on this request. Commissioner Martin

stated that we would have to go back to the Executive Committee with an amendment to the budget.

Commissioner Davis moved that in accord with the CDBG amendment, Commissioner Martin be certified as CEO of the Grantee, and that the proposed modifications to the grant contract are authorized by the Cheshire County Board of Commissioners, seconded by Commissioner Lynott, voted unanimously.

Commissioner Davis moved that the holiday schedule be approved as presented, seconded by Commissioner Lynott, voted unanimously.

Commissioner Davis moved that the extension of worker's compensation insurance with Primex be approved and signed as presented, Commissioner Lynott seconded, voted unanimously.

Commissioner Davis moved to accept and sign the life insurance and STD insurance as recommended by IPG, Commissioner Lynott seconded, voted unanimously.

Commissioner Davis sent an e-mail to First Pioneer Farm Credit regarding an analysis of the farm. He stated that we need to define what we want the analysis to do, not just whether the farm makes or loses money. Commissioner Martin suggested that we wait and draw up a scope of work and present it to Rep. McGuirk and the Executive Committee.

Commissioners Lynott and Davis congratulated Commissioner Martin on the newspaper acknowledgement of his pro bono work.

The Commissioners reviewed the dates of the employee meetings in December and Commissioner Davis will attend the December 18, 8-9 AM meetings and Commissioner Martin will attend the December 27, 2:30 – 3:30 PM meetings.

Nonpublic Session At 6:45 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 7:00 PM.

There being no further business, the meeting ended at 7:10 PM.

Margaret E. Lynott, Clerk

Minutes approved as corrected on Jan. 2, 2002

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 19, 2001 5:00 PM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin, Davis and Lynott; Administrator Wozmak; MNH Administrator Beeler; Lisa Kemp DNS; Finance Director Trombly; Annelie Malony; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Davis moved that the minutes of November 21 be approved, seconded by Commissioner Martin, voted unanimously.

MANIFEST Commissioner Davis moved to approve the manifest, seconded by Commissioner Lynott, voted unanimously.

Meeting opened at 8:01 AM.

Commissioners

Director Trombly advised the Commissioners that all taxes were received on time. Director Trombly asked that the funds for the Latchis be rolled over for the year-end. Commissioner Davis moved that the \$50,000 to be used for the bracing for the Latchis Theater be rolled over into the 2002 budget, seconded by Commissioner Martin, voted unanimously.

Director Trombly gave the Commissioners an update on receivables for the reading file. Director Trombly stated that she would prepare a summary of changes and have it available for the Commissioners for the Executive Committee budget meetings. The paperwork will be in the order of the scheduled meetings for ease of use.

The Commissioners discussed the request for County contributions for the Westmoreland Fire rescue truck. They are asking the county to contribute some funds because approximately 25% of the calls they respond to are for the County. Commissioner Martin stated that the records should indicate that Westmoreland received the entire proceeds that we received from the insurance company for the derailment. Commissioner stated that the request was not accounted for in the proposed budget so the \$4000 request should be brought before the Executive Committee a meeting in January. Administrator Wozmak will request the figures on the number of calls made for the County.

Administrator Wozmak stated that he spoke to Barry King who will be coming back to the Commissioners with a modification to the budget to convert light fixtures to the more efficient ones that were identified in the energy audit. Cost savings would also be recovered in addition to the refund from PSNH.

MNH

The census report was distributed. Commissioner Lynott asked what percentage of members from the CNA classes are leaving. DNS Kemp stated that it is about 50% of the class.

Administrator Beeler gave the Commissioners two newspaper articles for the reading file.



Pending legislative bills affecting County government, prepared by New Hampshire Association of Counties, was given to the Commissioners.

Administrator Beeler asked for \$6000 for the switchboard system be carried over to next year. Manager King has a problem with the incoming lines and he is trying to change them from Centrex to some other type of lines, which would allow the switchboard upgrade. Commissioner Martin asked if this meant that it would cost additional money for a switch over. Administrator Beeler stated that it was not necessarily so, that he did not get the impression from Manager King that it would. Commissioner Davis moved that \$6000 be rolled over for the switchboard to the 2002 budget year, Commissioner Lynott seconded, voted unanimously.

Commissioner Davis stated that he spoke to Pioneer Farm Credit Bank to conduct a cost analysis of the farm and they are going to send a proposal back to us.

The Commissioners recessed the meeting until 8:30 AM. Commissioner Lynott moved that there be a recess until 8:30, Commissioner Davis seconded, voted unanimously.

At 8:30 AM the meeting started and Commissioner Martin offered Annelie Malony the opportunity for the discussion to be nonpublic. Annelie Malony stated that she does not choose the session to be nonpublic. Commissioner Martin stated that we are here to discuss the matter of Annelie Malony's employment, that she has been given several opportunities in the past to discuss the nature of the disclosure of confidential personnel information of county employees and that she has refused to discuss this in the past. Commissioner Martin asked if she is refusing that again today. She stated that she continues to refuse as she has on four previous occasions and she feels that she has the right to do so, based on the precedent the commissioners themselves set this year by allowing employees to come to them with concerns and bypass the chain of command, which is also covered by the County's Corporate Compliance Plan and the Whistleblower's Act, and she believes she has the right to do that. Commissioner Martin asked if there are any questions of the other Commissioners.

Commissioner Martin stated that as near as he can tell, the only complaint she has against the Commissioners is that they have been micromanaging the nursing home, and as far as he can tell by reading the Whistleblowers Act and the Corporate Compliance Program, disclosure of confidential information about co-employees is not covered in either case. Annelie Malony stated that she does not agree with that. Commissioner Martin stated that the Commissioners have given her the opportunity to show them where the information disclosed is already a matter of public record, and she has not satisfied that obligation. She stated that she has followed the same procedure as any other employee this past year has followed in bringing concerns to a higher authority. She does not see any difference. Commissioner Martin asked who the higher authority is. Annelie Malony stated that it was the delegation. Commissioner Martin stated that he understood that this information was also released to the general public. Annelie Malony stated that she has recently done that, she feels the public needs to know also because the Commissioners are public figures and the public voted them in and they should know about it. Annelie Malony stated that the retaliatory act taken against her, even though she did have the right to go to a higher authority, she thinks this is public information now. Commissioner Martin stated that it was this

confidential personnel information that she released to the general public initially, before the Commissioners took any action against her. She stated no, the Commissioners sent her a suspension and termination notice. Her understanding is that is what they are here to talk about so she is not talking about the packet anymore. The facts are there, where the information came from and where they went does not have anything to do with anything. If the Commissioners want to use legal technicalities to terminate her employment, then we can go from there. Her understanding of the memo is that they are there to talk about her suspension and possible termination. Commissioner Martin stated that he thought that was what they were doing. Commissioner Martin stated that he thought there was a concern that there was confidential personnel information disclosed about county employees without their permission, and the Commissioners believe something like that occurred. They wanted to give her every opportunity to discuss with them whether that occurred or not. Annelie Malony stated that she doesn't believe that occurred and she is not discussing it. Commissioner Martin asked Commissioner Davis and Lynott if they had any further questions, and they stated that they do not. Annelie Malony stated that she is here to discuss their decision and she is waiting for their decision. Commissioner Martin stated that the Commissioners needed to deliberate their decision. Annelie Malony stated that she did not understand why the Commissioners have to go in to nonpublic session as she understands, RSA 91 states that she request that it be a public session, and she does not understand why they need to go in to nonpublic. Commissioner Davis stated that it was because they were discussing things in the packet she sent out that were confidential in nature. Annelie Malony stated that she does not agree with them. The Commissioners stated that is the nature of the complaint. Annelie Malony stated that the Commissioners are refusing to allow her hearing in a public session. Commissioner Lynott stated that she is having a hearing. Annelie Malony stated she wanted a complete hearing. Commissioner Martin asked if there was anything more she wanted to say, he doesn't want her to be left with the impression that she could not speak. Annelie Malony stated that she wanted the discussion about her status to be in public hearing. Commissioner Martin stated that there is a motion on the floor to go into nonpublic session and any vote taken in nonpublic session will be taken in public session. Commissioner Martin stated that if a vote were taken, it would be taken in public session so anyone interested in hearing of the vote, they may return at the public session. Annelie Malony stated that she had some questions. She was curious about the memo the Commissioners sent that stated that she could request an appeal to have a hearing before the personnel committee. Commissioner Martin stated that she had already submitted a written request. Annelie Malony stated that what she is confused about is the purpose of the hearing before the personnel committee, because the hearing is to appeal the suspension, which is nearly over, so she doesn't understand the purpose of the hearing. Commissioner Martin stated that under the statute, she is entitled to a hearing about the decision to suspend her for ten days and whether the decision was appropriate or not. Annelie Malony questioned how they could uphold the suspension if it is already in place, and by the time the committee

sees her, the suspension is over and, assuming there is a decision made today, what is the purpose of it. Commissioner Martin stated that it would be up to the personnel committee. Annelie Malony stated that she was given ten days to respond, and she responded within five days requesting a hearing, and she has not heard anything, so what is the purpose of it if she is not having a hearing either before or during the suspension, what is the purpose of having the hearing after the suspension, what determination can they come to. Commissioner Martin stated that is the up to the personnel committee. The committee has come up with a date of January 4, but Commissioner Martin was not sure that she was contacted yet. The Commissioners have no control over when the hearings are scheduled. They could have met at any time, and they will determine the response or relief given to Annelie Malony, depending on what is presented by the Commissioners or Annelie Malony. Commissioner Martin stated that her appeal regarding her termination would probably be considered at the same time as her appeal from the suspension. Ms Malony stated that this meeting today is a determination of her termination and that her appeal with the personnel committee she would also be appealing her termination. Commissioner Martin stated that is what is occurring.

Annelie Malony stated that she has one other question aside from that packet. She stated that she was wondering when the minutes from the November Commissioner meetings and Executive Committee meetings, where this topic has come up, will be on line and published. None of those meetings are on line, and they were public sessions. Executive committee minutes go back to August, and the Commissioners minutes go back to October, and there is no mention of these on record. Administrator Wozmak stated that there is always a lag between what is in the official book maintaining minutes, and what is put on the web site, which is an extra publication for the public. Annelie Malony stated that it is a means for the public to see the minutes, without having to come in to the office. Commissioner Martin stated that the minutes are always there available for the public, if they have a specific request. Annelie Malony stated that is all she has.

Nonpublic Session At 8:40 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Lynott, Davis and Martin. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to terminate the employment of Annelie Malony, effective immediately, for the willful disclosure of confidential personnel information to the general public regarding county employees without authorization from those employees. The Commissioners unanimously voted to return to public session at 9:00 AM.

Commissioner Martin stated that a written explanation for the reasons for the reasons for the termination would be sent to her in the mail. He also stated that the Personnel Committee set January 4 as the date for the hearing. Annelie Malony asked if she would

be notified, Commissioner Martin stated that it was up to the committee. Administrator Wozmak stated that January 4 is the date that all three members of the personnel committee would be available.

There being no further business, the meeting ended at 9:20 AM.

Margaret E. Lynott, Clerk

Minutes approved as corrected on Jan. 2, 2002

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Friday, December 28, 2001 8:30 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Martin and Lynott; Administrator Wozmak; Terry Warren, Executive Assistant to the Commissioners.

Meeting opened at 8:30 AM  
Commissioners

Nonpublic Session At 8:30 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:50 AM.

There being no further business, the meeting ended at 10:00 AM.

Minutes approved at meeting of January 16, 2002

Margaret E. Lynott, Clerk