

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 5, 2005 2:30 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; Director of Nursing Kemp; Sheriff Foote; Ex. Asst. Warren

Chairman Zerba opened the meeting at 2:30 PM.

MINUTES: Commissioner Moore moved that the minutes of December 29 be approved, seconded by Commissioner Sistare, voted unanimously.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. Bob Hemenway, a candidate for the assistant administrator position was introduced to the group. He gave an overview of his background as a nursing home administrator for 18 years for Sullivan County. He has retired as nursing home administrator in Sullivan County.
2. **Sheriff** – Sheriff Foote wants to rollover some funds for helmets from his equipment line.
Commissioner Sistare moved to roll over \$1900 from line 4211.97 into the 2005 budget in order to purchase helmets, Commissioner Moore seconded, voted unanimously.
3. **Nonpublic session** – At 3:07 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to accept the recommendation of DNS Kemp and Nursing Home Administrator Wozmak to terminate the employment of Donald Houle, effective Jan. 15, 2005, in accordance with RSA 28.1a. The Commissioners unanimously voted to return to public session at 3:05 PM.
4. **Nonpublic session** – At 3:07PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to accept the recommendation of DNS Kemp and Nursing Home Administrator Wozmak to terminate the employment of Melinda Gragan, effective Jan. 15, 2005, in accordance with RSA 28.1a. The Commissioners unanimously voted to return to public session at 3:16 PM.
5. **Nonpublic session** – At 3:17 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to accept the recommendation of DNS Kemp and Nursing Home Administrator Wozmak to grant an extended leave of absence for eight weeks for Debra Hickson to March 2, pursuant to county policy. The Commissioners unanimously voted to return to public session at 3:20 PM.
6. It was clarified that the amount left in the resident furniture account that is to be rolled over into 2005 budget is approximately \$1100.
7. The Commissioners reviewed the calendar.

8. **Jail** – Administrator Wozmak expects to meet with Tom Hanna regarding the purchase and sale agreements for the jail property. Director Trombly stated that we would be using the remaining funds from the jail bond account towards purchase of the property.
9. Administrator Wozmak gave an overview of the county departments.

There being no further business, Chairman Zerba ended the meeting at 3:42 PM.

A handwritten signature in cursive script, appearing to read "Robert Moore".

Minutes approved at Jan. 19, 2005 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 19, 2005 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren; Linda Mangones Keene Housing; Matt Suchodolski SWRP

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved that the minutes of January 5 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Matt Suchodolski gave the Commissioners an update on the CDBG program for the Stone Arch Village. The original contracts were signed and notarized and Matt will pick them up after the meeting. A memo from Keith Hiebert which certified that the project is in compliance with zoning and city requirements and from Attorney Weeks, who reviewed and recommended the county sign the paperwork. Linda Mangones gave an overview of the program to the Commissioners. Commissioner Zerba signed the paperwork for the release of funds from CDFA, for the Stone Arch Village project.
2. There was some discussion about the MEDC property on Route 12, which the county needs for jail construction.
3. **Nonpublic session** – At 8:55 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public 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 by Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session no decisions were made and no voted taken. The Commissioners unanimously voted to return to public session at 9:15 AM.
4. The calendar was reviewed.
5. The Commissioners were given the name of the person nominated for Deputy Treasurer. They requested that Treasurer West bring Mr. Cole before them for nomination.
6. New Hampshire Association of Counties met and agreed to prepare a statement for release in response to Heath and Human Services Stephens GraniteCare plan. This information will be provided to the members of the Delegation as they consider GraniteCare.
7. Administrator Wozmak stated that the design process for the jail is continuing. In a couple of weeks, they will start pricing costs for the construction.
8. Administrator updated the commissioners on departments.
9. The Board of Commissioners announced that the board positions would be the same as last term, with Commissioner Zerba as Chair, Commissioner Sistare as Vice Chair and Commissioner Moore as Clerk.
10. The report on the Alternative Sentencing program and Mental Health court was distributed to the Commissioners and will be distributed to the Delegation, at their request. The report details the number of referrals to the programs and the cost of the programs compared to the cost of incarceration.
11. **Nonpublic session** – At 9:55 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to approve the

- promotion of Danielle LeCroix from Cook I to Asst. Supervisor at a grade T5, step 9, (\$12.49), effective 1/9/05. The Commissioners unanimously voted to return to public session at 9:57 AM.
12. **Nonpublic session** – At 9:57 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to approve a wage adjustment for the ASP/MHC case manager (G. Pelletier) to Grade 6, Step 8, (\$22.34) effective 1/9/05, in recognition of his being the manager of the ASP/MHC program. The Commissioners unanimously voted to return to public session at 9:59 AM.
 13. **Nonpublic session** – At 10:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to approve the promotion of Deb Struthers from Asst. Cook to Cook I at a grade T5, step 3, (\$10.77) effective 1/9/05. The Commissioners unanimously voted to return to public session at 10:12 AM.
 14. **Nonpublic session** – At 10:12 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to approve the promotion of Matthew Tenney from Dietary Aide to Asst. Cook, at a grade T4, step 5, (\$10.37) effective 1/9/05. The Commissioners unanimously voted to return to public session at 10:14 AM.
 15. **Nonpublic session** – At 10:15 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to approve the hiring of Karen Ring RN, at a grade 5, step 6 (\$19.19) based on her years of experience. The Commissioners unanimously voted to return to public session at 10:17 AM.
 16. **Nonpublic session** – At 10:17 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to approve the hiring of Theresa McCart, LPN at a grade 4, step 6, (\$15.64) based on her years of experience. The Commissioners unanimously voted to return to public session at 10:20 AM

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



Minutes approved at Jan. 26 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 26, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; Facilities Mgr. King; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Moore moved that the minutes of January 19 be approved, seconded by Commissioner Sistare, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

2005 Budget

The Human Service Department historical budget adjustment was reviewed. Commissioner Sistare expressed that he thought the budget review numbers for Human Services are be more refined for future budgets. He feels there can be better forecasting on this budget before the Commissioner's proposed budget is presented. There was discussion on the budget process and how and when the most recent information can be put together. The figures that are in the 2005 Commissioner's Proposed Budget will remain the same and will be supplemented with this years proshare funds.

Other budget adjustments that will be presented this week to the executive committee were reviewed: add an Assistant Administrator position to the Maplewood Administration line at \$52,250, and bring the Administrator line to \$0. Nurse Practitioner (NP) budget 4413 is to be reduced by \$82,336 to \$0 for all expenses; eliminate revenue of Nurse Practitioner of \$118,500. Add \$12,000 to 4412.29.28 outside services for physicians for the cost of employee physicals and potential on-call pay that we will now need to pay due to the loss of the NP. Add to MNH revenue \$51,000 due to the Medicaid rate increase we just received that will go into effect 2/1/05. Add \$35,905 to 3509.00.00 Miscellaneous Income from the Honeywell rebate (this is from the water saving related to the toilets that could not work in the facility). MNH Administration budget 4411.39, reduce printing, binding and books to \$800 (from \$2,800) by printing MNH brochures in house. Eliminate the expense for the Outpatient Clinic of \$10,713 due to the loss of the NP that would have staffed the clinic; eliminate the corresponding revenue of \$12,000 for the Outpatient Clinic. These adjustments will result in a net reduction of \$48,092.00.

Facilities

1. Manager King would like to post the energy upgrade information and to contact the Sentinel with the information. The Commissioners agreed.
2. On Feb. 23, members of the State Dept. of Environmental Services is coming to view the waste water testing as we had previously been in violation on discharges due to the recent sludge removal project. They would like a commissioner and the County Administrator at the meeting. One of the commissioners will attend.
3. Manager King would like to put a net over the roof of the Latchis building to keep debris from coming loose. The cost is about \$15,000 and there are funds in capital reserves for roof stabilization. Manager King will go out for a firmer price on the work. The decision will be made at a subsequent meeting.

The Commissioners reviewed the calendar.

1. Administrator Wozmak stated that the first estimate for jail construction costs is expected by February 10.
2. Administrator Wozmak asked if \$30,000 from the farm capital reserves should be used to purchase a spreader and/or tractor repairs for the farm. The Commissioners agreed it should be brought before the executive committee at the February 7 meeting.
3. Administrator Wozmak has concluded the assistant administrator's position and salary negotiations. He has hired Bob Hemenway for 34 hours a week at a grade 10, step 4, at \$31.74 an hour. He will begin working next week.

There being no further business, Chairman Zerba ended the meeting at 6:30 PM.

A handwritten signature in black ink that reads "Robert Moore". The signature is written in a cursive style with a large initial "R".

Robert Moore, Clerk

Minutes approved at the Feb. 2 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 2, 2005 8:30 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, and Moore; Administrator Wozmak; Finance Director Trombly; HOC Superintendent Van Wickler; Farm Manager Putnam; Ex. Asst. Vitale; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved that the minutes of January 26 be approved, seconded by Commissioner Sistare, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

Farm

1. Manager Putnam advised the Commissioners that the engine on the 1992 pickup truck has died and the auto mechanic stated that the engine and body would not pass inspection without expending a lot of money. The Commissioners felt that the truck was not worth repairing. Administrator Wozmak will speak to Barry King about the Oldsmobile the facilities department was unsuccessfully trying to sell. The Commissioners suggested that the car be transferred over to the farm for their use.
2. Director Trombly stated that there is \$29,000 in the farm capital equipment line in order to purchase a manure spreader and purchase/repair the tractor. This will be brought up at the next Exec. Comm. Budget meeting to be included in the capital budget motion.
3. Commissioner Moore stated that he would be present at the DES meeting on February 23 with the facilities department.

Administrator Wozmak stated that he has received an e-mail from Linda Mangones suggesting the Commissioners meet with the City of Keene regarding the mortgage discharge of the MEDC property at the future jail site. He stated that he responded to her about the upcoming Delegation meeting, which should clear the way for the land acquisition process.

Administrator Wozmak distributed the most recent schematic plans received from SMRT of the building configuration and designs for the new jail. Documentation was received from SMRT, which will assist in developing the first cost estimate for the building. The total area space for the jail is 84,946 gross square feet, net space is 51,355 square feet. Administrator Wozmak will speak to Superintendent Van Wickler to schedule a Jail Advisory committee meeting. There was further discussion on the jail construction project.

Bob Hemenway started at Maplewood as assistant administrator this week.

Finance Director Trombly stated that TANS borrowing will begin shortly. She will contact Treasurer West in order to proceed with the TANS.

Director Trombly distributed the fourth quarter budget review paperwork, which was mailed out to the executive committee yesterday. There was some discussion on the fourth quarter budget. There were some specific areas of the HOC budget that the Commissioners requested additional information. The Superintendent was contacted and he and executive assistant Vitale arrived to answer any questions the Commissioners had. The Superintendent explained that there has been an issue with the medical costs

incurred by the HOC for complicated inmate health issues. Last year there were hospital stays and illnesses that incurred high costs for drugs, which resulted in the budget line going over budget. Additionally, costs for agency nurses for to cover for nursing for the inmates when the HOC nurse was out sick and with other nursing vacancies. There was further discussion on the health issues of inmates and the costs and responsibilities of the HOC.

There being no further business, Chairman Zerba ended the meeting at 10:50 AM.

A handwritten signature in cursive script that reads "Robert Moore".

Minutes approved at Feb. 9 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 9, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; Facilities Manager King; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Moore moved that the minutes of February 2 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

The Commissioners reviewed the calendar.

1. Administrator Wozmak advised the Commissioners that the Jail Advisory committee would be meeting on February 23 from 12 to 2 PM in the Jury assembly room. The first hour will be for those who could not attend the first meeting; the second meeting is the second update on the project for all members.
2. Manager King showed the Commissioners repairs required in the isolation cell at the HOC, damages done by an inmate. An estimate of \$3228 was received from W. Rindge Builders for the repairs. The costs will be billed to jail maintenance and repairs. Manager King will contact our insurance company regarding the costs. **Commissioner Sistare moved to authorize the expenditure of \$3228 for the repairs of the isolation room at the jail, and Manager King will contact the insurance company to cover part of the costs, and contact Hillsborough County to pay the balance, Commissioner Moore seconded, voted unanimously.**
3. Director Trombly gave the Commissioners and County Administrator a statement of disclosure of finances to be signed and completed for the auditors.
4. Administrator Wozmak gave the Commissioners a letter from SMRT Architects and Engineers, dated February 8, 2005, projecting the jail cost at \$29,007,100. SMRT will be here on Tuesday, February 15 to review what can be done to the building in order to bring the costs closer to the costs projected in 2002 of \$23.5 million. Commissioner Sistare stated that he would like to hear from SMRT what they think can be cut. Commissioner Zerba stated that he would like to change the commissioner's meeting next week to Tuesday at 5:00pm in order to discuss the jail before the Delegation's public hearing at 7 PM. Commissioner Zerba asked that the delegation receive some information on the increased project costs before the meeting on the 15th. There was some discussion on the possible solutions regarding the increased costs. Administrator Wozmak will draft a letter to the entire delegation.
5. Administrator Wozmak stated that Bob Hemenway, the new Assistant Administrator at Maplewood Nursing Home, is working out well and being well received by the nursing home staff and residents.
6. Superintendent Van Wickler and Administrator Wozmak will be meeting with a member of Community Improvement Associates (CIA), who will be applying for a grant for an outpatient program for substance abuse and mental health issues. It is envisioned that such a program would be useful to the Alternative Sentencing Program, the Mental Health Court Project and the House of Correction.

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



Minutes approved on 1/15/05 Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 16, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Director of Nursing Services Lisa Kemp; Superintendent Van Wickler; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

1. **Nonpublic session** – At 5:05 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to accept the recommendation of DNS Kemp to terminate the employment of Jessica Kinch, effective Feb. 25, 2005, in accordance with RSA 28.1a. The Commissioners unanimously voted to return to public session at 5:09 PM.

MINUTES: Commissioner Sistare moved that the minutes of February 9 be approved, seconded by Commissioner Moore, voted unanimously.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

The Commissioners reviewed the calendar.

1. There was discussion regarding the motion of last week about the inmate damage to a cell at the HOC. Superintendent Van Wickler stated that the inmate is a Cheshire County inmate, not a Hillsborough inmate, therefore it would be inappropriate to try to get money from them for the damage. Commissioner Zerba that the motion should delete the section that states "and contact Hillsborough County to pay the balance". The motion was restated as **Commissioner Sistare moved to authorize the expenditure of \$3228 for the repairs of the isolation room at the jail, and Manager King will contact the insurance company to cover part of the costs, Commissioner Moore seconded, voted unanimously.**
2. The Commissioners signed a letter that is to be mailed to Senators Gregg and Sununu and Rep. Bass, regarding funding for repairs by the Army Corps of Engineers.
3. David Lay and Arthur Thompson from SMRT introduced themselves. Administrator Wozmak described the meeting that was held with SMRT to day, to discuss the possible changes due to increased costs in building the new jail. A cost estimating company has determined that the costs went from \$23.5 million to \$29 million. David Lay described how the jail is designed to be built in the most effective way to keep costs down. They have determined that the core services cannot be reduced because future expansion costs would be prohibitive. They looked into several variables and they cannot recommend any cuts to bed space. There was discussion on the present number of inmates, work release inmates, female inmates and electronic monitoring inmates, and where possible cuts in space could be made. Commissioners Zerba agreed that at \$23.5 million, there would be little room for growth and there is the potential that within five to ten years additional funds would have to be expended. The \$29 million should hold us for the approximately 25 years projected. Rep. Sistare stated that he wants to go on record that he supports the \$29 million estimate for the jail, but reserves the right to change that amount in the future.

4. Rep. Dexter arrived at the Commissioner's meeting to discuss the delegation meeting to be held tonight at 7 PM. The agenda was discussed and Administrator Wozmak showed Rep. Dexter the public comment form that will be available to members of the public. This form may be filled out and sent to the Commissioners by March 14, when they will be sent to the delegation.

There being no further business, Chairman Zerba ended the meeting at 6:40 PM.

A handwritten signature in black ink that reads "Robert Moore". The signature is written in a cursive style with a large initial "R".

Minutes approved at the Feb. 23 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 23, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, and Moore; Administrator Wozmak; Finance Director Trombly; Facilities Manager King; Superintendent Van Wickler; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Moore moved that the minutes of February 15 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

The Commissioners reviewed the calendar.

1. Manager King contacted the insurance company regarding the claim for the damage to the cells at the HOC by an inmate in the amount of \$11,200. The insurance has agreed to pay \$8200 (cost less \$1,000 deductible) to repair the damage. Rindge Builders has agreed to do the work for **\$8,200**.
Commissioner Zerba moved to authorize the Facilities Manager to contract with Rindge Builders to do the repair work at the jail, Commissioner Moore seconded, voted unanimously.
The boiler at the herdsman's house is over 28 years old and has required an increasing amount of maintenance. It now needs replacement and Manager King has received two bids, one from M. Martineau for \$2550 and from Lawrence Brothers for \$2950, he is waiting for one more response from Cheshire Oil Co., Inc. **Commissioner Zerba moved that Manager King choose from the lowest of the three bids received, amount not to exceed \$2550, and proceed with the work to be done. Commissioner Moore seconded, voted unanimously.**

HOC

1. Surgery was needed for the inmate that was transferred to Hillsborough County. The surgery was done at Elliott Hospital and the bill will be paid by Cheshire County as he is a Cheshire County inmate temporarily transferred to Hillsborough to face charges in Hillsborough.
2. The population is high but it looks like the electronic monitoring use has also increased.
3. There was some discussion on the jail advisory meeting that was held today at the Jury Assembly Room.

The Calendar was reviewed.

Administrator Wozmak updated the Commissioners on several committees.

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



Minutes approved at March 9 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 2, 2005 8:30 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, and Moore; Administrator Wozmak; Finance Director Trombly; HOC Superintendent Van Wickler; Asst. Administrator Hemenway; Director of Nursing Services Kemp; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:50 AM.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

The Commissioners reviewed the calendar.

1. DNS Kemp stated that she did not need the nonpublic sessions, as scheduled. She stated that things are going well in the nursing home.
2. Asst. Administrator Hemenway stated that he believes that Maplewood is the best kept secret on this side of the state and he would like to do some marketing to let others know about the nursing home. He is planning to have a luncheon for discharge planners from various hospitals in New Hampshire and Vermont to show them the facility.
3. Asst. Administrator Hemenway stated that he and the others on the management team are considering a restructuring of some of the departments and their accountability. He is considering a Patient Care Department which would consist of nursing, therapies, social services, quality control, education, reporting to the DNS; housekeeping, dietary and laundry reporting to him.
4. Asst. Administrator Hemenway stated that he has also been looking at the costs of agency staff and has prepared and distributed a report on the per diem costs versus agency rates. He is recommending a rate increase in order to attract per diem staff to replace agency staff. He feels that we can attract some of the per diem we already use to cover some of the hours covered by agencies. Commissioner Zerba stated that the recommendations would be taken under consideration. A copy of the recommendations will be sent to Commissioner Sistare for review. Commissioner Zerba asked Director Trombly to review the report and come back to the Commissioners with input. The Commissioners took the request under advisement.
5. Superintendent Van Wickler stated that the population last week was 132 and the large number of inmates concern him. He will be moving inmates around within the facility to try to make it easier to manage the overcrowding.
6. Repairs to the cells destroyed by the inmate have not yet started, but the insurance company has agreed to consider the claim as one claim rather than three, thereby reducing the out of pocket expenses for the county.
7. Director Trombly distributed the management letter from the auditors. There were two issues the auditors brought before the Commissioners for resolution. The one issue was an audit issue with the reconciliation procedures and balancing of the Deeds department checkbook by the Register of Deeds. The auditors had addressed this last year and the Register started a new procedure in March 2004, but stopped using it in June 2004. The Commissioners expressed their concern that the same bookkeeping problem was brought forward by the auditors as last year. Director Trombly met with Register Hubal yesterday to discuss the bookkeeping issues. Director Trombly described a possible resolution, which could include the finance department maintaining a duplicate set of books that tracks the deposits and withdrawals made to the deeds account. The second issue was with several checks in the Sheriff's department that required two signatures, but was sent out with only one signature. There was some

discussion about why some elected officials even need their own checking accounts when the finance department and Treasurer are set up to manage the county's finances. They will be meeting with Register Hubal at 10:15 and with the Sheriff at 11 AM. A plan of correction from the Register and the Sheriff will be sent to the auditors and made an attachment to these minutes.

8. **Nonpublic session** – At 9:49 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. 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 9:59 AM.
9. The Commissioners recessed at 10 AM until Register Hubal arrived. Meeting resumed at 10:10.
10. Commissioner Zerba welcomed Register Hubal and stated that he was looking for a response to the concerns of the auditors and that the Commissioners were looking for her assurance that the bookkeeping problems would be resolved. The problems included not balancing the Deeds checkbook and not having a running balance in the checkbook. Register Hubal stated that she found she was doing a great deal of accounting and that was not what she was elected to do. She explained that she has been turning over more money than is in the account because she could not reconcile the checkbook. She said that in all her years as Register, she has not balanced the checkbook. She stated that she could, however, verify all the funds she brings in and what goes out and towards the county and the surcharge account. She now has a starting balance, established with the assistance of the finance department, and is planning to install MS Money in her computer. She will give the finance department all the financial information generated by the Deeds department regarding funds. The finance department will maintain duplicate books, to verify the accuracy of the Deeds finance records. Register Hubal said that last year she was spending a lot of time trying to bring the balance up, and when she spoke to the auditors, she didn't know how to get a beginning balance. She stated that in 30 years she had never had a balance. She thought she could work it out last year, but found that she could not. She believes that the duplicate bookkeeping with finance will solve the auditors concerns. She has contacted Connor and Connor and they will assist her in setting up the program. Commissioner Zerba thanked her for coming. Register Hubal will submit a written response which will become a part of these minutes and will be submitted to the auditors.
11. County Administrator Wozmak brought before the Commissioners the fact that his wife works for one of the nursing agencies that supplies RN's to the jail and he asked if the Commissioners had any difficulty with her working at the jail as an agency nurse. The Superintendent was contacted and he does not have a problem with her working there. The Commissioners stated that since she would be an agency employee and not a county employee, they do not have a problem with her working there.

There being no further business, Chairman Zerba ended the meeting at 10:22 AM.



Minutes approved on March 9, 2005

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 9, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare, Moore; HOC Superintendent Van Wickler; Finance Director Trombly; Director of Dietary Sylvester; Human Resources Director Hurley; Matt Suchodolski, South West Regional Planning; Linda Mangones, Keene Housing; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Moore moved to accept the minutes of Feb. 23, Commissioner Zerba seconded, voted unanimously. Commissioner Moore moved to accept the minutes of March 2, Commissioner Zerba seconded, voted unanimously.

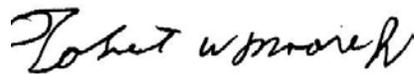
MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. Matt Suchodolski described the Stone Arch Village paperwork that needs to be dated and signed by the Commissioners. SWRP is requesting that \$466,000 of the grant be released in order to acquire the property.
2. The incubator project requires a letter from us to the CDFR requesting an extension of the job hiring requirement from June 30 to December 31, 2005. Monadnock Economic Development has indicated that this extension will ensure that the complete hiring requirements will be fulfilled.
3. Linda Mangones submitted the Cottage Street Apartment's close out agreement for Chairman Zerba's signature and will bring a copy of the paperwork.
4. **Nonpublic session** – At 5:10 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the Dietary Director Sylvester to hire two current county employees, Danielle LaCroix and Heather Cotnoir, exchanging positions, one at a step above the position's current step and the other at a step below, thereby resulting in no additional costs to the County. The Commissioners unanimously voted to return to public session at 5:13 PM.**
5. **Nonpublic session** – At 5:14 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made to accept the recommendation of Dietary Director Sylvester to terminate Kara Farnsworth in accordance with RSA 28:10a, effective March 9, 2005. The Commissioners unanimously voted to return to public session at 5:21 PM.**
6. **Nonpublic session** – At 5:25 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made to accept the recommendation of HR Manager Hurley to deny the request of Debra**

Hickson for a second extension to her medical leave as she is unable to give a date of return. The Commissioners unanimously voted to return to public session at 5:31 PM.

7. **Nonpublic session** – At 5:31 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public 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. Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, no decisions were made and not vote taken. The Commissioners unanimously voted to return to public session at 5:35 PM.
8. **Nonpublic session** – At 5:36 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting and the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to authorize the Superintendent of the jail to eliminate the position of Director of Operations and to create the position of Director of Safety and Security and to offer this position to the current Director of Operations or fill the new position through the normal hiring process. The Commissioners unanimously voted to return to public session at 5:50 PM.
9. Superintendent Van Wickler advised the Commissioners that the Keene Sentinel will be at the jail on Friday to take photographs of the jail.
10. Superintendent Van Wickler stated that he needs bunks for the HOC because of the overcrowding. He can get 30 bunks at a total cost of \$4690. Because of a change in the costs of certification by the NHAC, he will have a savings of \$3250 from what was budgeted for the certifications and he can use that towards the purchase of the bunks. He will review his budget for the balance of the amount for the purchase.
11. Director Trombly distributed the executive committee proposed budget for 2005.
12. The New Hampshire Association of Counties strategic planning retreat was discussed by the Commissioners. They feel that since Administrator Wozmak will be at the retreat, he would be their representative.
13. The Commissioners wish to reiterate that they still favor the jail site to be in Westmoreland.
14. There was some discussion on the meeting that will be held on Friday of the Delegation and the Keene City Council.

There being no further business, Chairman Zerba ended the meeting at 6:40 PM.



Minutes approved at March 16 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 16, 2005 8:30 AM
House of Corrections, Westmoreland, NH

PRESENT: Commissioners Zerba, Sistare, Moore; Finance Director Trombly; HOC Superintendent Van Wickler; Priscilla Dehotman, Classification Officer; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved to accept the minutes of March 9, Commissioner Zerba seconded, voted unanimously.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The calendar was reviewed.
2. The Commissioners requested Director Trombly to have information regarding an estimate the amount of funding that would needed in order to proceed with the jail project. This will be discussed when Administrator Wozmak returns next week
3. Superintendent Van Wickler advised the Commissioners that the census is 127; this includes 8 federal prisoners, 16 female and 8 of the number are on electronic monitoring. Commissioner Sistare asked why the numbers were so high. The Superintendent stated that he believes it is longer sentences, longer period of time for inmates cases to be determined. He does not believe this is a temporary trend.
4. Superintendent Van Wickler withdrew his request for a nonpublic session.
5. The Superintendent stated that the bunks authorized to be purchased have been received.
6. The semiannual tour of the jail started.
7. The isolation cell on the first floor was inspected. This is one of the cells which an inmate destroyed by making a hole in the ceiling and wall, vent cover was removed and the glass on the door was broken. The cell is in the process of repair.
8. The second floor isolation cell was inspected. In this cell, an inmate broke through the wall into the cell next door. The cell was being repaired and repainted.
9. The maximum security classification section of the jail was visited.
10. The Commissioners then visited the gym (multipurpose room) where the overflow of inmates is being housed. The inmates in this room are the sentenced inmates and are able to work on the campus. This is where the new bunks will be set up. A TV and a telephone have been installed for the inmates in this room.
11. The Commissioners reviewed the names of corrections officers, inmates from the multipurpose room and the names of a female inmate, in order to choose individuals for their private interviews.

There being no further business, Chairman Zerba ended the open meeting at 9:40 AM.



Minutes approved at the March 23 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 23, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare, Moore; Finance Director Trombly; HOC Superintendent Van Wickler; Bob Hemenway, Asst. Nursing Home Administrator; Matt Suchodolski, Southwest Regional Planning; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Sistare moved to accept the minutes of March 16, Commissioner Moore seconded, voted unanimously.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. Matt Suchodowski from Southwest Region Planning Commission explained to the Commissioners that he has requested an extension of six months for the housing rehab project. There is a balance of \$114,000 left in the grant. There are not enough requests for the funds at this time, so Matt will send a letter to the towns regarding the availability of rehab funds. He will also contact the Sentinel so an article can be put in the paper.
2. The Commissioners reviewed the calendar.
3. The Commissioners had an extended discussion regarding the selection of the jail site. They reviewed the memo from their attorney detailing the law on who determines the jail site. After this discussion, the Commissioners voted to send the delegation a memo regarding this, expressing their position on where the jail should be. They will schedule to meet with the Chairman of the Delegation Friday morning to discuss this issue with him.
4. Finance Director Trombly presented a spreadsheet about additional expenses anticipated to continue work on the jail project. The net total of additional funding that is necessary is \$195,831.00, which will have to be added to the budget if a bond vote is not made at the Delegation meeting on March 28th. This added amount will allow work on the jail project to continue.
5. Nursing Home Assistant Administrator Bob Hemenway advised the Commissioners that PRIMEX has chosen Maplewood as a pilot site for their innovative Healthcare Ergonomics and Lift Prevention Program, which is a pilot program to reduce Worker's Compensation injuries in the nursing home.
6. **Nonpublic session** – At 6:35 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made to authorize the Finance Department to add to the salary of the Director of Nursing, an gross amount to be determined by the finance department but at her regular hourly rate of pay, as compensation for 15 additional hours of work providing interim nursing coverage to the Assisted Living Unit. The Commissioners unanimously voted to return to public session at 6:55 PM.**
7. Administrator Wozmak gave his weekly update. He advised the Commissioners that he continues to work on a sign for the new Alternative Sentencing building. Administrator Wozmak also said that Bob Hemenway had drafted a customer survey that will go to residents and their families so we can see how we are doing, in their eyes. Administrator Wozmak met with the Safety Officer, Pam Fortner

about the Deeds department. The department is rather dirty and could use major project cleaning, such as drapes, windows, blinds and woodwork, etc. He has asked Facilities Manager King to get a quote from the same person who cleans the Alternative Sentencing building. Administrator Wozmak feels that a great amount of dust is created from all the paper and processes and that, for the benefit of the employees and the air quality, we should expend some additional money on a thorough cleaning. This is particularly so, given the two employees in facilities with shoulder injuries who are on light duty and will not be able to do this work in the near future. The Commissioners agreed that arranging for a special cleaning job would be the appropriate thing to do.

8. Commissioner Moore stated that he spoke to Farm Manager Dave Putnam, who would like the Commissioners to consider leasing some farm equipment as there may not be enough in the budget to simply purchase it. Commissioner Moore says that the spreader and plows might cost \$5,000 to \$6,000, with the rest of the \$29,000 to be used for the tractor. After some discussion, the Commissioners thought it might be useful to receive an estimate or assessment of the condition of the current tractor that Dave wants to replace to see exactly what is wrong with it and what it might take to fix it.

There being no further business, Chairman Zerba ended the open meeting at 9:40 AM.

A handwritten signature in cursive script that reads "Robert Moore".

Minutes approved at April 6 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 30, 2005 8:15 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare, Moore; Finance Director Trombly; Farm Manager Putnam; Director of Nursing Kemp; Ex. Asst. Warren

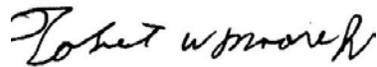
Chairman Zerba opened the meeting at 8:15 AM.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. **Nonpublic session** – At 8:15 AM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made authorize counsel for the Commissioners to continue legal research on the recent action of the delegation. The Commissioners unanimously voted to return to public session at 9:32 AM.**
2. Manager Putnam advised the Commissioners regarding a spreader that is available from Salem Farm Supply. He received three bids on this item, but Salem is the only company whose response would supply a spreader to the requirements needed by the farm. Salem Farm has agreed to transport the spreader to the farm and transport the tractor back to their facilities for warranty repairs that have not been successfully repaired by the dealer that sold us the tractor. **Commissioner Moore moved to authorize waiving of the bid procedure and allow the purchase of the manure spreader for \$4000, on the basis that the equipment is unusual and used farm equipment if not easily comparable under typical bid conditions. Commissioner Zerba seconded, voted unanimously.**
3. Manager Putnam advised the Commissioners that he has purchased the four bottom plows for \$2500 from Randall Equipment in Fulton, NY.
4. Manager Putnam stated that all things are going well at the farm. The sleigh day at the farm went well. Later that week they took some residents from the nursing home out for a ride.
5. Open Barn day is scheduled for Saturday, June 11, 2005.
6. The 1992 farm pickup truck is not working and the Oldsmobile given to the barn by facilities is also not able to run. They do not have an auto to make the trip once a day up to the nursing home with rags to be washed. Mark Chickering, who works at the farm, has been using his own vehicle to do this. The Commissioners agreed that rather than purchase any vehicle, if Mark is will to do this, he can charge mileage for the short trips or we can give him some gas.
7. DNS Kemp stated that things are very busy at the nursing home, but going well. Staffing is good.
8. **Nonpublic session** – At 10:15 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to 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 roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made approve the recommendation of DNS Kemp not to extend a leave for Sandy Forrest because there is no identified date of return and the request exceeds the 8 week period allowed by policy The Commissioners unanimously voted to return to public session at 10:23 AM.**

9. Director Trombly stated that she forwarded the TANS schedule to Treasurer West and is waiting confirmation of a date from him. Tuesday, April 19 is the expected sale date and on Wednesday, the 20, the paperwork would be delivered and would then require two of the three commissioners' signatures in addition to the Treasurer's signature. Then it has to be returned by FedEx. She stated that she is applying for \$7.2 million. She will advise the Commissioners when date is confirmed.
10. The Commissioners reviewed the calendar. A meeting was scheduled for April 4 at 5 PM. It will be a nonpublic session.
11. The construction management team interviewed three contractors, Eckman, Engelberth and MacMillan, and have recommended hiring MacMillan as contractor for the jail project. After discussion of the scoring process, **Commissioner Moore moved to accept the recommendation of the team to award the contract to MacMillan and to enter into negotiations, Commissioner Zerba seconded, voted unanimously.**

There being no further business, Chairman Zerba ended the open meeting at 10:52 AM.



Minutes approved at meeting of April 4

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 4, 2005 5:00 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare, Moore; County Administrator Wozmak

Chairman Zerba opened the meeting at 5 PM.

1. **Nonpublic session** – At 5 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 roll call vote of Commissioners Zerba, Sistare and Moore. 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 6:05 PM.**

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



Robert Moore, Clerk

Minutes approved at the April 13 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 6, 2005 8:30 AM
Maplewood Nursing Home, NH

PRESENT: Commissioners Zerba, Sistare, and Moore; County Administrator Wozmak; Facilities Manager King; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Sistare moved to approve the minutes of March 23, Commissioner Moore seconded, voted unanimously. Commissioner Moore moved to approve the minutes of March 30, Commissioner Sistare seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The Commissioners reviewed the calendar. They added the date of April 19, 7 PM, at the Keene Public Library for the Delegation/City Council jail Site Subcommittee.
2. Manager King advised the Commissioners that on Friday night the water pump at the well, which is the back up water supply to the river, broke down and a new pump has been installed. The turbidity of the river has made it difficult to get water from the river for the complex.
3. The cleaning person who was hired to clean Deeds is done and Register Hubal is extremely happy with the work done.
4. Manager King has gotten a quote for lighting rods for the MNH building and the cost will be about \$3600. He will put the items in the 2006 budget.
5. Manager King stated that yesterday he conducted a walkthrough of the underground storage tank at the courthouse for those contractors interested in submitting quotes for the RFQ. The above ground tank that is presently there will be brought to Westmoreland and put behind the facilities building for use when needed. A new underground replacement tank will be installed.
6. There was discussion about the computer system for the heating and air conditioning system for the facilities. The computer system allows all systems to be monitored and controlled remotely. Wendy Putnam and Doug Scribner have been trained in the use of the computer to work the system, if needed.
7. Manager King explained the sources of water supply used by Maplewood and the emergency water supply plan.
8. We received another beneficiary distribution under the Hemenway Estate. Commissioner Zerba signed a funds receipt.
9. Commissioner Zerba signed the bond council engagement letter. There was some discussion on when to apply for the TANs.
10. The Commissioners discussed the recent jail site selection discussions between the Delegation, the City Council and the Commissioners.
11. Farm Manager Putnam asked Administrator Wozmak to pass a request to the Commissioners. He asked if the Commissioners would be willing to enter into a lease agreement for a new tractor. The tractor that is scheduled to be repaired will cost \$15,000 and he thought that the Commissioners might prefer to purchase a new tractor. **Commissioner Sistare moved to repair the existing tractor, Commissioner Zerba seconded, voted unanimously.**

There being no further business, Chairman Zerba ended the open meeting at 10:07 AM.



Minutes approved at the April 13 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 13, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Sistare, and Moore; County Administrator Wozmak; Finance Director Trombly; HOC Superintendent Van Wickler; Ex. Asst. Warren.

Vice Chairman Sistare opened the meeting at 5 PM.

MINUTES: Commissioner Moore moved to approve the minutes of April 4, Commissioner Sistare seconded, voted unanimously. Commissioner Moore moved to approve the minutes of April 6, Commissioner Sistare seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Administrator Wozmak advised the Commissioners that one of the conditions of the grant for the Mental Health Court was attendance at two grantee conferences. This year it is in Los Angeles in June 21 and 22. He and Gerry Pelletier and Bill Cartwright will be attending.
3. On May 11 and 12 Primex will be hold a conference in Meredith. The conference is free, put on by Primex, and the only cost incurred is for lodging. Administrator Wozmak and several others will be attending.
4. A motion had been made previously to repair the tractor at the farm for \$15,000. Farm Manager Putnam has found a tractor for approximately \$9,300 with trade-in of the tractor needing repairs. Commissioner Moore felt it was a better deal. The previous motion was rescinded and **Commissioner Moore made a motion that Manager Putnam purchase the tractor for \$9300 with the trade-in of the old tractor, Commissioner Sistare seconded, voted unanimously.**
5. One of the boilers at MNH did not pass state inspection today and we will have to have someone come in to do the repairs on the firewall. We expect this will cost about \$2,000.
6. There was discussion on county Lobbyist Jim Monahan's letter regarding HB 2, which was to be forwarded to the delegation leadership. The bill passes \$5 million to all NH counties over the next state biennium, which would cost Cheshire County about \$100,000.
7. Clough-Harbour submitted a quote in response to our request for a ball park figure for a septic system for a new jail. The Commissioners did not want to incur costs for this estimate, but were looking for general information on cost.
8. Administrator Wozmak informed the commissioners about a situation regarding the FCC frequencies used by the County for police, fire and EMS. Historically, these frequencies have been in the name of the County and mutual aid renewed them as a matter of convenience. However, two years ago, mutual aid put their name on the renewal as the licensee. The Sheriff and the County Administrator feel that the County has an obligation to retain control of these frequencies. The FCC file entries will be corrected and Administrator Wozmak will have a discussion with the Coordinator of Mutual Aid regarding this decision.
9. Administrator Wozmak updated the Commissioners on the status of acquiring the property at Block Brook, the land chosen by the delegation for the jail. He said that the Bordens do not want to be the first to sign the purchase and sale agreement and have decided to wait until the delegation deliberation is concluded. Mr. Aldrich has listed his property with a realtor, as he does not believe the county will really purchase his property. MEDC has refused to negotiate for the sale of their property and

Norton, while open to selling, insists that the sale take place in April, which, given the delegation deliberation schedule, means that we could end up owning only one 2.5 acre portion of the site or forfeiting the deposit money. Given that the four lots have been determined as essential as a whole and given these complications, Administrator Wozmak asked for some direction from the Commissioners on how he should proceed with respect to the purchase and sale agreements. After some discussion, **Commissioner Moore moved to instruct Administrator Wozmak to stop work on the purchase and sale agreements for the Black Brook properties and to so advise Attorney Hanna. Commissioner Sistare seconded, voted unanimously.**

There being no further business, Vice Chairman Sistare ended the open meeting at 5:50 PM.

A handwritten signature in cursive script that reads "Robert Moore".

Minutes approved at the April 20 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 20, 2005 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; County Administrator Wozmak; Finance Director Trombly; HOC Superintendent Van Wickler; Nursing Home Asst. Admin. Hemenway; Director of Nursing Kemp; Stuart West, Treasurer; Matt Suchodolski, South West Regional Planning; Linda Mangones, Keene Housing; .Ex. Asst. Warren.

Chairman Zerba opened the meeting at 8: 30 AM.

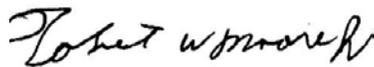
MINUTES: Commissioner Moore moved to approve the minutes of April 13, Commissioner Zerba seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Bob Hemenway distributed a request to the Commissioners to increase the per diem wage rates from its flat rate to a sliding wage scale rate. The rates are based on a scale that increased according to the years of experience. A survey was conducted that asked what we can do to have per diem nurses increase their hours. The proposed wage scale was included in the memo. Bob asked the commissioners to review and approve the new rate structure. A copy of the memo will be sent to Commissioner Sistare to review before a decision is made.
2. Commissioner Zerba welcomed Treasurer Stuart West to the meeting. Chairman Zerba said he felt it was important to meet face-to-face, as there was the appearance that, through e-mails, communication was not very cordial. Treasurer West was present to discuss the timing of the TANS. He stated that he felt that we do not make a profit when we apply for a TANS before actually needing the funds. He also said that he felt that we have not been paying attention to the actual expense history and we were inappropriately just using rough estimates to project cash flow requirements. He stated that he does not see discussion regarding the TANS in previous years. He suggests the application be moved closer to the need for the funds. He feels that if the funds are not needed for two months, that we should apply for them one month before needed. Then the funds will be available when needed for county commitments and would save us up to \$9000. Director Trombly and Administrator Wozmak responded that we do, in fact, make money in interest revenue during the initial period of the borrowing term. As the funds are depleted, the interest expense overtakes the interest earned. Borrowing somewhat early provides a cushion against unanticipated expenses, such as the unexpected invoice from the state for over \$400,000. They both stated that we track actual expenses on a weekly basis to estimate the cash flow requirements. Bond counsel then reviews these projections to determine the most appropriate time to borrow the TAN funds, as they must be used within a certain period of time. Director Trombly distributed the 2004 investment income report for TAN borrowing, which resulted in an income of \$6,074.58. She will provide the Treasurer with additional actual cash flow history for prior years so he can better understand the process and the rationale. The TAN borrowing will go forward on the 26th and the Treasurer will be present.
3. Superintendent Van Wickler stated that the current population at the jail is 119.
4. Matt Suchodolski from SWRP presented paperwork on the Stone Arch Village grant fund in which a subordination agreement is requested. Chairman Zerba signed the paperwork.
5. Chairman Zerba will be attending the Volunteer Recognition dinner held tonight at MNH.
6. The calendar was reviewed.

7. There will be a luncheon on April 28 at noon at Keene State College where some of the students will make a presentation on design for the Latchis building site. Chairman Zerba and Administrator Wozmak will attend.
8. The Commissioners reviewed a memo to the delegation regarding work release inmates at the jail.
9. There was discussion on the sites presented by the jail subcommittee. The Delegation would like to meet with the Commissioners as soon as possible. The Commissioners reviewed the various sites finalized by the committee. Administrator Wozmak will contact the architect to do some testing on the sites designated. The Commissioners reviewed the entire list and decided to go forward with an evaluation of the Hill site, Graves Rd. site and Rose Lane. The owners will be contacted to see if they have any interest in selling and/or will approve site visits to begin the assessment. A memo will be drafted to the Delegation regarding the status of the list given to the Commissioners to review.
10. Superintendent Van Wickler stated that the implementation of the new organization plan is working well. He has made several promotions to fill the slots and will advertise to replace the vacancies created due to the reorganization.
11. The Superintendent advised the Commissioners that he has three officers will be let go that have been employed for less than one year.
12. The Commissioners discussed a memo from the County Attorney stating that a member of the State Police will be working in the attorney's office as an investigator. The County Attorney and the Facilities Manager are working on office space to accommodate the new position of assistant county attorney as well as this new state-paid investigator.
13. Chairman Zerba stated that he would like to draft a response to the letter sent by Register Hubal to the Safety Officer regarding space needs and ergonomic issue.

There being no further business, Chairman Zerba ended the meeting at 10:45 AM.



Minutes approved at April 27 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 27, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly; HOC Superintendent Van Wickler; Nursing Home Asst. Admin. Hemenway; Matt Suchodolski, South West Regional Planning; Ex. Asst. Warren.

Chairman Zerba opened the meeting at 5:05 PM.

MINUTES: Commissioner Moore moved to approve the minutes of April 20, Commissioner Zerba seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Commissioner Zerba signed the paperwork for the subordination agreement for the CDBG Stone Arch Village project. Matt will pick up the paperwork in the morning after it is notarized.
2. Bob Hemenway was present to review his request to change the per diem wage rates from its flat rate to a sliding wage scale rate that he presented to the Commissioners last week. The rates are based on a scale that increased according to the years of experience. **Commissioner Sistare moved to approve the request to increase the nursing per diem rates as submitted by the assistant administrator and outlined in his memo, effective the next pay period, Commissioner Moore seconded, voted unanimously.** The commissioners request that a quarterly report be submitted on the effectiveness of the rate change.
3. Superintendent Van Wickler advised the commissioners about an inmate that requires dental/medical care that might cost the county approximately \$20,000. The commissioners suggested that the superintendent seek a second opinion on the need and costs for this surgery.
4. The Sheriff requested a waiver of the bidding process for the tasers because there is only one company that manufactures them. **Commissioner Sistare moved to waive the bidding process for the tasers as requested by the Sheriff on the basis that there is only one provider for this equipment, Commissioner Moore seconded, voted unanimously.**
5. There was discussion regarding the emergency frequencies owned by the county, which had been transferred by mutual aid to be under their control. The Sheriff and county administrator sent a letter to the FCC requesting that the frequencies ownership be changed back to the county. This was done, but as of Monday, ownership was again changed back to FMA. The Commissioners suggested that the licenses for both fire and police frequencies be held by the Sheriff's office to ensure that the frequencies would be perpetually available for use by Cheshire County towns. The Commissioners stated that a meeting should be set up with Paul Szoc and John Manning, President of the Board of FMA, the Commissioners, the Sheriff and the County Administrator. After the meeting, a letter will be sent confirming the conclusions reached at the meeting.
6. There were four bids for the TANs and the bid was awarded to Sovereign Securities at a net rate of 2.91%, and investment rate is 3.4%. A complete list of the bidders and the bids is available for inspection at the Commissioners office at 33 West Street, Keene. The funds will be available next Tuesday. Interest expense will be above the budget allocation but Director Trombly believes the income will be higher as well.
7. The Sheriff gave an overview of how things are going to on in his department. The Gilsum deputy position is working out well. He is short a couple of dispatch employees, and will need a couple of deputies who are planning to leave.
8. The Commissioners reviewed the calendar.

9. The Commissioners signed the housing rehab paperwork.
10. There was discussion on the Commissioner's response to Register Hubal regarding her letter about ergonomics and space, generally.
11. Superintendent Van Wickler stated that the population at the jail is 109 and he has advised the Superintendent of the Belknap County jail that he will not be able to assist him with prisoners during bike week due to the overcrowding at the jail, which presently has a population of 109.
12. The damaged cells have been repaired.
13. Administrator Wozmak updated the Commissioners on the Human Services issue of payments to the state. The Association of Counties has voted to hire an attorney for a legal opinion on the liability of the Counties for certain skilled patients. There was a discussion on how the legal fees would be paid at the association level. The NHAC was considering a plan that the counties pay on a weighted scale, based on their respective financial exposure. An alternate method would be for the counties to each pay 1/10th of the bill. The Commissioners agreed that it would be easier and acceptable to them if the costs are split evenly over the ten counties.
14. **Nonpublic session** – At 6:25 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session a unanimous decision was reached and a vote taken to grant an increase to Grade 11, Step 14 to the County Administrator based on his significant contributions to the position. The Commissioners unanimously voted to return to public session at 6:55 PM

There being no further business, Chairman Zerba ended the meeting at 6:56 PM.



Minutes approved at May 4 meeting

Robert Moore, Clerk

MINUTES

Cheshire County Commissioners Meeting

Wednesday, May 4, 2005 8:30 AM

Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly; HOC Superintendent Van Wickler; Ex. Asst. Warren.

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Sistare moved to approve the minutes of April 27, Commissioner Moore seconded, voted unanimously.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. Manager King stated that he would like to bypass the bidding process for the card readers at Maplewood which give access to the second and fourth floors. The present system is a Honeywell system and he would like to stay with them as the requested purchase would be an addition to the present security system. He explained the system and how it is used to secure access to the two floors and that the current system requires different codes and is in need of upgrade. **Commissioner Sistare moved to waive the bidding process for the card reader system on the basis that we have a Honeywell system and they are the single source for compatible equipment. Commissioner Moore seconded, voted unanimously.** The cost of the system from Honeywell is \$15,655 and \$17,000 was budgeted.
2. Manager King brought before the Commissioners the issue of disposition of two copiers, determined to have no or little value, that have been replaced with leased copiers. The Commissioners agreed that he should contact the towns and offer the copiers to anyone making an offer.
3. The 1997 Oldsmobile does not start and they cannot get over \$100 for it. Manager King suggested asking if Keene High Vocational automotive program would like to use the car to work on. The Commissioners agreed. Manager King will follow-up.
4. The Commissioners reviewed the calendar. Terry Warren will confirm the 3 AM time scheduled for serving for staff appreciation day. Commissioner Sistare volunteered for the 3:00am time-slot.
5. Director Trombly reviewed the first quarter budget analysis with the Commissioners.
6. Director Trombly distributed a document regarding the deferred compensation costs in response to the request of Register Hubal. **Commissioner Sistare moved that the request be tabled pending additional information on the request.**
7. The Superintendent has not yet been able to secure a second opinion regarding the inmate that requires oral surgery. The Commissioners agreed to allow the superintendent to proceed with the current plan for surgery but also continue to try to obtain a second opinion on the recommended procedure.
8. A reporter from the Keene Sentinel has contacted the Superintendent regarding other counties that have planned and built a correctional facility in the time that we are still looking for a site. The Sentinel is planning to run an article regarding the status of the jail project in anticipation of the Commissioners meeting with the Delegation on Monday, May 9th.
9. The population at the jail is 109.
10. The Commissioners discussed the reports received from the architects and engineers regarding the development costs associated with the Hill and Beauregard sites. As a result of the reports, the Commissioners voted unanimously to recommend to the Delegation that a new county correctional facility be constructed on county-owned land in Westmoreland and to urge the Delegation to hold a public hearing and vote on the bond as soon as possible. A memo along with the reports will be sent

out to the delegation within the next 24 hours to allow the Delegation to have this information before the meeting on Monday.

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

A handwritten signature in cursive script that reads "Robert Moore".

Minutes approved at the May 11 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 11, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; HOC Superintendent Van Wickler; Computer Coordinator Putnam; Finance Director Trombly; Ben Yelle, Keene Sentinel; Matt Suchodolski, Southwest Regional Planning Commission; Terry Warren, Ex. Assistant

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Sistare moved that the minutes of May 4 be approved, seconded by Commissioner Moore, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

1. Wendy Putnam distributed a request for a waiver of the bid process for the installation of a terminal server in order to purchase from SymQuest as they are knowledgeable of our system and network and are contracted for support on some of our already existing equipment. **Commissioner Sistare moved to authorize the computer department to waive the bidding process for the server because of their knowledge of our system and are contracted with us for support on our hardware, and have submitted a reasonable price for this work, Commissioner Moore seconded, voted unanimously.**
2. Quotes for software and some hardware has been received from the following:

	SymQuest	Insight	CDW-G
Software	3463	2767.97	2834.40
Hardware	8512	9675.47	9676.10
S & H	100	0	100
TOTAL	15117	12443.44	12610.55

Commissioner Sistare moved to use Insight to supply the hardware and software required as they are the lowest bidder, Commissioner Moore seconded, voted unanimously.

3. Director Trombly stated that Treasurer West is coordinating another date for submission of an assistant treasurer's name. Director Trombly stated that the deferred compensation request from Register Hubal has been tabled.
4. Superintendent Van Wickler stated that the population at the jail is about 110.
5. Thursday is the day for the surgery for the inmate and estimates for the procedure are quite high. He will require 24 hour oversight at the hospital by correction officers.
6. The Superintendent stated that he is down 6 correction officer positions. They are still using the all-purpose room for the inmates and he does not see that situation changing. Twelve to fifteen of the inmates in that room work at the complex.
7. Matt Suchodolski brought before the Commissioners a request for a budget shift on the housing rehab project. SWRP is requesting that \$3000 in funds be transferred to the administrative budget. **Commissioner Sistare moved that SWRP is authorized to transfer \$3000 to the administrative account from the relocation expense line, Commissioner Moore seconded, voted unanimously.**
8. The Heritage Commission requested that we remove the chains from in front of the courthouse and they will add some historical information to the outside of the building. **Commissioner Zerba**

moved to honor the request of the Heritage Commission, Commissioner Moore seconded, voted unanimously.

9. The Commissioners were given a copy of the Memorandum of Understanding to be signed by the County Administrator and Southwest Fire Mutual Aid. They confirmed that the Administrator may proceed with the agreement.
10. Chairman Zerba reviewed the meeting of Monday with the Delegation. He stated that Rep. Dexter spoke to Chief Justice Broderick who stated that he would entertain the idea of a combined county complex that would include the courts and the jail. The Chief Justice stated that his goal is to have all courts under one roof. Commissioner Sistare stated that we would need to be sure we have the current information from the Chief Justice. He also stated that there is a lot of value in the idea but a lot of preparation work.

Chairman Zerba asked the members of the public if they had any questions. Paul Hinkle asked if there is any idea about a place for the attorneys to establish office space near a new facility. Chairman Zerba stated that he does not know what the attorney's are planning.

There being no further business, Chairman Zerba ended the meeting at 5:55 PM.



Minutes approved at the May 18 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 18, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Finance Director Trombly; County Administrator Wozmak; Sheriff Foote. Also attending was Representative Judson Dexter, Chairman of the Delegation.

Chairman Zerba opened the meeting at 5:10 PM.

MINUTES: Commissioner Sistare moved that the minutes of May 11 be approved, seconded by Commissioner Moore, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

1. Sheriff Richard Foote came before the Commissioners to seek approval of a bid for rifles for the cruisers. The advertised bid yielded 5 responses, however all but one did not meet all of the specifications in the bid. The bidder that met with specifications quoted a price higher than the amount budgeted. Under the advertised power to reject any bid or portion thereof, the Sheriff resolved the bid submissions with two vendors, splitting the purchase between the two closest bidders; Jerry's Sport Center and Riley's Sport Center. **The Commissioners voted unanimously to accept the Sheriff's recommendation regarding purchasing the rifles and associated equipment from these two vendors at a total cost of \$9,427.57. \$10,000 was budgeted for this expenditure.**
2. The Commissioners discussed the lease renewal between the state and the county for the Superior and Probate Courts in the county courthouse on Court and Winter Streets. The lease amount has increased by about 2% and the term will be for two years. **The Commissioners unanimously voted to authorize the County Administrator to execute the lease renewal.** The new lease term begins in July 2005 and ends in July of 2007.
3. The Commissioners discussed the jail site issue and the upcoming meeting of the Delegation where this is to be discussed. They expressed their concern regarding any votes that might be taken at this meeting. They felt that the concept of a combined court and correctional complex is a recent one that they would like to have more time to study in order to make a well-reasoned recommendation to the Delegation. They felt that more time is needed to evaluate this concept and that a vote regarding a site would be premature. Rep. Dexter agreed that more information would be needed to see if the Bardwell property would work. **Commissioner Sistare moved to recommend to the Delegation the following: "The Board of Commissioners proposes that the Cheshire County Delegation amend its vote of March 28th, adding \$200,000 for further study of jail sites, to allow the Board of Commissioners to use the funds to conduct a site study for a combined jail/courthouse site, and potentially other county services. Further, the Board of Commissioners is not recommending a vote on a site and does not recommend a specific site for a stand-alone jail at this time."** The Commissioners voted unanimously in favor of the motion.
4. Administrator Wozmak brought to the attention of the Commissioners an update on the state budget process. He read an e-mail from our lobbyist, the Dupont Group, which states that as part of the Senate budget writing process, the DHHS today presented a "Potential Budget Adjustment" plan. It offers a number of elements that would cause more state costs to be downshifted to the County taxpayers. In total, our lobbyist estimates that it could be more than \$50 million over the two-year budget. While it is not likely that the Senate would adopt all of these suggestions, it is not good news. We will continue to monitor this process.

5. Administrator Wozmak stated that he has heard from the Army Corps of Engineers and they have received \$40,000 to complete the assessment documents and initiate the plans and specifications for the Partridge Brook project. They expect to get an additional \$5000 and will be able to complete the plans and "park it" until the balance of funds are received to take them through construction. He said that he believes the funds are guaranteed for next fiscal year because of our calls to representatives and senators.
6. At the meeting of May 11th, Matt Suchodolski brought before the Commissioners a request for a budget shift on the housing rehab project. SWRP is requesting that \$3000 in funds be transferred to the administrative budget. At that meeting, Commissioner Sistare moved that SWRP be authorized to transfer \$3000 to the administrative account from the relocation expense line. Administrator Wozmak has asked the Commissioners to table this decision pending additional information from SWRPC that he feels is necessary to make the best decision. The Commissioners agreed to allow Wozmak to make further inquiries into the transfer.
7. Commissioner Zerba informed the other Commissioners of a conference call with the Association of Counties regarding a disputed bill regarding skilled nursing care. The state has billed the counties and the counties do not believe they are liable for the services. Legal counsel has been hired by the Association to frame our position and this work will continue to attempt to resolve the dispute with state officials and perhaps the Governor without having to file a lawsuit.
8. Administrator Wozmak advised the Commissioners that he has been approached to be on the Board of Trustees of PRIMEX, our municipal-member insurance pool entity. The Commissioners were in favor of him pursuing Trusteeship.
9. **Nonpublic session – At 6:10 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting.** The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. **As a result of the deliberations in nonpublic a unanimous decision was reached and a vote taken to deny the request of Tom Canfield for an extended leave of absence on the basis that the condition is not likely to improve within or at the end of the leave period and that the county is not able to hold the position open for the length of time requested. The employee is, however, invited to re-apply for employment when he is able to perform the duties of the position. The Commissioners unanimously voted to return to public session at 6:20 PM**
10. A noticed Non-Public session requested by the County Attorney was withdrawn.

There being no further business, Chairman Zerba ended the meeting at 6:25 PM.



Minutes approved on May 25

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 25, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Finance Director Trombly; County Administrator Wozmak; County Attorney Albrecht; Facilities Manager King; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:02 PM.

MINUTES: Commissioner Moore moved that the minutes of May 18 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The Commissioner's calendar was reviewed.
2. Manager King stated that he has received three bids for the underground storage tank for the courthouse.

Commissioner Moore moved to accept the recommendation of Manager King to award the bid to Marlborough Construction as the low bidder, Commissioner Zerba seconded, voted unanimously.

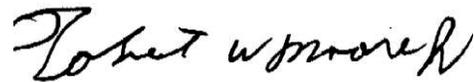
Company	Bid
Marlborough Construction	\$57,837
MB Maintenance	\$65,970
MacIntyre Services	\$68,950

3. There is space needed at the courthouse for the new county attorney and the state police investigator. The offices will be in the basement of the courthouse. The estimated cost for this work is \$8842 from West Rindge Builders. Manager King stated that he has funds in the courthouse repair budget for this work.
4. County Attorney Albrecht stated that he has interviewed five individuals for the assistant county attorney position.
5. Manager King brought before the Commissioners the estimate for the work at the jail to add an additional shower for inmates. The cheapest way to do the work is to add an extension to the building for the shower. The estimate for this work came in at \$21,255 from West Rindge Builders. The Commissioners will take the information under advisement.
6. Manager King stated that the Honeywell project is almost completed.
7. Attorney Albrecht stated that he is looking forward to having an investigator work with the County Attorney's office.
8. Administrator Wozmak stated that he has a meeting Thursday with SMRT to discuss the Bardwell property, following up the task the delegation gave to determine the use of that site as a county complex. The space needs assessment will be referenced to determine the county space needs, along with courthouse and jail needs and the parking required. A prioritization to determine the departments to go to that site will be considered. He will be working on coming up with a cost estimate.
9. **Nonpublic session – At 6:04 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that**

employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. **As a result of the deliberations in nonpublic a unanimous decision was reached and a vote taken to deny the request of Lorraine Merrow for an extended leave of absence based on an inability to provide a back to work date. The Commissioners unanimously voted to return to public session at 6:12 PM.**

10. **Nonpublic session – At 6:13 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting.** The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. **As a result of the deliberations in nonpublic a unanimous decision was reached and a vote taken to terminate the employment of Antoinelle Mills, LNA, based on the recommendation of the County Administrator and in accordance with RSA 28:10a, effective June 4, 2005. The Commissioners unanimously voted to return to public session at 6:20 PM**

There being no further business, Chairman Zerba ended the meeting at 6:24 PM.

A handwritten signature in black ink that reads "Robert Moore". The signature is written in a cursive, flowing style.

Robert Moore, Clerk

Minutes approved on June 1, 2005

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 1, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Finance Director Trombly; HOC Superintendent Van Wickler; HR Manager Hurley; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Sistare moved that the minutes of May 25 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The Commissioner's calendar was reviewed.
2. Register Hubal presented to the Commissioners a restored 1858 map of Cheshire County. The Commissioners were pleased at the map and thanked Register Hubal for the map. The map will be hung in the Commissioner's conference room.
3. The courthouse lease was signed by both Commissioner Moore as Clerk, and Commissioner Zerba, as signatory.
4. Superintendent Van Wickler stated that he is down five staff members. Four individuals will be starting on the 13th.
5. The population at the jail is in the high 90's.
6. There was some discussion on the Superintendent's request for a shower for the inmates using the all-purpose room. Manager King had an estimate of approximately \$22,000 for this, which requires an addition to the building for this request. Superintendent Van Wickler will speak to Manager King to see if there are other options at a lesser cost.
7. **Nonpublic session – At 5:20 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting.** The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. **As a result of the deliberations in nonpublic a unanimous decision was reached and a vote taken to accept the recommendation of the DNS and HR Manager to hire Barbara Welsh LPN, at a Grade 4 Step 4, to reflect her 30 years experience. The Commissioners unanimously voted to return to public session at 5:23 PM.**
8. **Nonpublic session – At 5:24 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting.** The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. **As a result of the deliberations in nonpublic a unanimous decision was reached and a vote taken to accept the recommendation of Activities Director Wilson and HR Manager Hurley to authorize Diane Tenney, LNA to work in the Activities Department, for up to 16 hours, at a grade 5 step 8. The Commissioners unanimously voted to return to public session at 5:29 PM.**
9. Commissioner Zerba will attend the Corrections Academy graduation on Friday, June 10 in Concord. Terry Warren will call to confirm his attendance.
10. The Commissioners reviewed the memo received from Attorney Weeks regarding the Stone Arch Village CDBG project closing.

11. There was discussion regarding the draft conceptual drawing received from SMRT of the county jail, courts and county office building on the Bardwell property.

There being no further business, Chairman Zerba ended the meeting at 5:55 PM.

A handwritten signature in black ink that reads "Robert Moore". The signature is written in a cursive style with a large, stylized initial "R".

Robert Moore, Clerk

Minutes approved on June 8

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 8, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Asst. NH Administrator Hemenway; Sheriff Foote; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Moore moved that the minutes of June 1 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Sheriff Foote updated the Commissioners on the department. He stated that Project 54, which is a grant program administered out of UNH has been offered to the Cheshire County Sheriff. This project will update five of the Sheriff's cars with voice activated equipment, including radar, blue lights, siren and a voice activated radio. The installation and equipment is free. The change will happen in October.
3. The Sheriff stated that he has hired a new deputy and one of the dispatchers will be out on sick leave.
4. Asst. Administrator Hemenway requested the Commissioners authorize a hire at a step and grade above starting level because of the persons experience and because she is a RN. **Commissioner Zerba moved to accept the recommendation of the Assistant Nursing Home Administrator Hemenway and Administrator Wozmak to hire a staff development employee at Grade 5 Step 12 because she is an RN and experienced in the job, Commissioner Sistare seconded, voted unanimously.**
5. Administrator Wozmak distributed a draft copy of the preliminary drawings of Phases A, B, and C for the buildings under consideration to be built on the Bardwell property. Commissioner Sistare asked if the court system was asked about putting some county offices in the court building, Administrator Wozmak stated that he was planning to ask. The combined cost of all Phases A, B and C, which included a jail, courthouse and county offices, the cost is about \$57 million. There was some discussion whether all county offices would go into the complex or should some of the departments move into the court building. There was further discussion on the jail cost increases with each delay in making a decision. The Commissioners decided that they would like to discuss the court location with a decision-maker(s) from the court system. They also wanted to get specific details and perhaps a timeline from the state regarding the potential construction of a new court building. Administrator Wozmak will contact the appropriate personnel at the state level. Administrator Wozmak reminded the Commissioners that there was a space needs report completed several years ago, which indicated the space requirements for all county offices, including the county administrator, deeds and Monadnock Center for Violence Prevention, and that those needs have not changed and should be addressed. Administrator Wozmak also reminded the Commissioners that in 1999, the County and City funded a study of downtown parking and courthouse expansion of the existing courthouse that included a district court. Such a plan would be consistent with the County long-term plan and Mission Statement, and would provide the state with free land and would keep the court downtown. What it would not do is have the jail connected to the courthouse. The Commissioners will take this information into consideration as they continue their deliberation on the recommendations they make to the Delegation.

There being no further business, Chairman Zerba ended the meeting at 5:58 PM

A handwritten signature in cursive script, appearing to read "Robert Moore".

Minutes approved with transcription error corrected at the June 29 meeting Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 15, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Facilities Manager King; Finance Director Trombly.

Chairman Zerba opened the meeting at 5 PM.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

1. The Commissioners reviewed the calendar and changed the Commissioners' meeting dates of the July 13 and 20 meetings to July 14 and 21.
2. Manager King presented the response to a RFQ for rubbish removal. The following are the quotes received. Manager King recommended the contract be awarded to Sunrise Waste. **Commissioner Moore moved and Commissioner Sistare seconded that the contract be awarded to Sunrise Waste, voted unanimously.**

Company	Quote
Sunrise Waste	\$1616 mo/\$19,360 year
Waste Management	\$1697 mo/\$20,364 year
Monadnock Disposal	\$2094.85 mo/\$25,138.20 year

3. Manager King presented the only bid for an air conditioning unit for the server room at Maplewood. The initial advertised RFP received no responses. Cheshire Oil had previously proposed \$6695 for this job. **Commissioner Moore moved that the contract be awarded to Cheshire Oil and Commissioner Sistare seconded, voted unanimously.**
4. Bill Marcello of Southwest Community Services presented a new CDBG housing rehab program, requesting the County support of this program. **Commissioner Moore moved and Commissioner Sistare seconded to support the CDBG housing rehab program and to recommend to the Delegation that they vote to accept the grant if awarded to the County, voted unanimously.**
5. Linda Mangones of Keene Housing requested the Commissioners sign a subordination agreement related to the Janos CDBG program. The Commissioners agreed to sign the agreement.
6. Commissioner Zerba presented the 2005 Community Youth Program awards to the Commissioners. The Commissioners accepted the recommendations. The CYP grant summary detailing the awards will become a part of these Minutes and retained as an attachment.
7. Administrator Wozmak advised the Commissioners that the Farm Manager incurred an expense on farm equipment due to the breakdown of the mower. The expense of repair could be \$3,000.
8. Administrator Wozmak stated that the nursing home is presently advertising for a RN Administrator for the Assisted Living Apartments.
9. Administrator Wozmak followed up on the previous request by Regional Planning to transfer \$3,000 of Relocation money to Administration expense related to the housing rehabilitation CDBG. Wozmak said he agrees with the transfer based on the additional information he learned from a meeting with Matt Suchodolski.
10. Wozmak told the Commissioners he met Tuesday with Greg Martin and Linda Mangones on behalf of the Friends of the Library. They inquired as to whether the County would be interested in leasing the Masonic Temple, which has approximately 7,000 square feet of space. Wozmak said that in 2001, this

building was considered as having potential for the expansion of the downtown county campus. The Commissioners will take this information under advisement.

11. The Commissioners authorized Wozmak to sign and send a letter Monadnock Economic Development Corporation regarding the property taxes on the land at 25 Roxbury Street, which is currently part of a CDBG business incubator project.
12. Wozmak handed out the revised Personnel Handbook for final review and discussion. The matter of compensation time limitations ('comp time') was discussed without resolution. Wozmak will continue to work on this issue and bring it back before the Commissioners for approval.
13. Wozmak told the Commissioners that he and some Facilities staff would be visiting a Zenon water treatment installation in a few weeks. Zenon is a manufacturer of a system of water and wastewater treatment that would allow greatly increased treatment capacity without the need to expand the treatment lagoons in Westmoreland.
14. Finance Director Trombly advised the Commissioners that as a result of a new CMS interpretation letter regarding glucose testing, we will have to return approximately \$7,000 to CMS for billing errors. The nursing home has been billing for this test for several years and additional prior periods may need to be examined to see if CMS approved payments for glucose testing that was inconsistent with the current interpretation. Any returned funds will not affect the budget and will be reversed out of Retained Earnings.
15. There was discussion regarding the proposed county complex, which would include a new county courthouse that would contain a district court, family court, superior court and probate court. Wozmak said he spoke to NH Administrative Services Commissioner Donald Hill regarding the timeline for a new Cheshire County courthouse. There appears to be site design money in the state 2006-2007 budget with a plan for construction money in the 2008-09 budget. The Commissioners decided that they would like to set up a meeting with the Mayor of Keene, Senator Tom Eaton and Representative Judson Dexter to facilitate a joint discussion about the apparently separate plans being pursued by some members of the delegation and Senator Eaton. The Commissioners feel that as the siting of a new courthouse is an important community decision, key decision-makers should collaborate and cooperate in the decision. While the Commissioners understand they have a small role in determining where the new courthouse would go, they feel that it is now related to decisions about the new jail. Administrator Wozmak will set up a meeting as requested.
16. **Nonpublic session – At 6:49 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public 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. Commissioners Zerba, Sistare and Moore approved the motion. 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 7:25 PM.**

There being no further business, Chairman Zerba ended the meeting at 7:30 PM.



Minutes approved at the June 29 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 29, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; Administrator Wozmak; Facilities Manager King; Finance Director Trombly; Ex. Asst Warren; Matt Suchodolski, SWRP.

Chairman Zerba opened the meeting at 5 PM.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of June 8, with transcription error corrected, Commissioner Zerba seconded, voted unanimously. Commissioner Moore moved to approve the minutes of June 15, Commissioner Zerba seconded, voted unanimously.

1. Matt Suchodolski presented contract amendment papers for Stone Arch Village for Chairman Zerba and Clerk Moore's signature.
2. **Nonpublic session – At 5:15 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Commissioners Zerba and Moore approved the motion. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the Human Services Director and the Finance Director to hire a new HS secretary at a grade 2 step 5 and to waive one month of waiting time in regard to insurance and probation. The Commissioners unanimously voted to return to public session at 5:25 PM.**
3. Manager King presented the responses to a RFQ for a "soft start" for the elevator at the courthouse. Budget amount for this project is \$5500. Manager King recommended the contract be awarded to Stanley Elevator. **Commissioner Moore moved and Commissioner Zerba seconded to accept the recommendation and that the contract be awarded to Stanley Elevator, voted unanimously.**

Company	Quote
Stanley Elevator	\$4850
Pine State Elevator	\$12,250

4. Manager King presented the responses to a RFQ for upgrading the elevators at MNH. Budget amount for this project is \$175,000. Manager King recommended the contract be awarded to Stanley Elevator. **Commissioner Moore moved and Commissioner Zerba seconded to accept the recommendation and that the contract be awarded to Stanley Elevator, voted unanimously.**

Company	Quote
Stanley Elevator	\$107,642
Pine State Elevator	\$159,950

5. Manager King updated the Commissioners on maintenance issues at Maplewood.
6. The Commissioners reviewed the calendar.
7. Commissioner Zerba presented an update of the 2005 proshare transaction that was scheduled to take place on June 28, 2005. The transaction has become controversial due to the inclusion of paying back the 2003/2004 MQIP (Medicaid Quality Incentive Program) funds received in 2004. Finance Director Trombly gave an overview of the situation explaining that the payback funds were a result of an

agreement that the Commissioners of all Counties signed with the State back in 2004. They agreed to set aside the funds and promised to pay them back if CMS (Centers for Medicare/Medicaid Services) did not approve this part of the transaction. As the additional funds were not approved, they were scheduled to be sent back at the time the 2005 pro share transaction was made. An issue came about when the amounts to be return ended up being higher than what the Counties were instructed to set aside. For Cheshire County the liability is \$9,558.55 more than expected, however the additional liabilities owed in some of the other counties is much greater. Commissioner Zerba stated that it was noted at the NHAC meeting he attended on Tuesday that this discrepancy needed to be clarified by reanalysis and a decision was made to postpone the transaction. As the day progressed, new information came forward suggesting that if the transaction was not completed before July 1, 2005, that SB 376 could affect the transfer if it was not done by the end of the month. (SB 376 eliminates the county's ability to transfer dollars back to the State after July 1, 2005) Although it was presumed by the counties that the transaction was still on hold until the MQIP pay back was resolved, Director Trombly learned today that the State had made their transfer of \$1,746,175.00 into the County General Fund. County Administrator Wozmak and Finance Director Trombly spoke with Commissioner John Stephen and he stated that as part of their agreement with the Federal Government, they were required to transfer the funds to the counties. He stated that if the counties would at least make the transfer back to complete the standard 2005 proshare transaction that the 2003/2004 MQIP discrepancy could be resolved at a later time. Cheshire County made the required transfer on June 29, 2005 of \$1,280,367.69 back to the State resulting in a net receipt of \$465,807.31 for the 2005 Pro Share Transaction.

8. Director Trombly and Assistant Administrator Hemenway met with FitzVogt, the food service vendor for Maplewood, to review the current contract and they were advised that next year the contract is going out to bid.
9. Director Trombly stated that Honeywell requested the PSNH rebate, for about \$26,800 be sent to them because they were due the rebate.
10. Administrator Wozmak stated that Superintendent Van Wickler is on active reserve duty for two weeks.
11. Commissioner Zerba asked if a timeframe was established to review the wage and salary recommendations for mid range increases.
12. **Nonpublic session – At 6:15 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency, or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. Commissioners Zerba and Moore approved the motion. As a result of the deliberations in nonpublic session, no decisions were made and not vote taken. The Commissioners unanimously voted to return to public session at 6:20 PM.**

There being no further business, Chairman Zerba ended the meeting at 6:25 PM.



Minutes approved on July 14, 2005

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 6, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Sistare and Moore; Administrator Wozmak; HOC Superintendent Van Wickler; Finance Director Trombly; DNS Kemp; HR Mgr. Hurley; Ex. Asst. Warren; Matt Suchodolski, SWRP.

Vice Chairman Sistare opened the meeting at 5:07 PM.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

1. Matt presented the CDBG program request for Commissioner's approval. As a result of the Cheshire County Delegation's Public Hearing of 6-28-05, **Commissioner Sistare moved to apply for \$350,000 Community Development Block Grant funds to be utilized with \$1,050,000 in matching funds from Southwestern Community Services for Housing Rehabilitation, to reaffirm the Housing and Community Development Plan and the Anti-Displacement and Relocation Assistance Plan as adopted by the County Delegation and to authorize Roger Zerba, in his capacity as Chairman, to execute any documents necessary to effect the grant. Further moved to accept the grant if awarded, and enter into a contract with the State of New Hampshire, and will utilize the Southwest Region Planning Commission to administer the grant. Commissioner Moore seconded, voted unanimously.**
2. Administrator Wozmak stated that there are no updates on the jail site. He is still planning on viewing the Masonic Lodge and is making re-prints of the study he spoke of several meetings ago regarding the expansion and renovation of the existing courthouse. He said he will put the information together for the Commissioners to take into consideration as they deliberate over the jail location. The private meeting planned for July 14 at 3:30 has been cancelled due to some negative connotations associated with private meetings.
3. **Nonpublic session – At 5:17 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Sistare moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Commissioners Sistare and Moore approved the motion. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the DNS and the Human Resources Manager to terminate the employment of Carol Murphy effective July 16. The Commissioners unanimously voted to return to public session at 5:42 PM.**
4. **Nonpublic session – At 5:43 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Sistare moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Commissioners Sistare and Moore approved the motion. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the DNS and the Human Resources Manager to terminate the employment of Melissa Bacon effective July 16. The Commissioners unanimously voted to return to public session at 5:54 PM.**
5. **Nonpublic session – At 5:55 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Sistare moved to go into non-public session to discuss the hiring of any person as a public employee. Commissioners Sistare and Moore approved the motion. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to authorize the**

DNS to hire a LPN at a Grade 4 Step 8 (\$16.86 an hour) based on her years of experience. The Commissioners unanimously voted to return to public session at 6 PM.

6. Nonpublic session – At 6 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Sistare moved to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency, or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. Commissioners Sistare and Moore approved the motion. As a result of the deliberations in nonpublic session, a decision were made to authorize NHAC to act as an agent on behalf of the counties in declaratory judgement proceedings in Superior Court concerning disputed billing from the State of NH for certain skilled nursing charges and the CAP calculations. The Commissioners unanimously voted to return to public session at 6:07 PM.
7. The Commissioners reviewed the calendar.

There being no further business, Commissioner Sistare ended the meeting at 6:09 PM.



Minutes approved on July 14, 2005

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 14, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; Administrator Wozmak; HOC Superintendent Van Wickler; NH Asst. Administrator Hemenway; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:07 PM.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of June 29, Commissioner Zerba seconded, voted unanimously. Commissioner Moore moved to approve the minutes of July 6, Commissioner Zerba seconded, voted unanimously.

1. The Commissioners reviewed the calendar.

2. **Jail Update** – Administrator Wozmak updated the Commissioners on the jail site:

- ◆ As requested by the Commissioners, he looked into the alternatives to the Bardwell property as a county complex. He is reviewing the 1999 joint city/county study completed on the expansion of the existing courthouse because it established the building could be renovated and expanded. He is looking into it further. That study included the county and city input, but state did not directly participate at that time. Now, he says that the state would consider the current location and would not be tied into using their usual blueprints.

- ◆ He has contacted the courts – Superior, Probate, and District – for the number of people who come before the courts from the jail. Keene District court has about 300 people who come before the courts, about 15 are from the jail, this is approximately 5% of the total; Superior Court has about 250 people who come before the courts, about 10 are from the jail, this approximately 4% of the total; Probate Court has only about three people a year from the jail, less than one percent. The total is that only about 5% of the individuals seen at the courts are from the jail. He told the Commissioners that this is information they should take into consideration as they deliberate over where they feel the courts should go and where they think the jail should go.

- ◆ A survey was conducted by Greater Keene Chamber of Commerce of their members and the response concludes that about 60% of the members oppose moving the courts out of town to the Bardwell property and about 40% think it might be OK. 84 chamber members responded to the survey.

- ◆ A petition was received opposing the courthouse/jail complex on the Bardwell property, with approximately 20 names and this petition was placed in the reading file for the Commissioners to review.

- ◆ He is also looking into the parking issue, which even if we move the courts would have to be considered. Parking at the Bardwell property will be at a premium and cost about \$2.6 million as new parking will have to be created for all users whereas parking currently exists downtown for nearly everyone.

- ◆ The expansion of the courthouse is completely consistent with the County long term plan. Wozmak said that the Commissioners certainly could change the long-term plan to accommodate the Bardwell site if they were in favor of Bardwell. New construction of courts will cost about \$175 to \$250 per square foot compared to renovation of the present courthouse at \$70 a square foot (as generally estimated by McMillin Construction Company). He spoke to Administrative Services for the state regarding the construction of a new facility. He stated that a courthouse for Keene was not considered until the county addressed the issue of a county complex, and they are now looking at it, and have allocated funds for this site development study in 2006.

- ◆ He has had several conversations with people in the state court system and they are not able to commit to any specific site at this time because there are so many individuals who need to come to an agreement on location. Thus, Administrator Wozmak advised the Commissioners that any opinion or recommendation they made will be based on a certain level of uncertainty as to where exactly the courts might go.
- ◆ He has unsuccessfully tried to contact Selectman Beaugard in reference to their disagreement about using the Bardwell property for a county complex, but their opposition to the Bardwell property was received in written correspondence to the delegation and the Commissioners.
- 3. The Army Corps of Engineers contact us to let us know that we have not been chosen for 2006 funding for the work on the riverbank in Westmoreland.
- 4. Superintendent Van Wickler stated that the population at the HOC is 109. He has had multiple building maintenance issues. Chairman Zerba asked if there is anything the Commissioners can do. Administrator Wozmak stated that it may need to be addressed at budget time in regard to personnel. Superintendent Van Wickler addressed the difficulties in keeping morale up due to the delays of new jail construction and space/safety issues for both employees and inmates.
- 5. Asst. Administrator Hemenway stated that they are moving forward on the dining program. He said that a new staff development coordinator will start in August. He also noted that all new residents will be receiving a stuffed dog with a Maplewood logo on the scarf. Douglas Toys will be providing these (free) dogs to Maplewood for life.
- 6. Asst. Administrator Hemenway stated that the surveyors were at MNH for two days in response to a complaint by a family member and a separate resident fall and they found that the facility complied with all rules and regulations and were pleased with the facility.
- 7. Commissioner Zerba asked about the approved state budget and what the affect will be on the county and would the costs be shifted down to the counties. There was some discussion on the costs of over the counter drugs which will no longer be paid by the state and those costs being passed down to the counties.
- 8. **Nonpublic session – At 5:57 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. Commissioners Zerba and Moore approved the motion. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Asst. NH Administrator and the DNS to hire Laurie Goodrich as a LPN at Grade 4 Step 7 (\$16.46) based on her years of experience as a per diem at MNH. The Commissioners unanimously voted to return to public session at 6:02 PM.**
- 9. **Nonpublic session – At 6:03 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Commissioners Zerba and Moore approved the motion. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to postpone the discussion regarding the termination of employment of Christine Castro due lack of timely notice to the employee of the hearing. The Commissioners unanimously voted to return to public session at 6:10 PM.**

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



MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 21, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; Administrator Wozmak; HOC Superintendent Van Wickler; NH Asst. Administrator Hemenway; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:07 PM.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of July 14, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. The CDBG for the new housing rehab application was re-signed by Chairman Zerba.
3. Director Trombly presented the shortfall that Human Services is projected to realize for 2005. The overall shortfall is estimated to be \$296,500 and is combination of our own anticipated budgetary shortfall in the different categoricals netting \$180,500, \$10,000 for Old Age Assistance and \$54,000 for Aide to the Permanently and Totally Disabled due to the downshift of costs from the State and \$52,000 in the Intermediate Nursing Care category due to a 4% rate increase to providers. She advised the Commissioners that the County received \$465,807 for the 2005 ProShare transaction. \$9,558 is recommended to be used to pay back the State the estimate shortage of the 2003-2004 MQIP ProShare calculation with the additional funds used to offset the Human Service 2005 shortfall and the balance used to reduce the 2005 Nursing Home deficit. The Commissioners agreed to the recommendations. Due to the fact that the Delegation will need to amend the 2005 budget for this transaction, Director Trombly also suggested that additional amendments be brought forward. The adjustments would be to increase the Nursing Home Medicaid Revenue line by \$101,000 to account for the rate increase that goes into effect August 1, 2005 and to make an offsetting transfer to the Maplewood Nursing Home reserve fund for the same amount. Additionally a recommendation was made to transfer \$117,500 from Fund Balance to the following reserve funds, \$32,000 to the Court House reserve, \$46,500 to the Computer Reserve and \$32,000 to the Farm Equipment Reserve. Finally based on the fact that the Nursing Home rate increase will have a negative impact on the 2005 Bed Tax Revenues a recommendation was made to reduce these revenues by \$49,249 when amending the budget. The Commissioners agreed to the recommendations and they will be brought before the Delegation for approval.
4. The revised holiday and comp time policy was distributed to the Commissioners. The new policy will become part of the employees manual. The new policy will allow a maximum of 16 hours of comp time to an employee and amounts over that amount will be paid out in the employees paycheck. The Commissioners approved this policy.
5. The revised holiday time policy was distributed to the Commissioners. This revision requires that an employee schedule the use of (not the actual taking of) their accrued holiday time within the same pay period. No more than two holidays may accrue at any time. The Commissioners approved this policy.
6. The Commissioners approved and signed the new employee manual, which will be distributed to employees.
7. The CDBG logs for 2000 and 2002, which contained a list of the residents of the county who received funds from the programs, was distributed to the Commissioners. The logs tracked which towns have had residents that received the benefit of the CDBG winterization program.

8. A letter from the State Department of Human Services regarding their request for a refund of a portion of the 2004 ProShare funds, which were a result of the excess bed tax for 2004 that had been distributed to the counties. Director Trombly will confirm with NHACo that all the counties will be returning the funds.

There being no further business, Chairman Zerba ended the meeting at 5:50 PM.

A handwritten signature in cursive script, appearing to read "Robert Moore".

Minutes approved at Aug. 3 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 3, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; HOC Superintendent Van Wickler; Register of Deeds Hubal; Finance Director Trombly

Chairman Zerba opened the meeting at 5:00 PM.

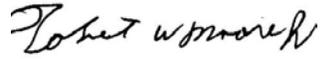
MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of July 21, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. The sub-recipient agreement for the second year contract of the Stone Arch Village agreement was signed by Chairman Zerba. The professional services agreement for Southwest Region Planning to represent the count was also signed by Chairman Zerba.
3. There was some discussion about the city council meeting to be held tomorrow. The city is presenting a concept on expanding the court at its present site. The delegation was invited via e-mail (due to the short notice period) to the meeting. The Commissioners will discuss the presentation at the next meeting and possibly come to a conclusion after that meeting regarding the jail and the courts and county offices.
4. The Commissioners discussed the outside agency funding procedure and decided that Administrator Wozmak should contact the chairman of the executive committee to follow-up with the delegation. In February, the executive committee voted 8 to 4 to recommend to the full delegation that the outside agencies receive only 80% of the funding requested. However, the executive committee did not advance the recommendation to the delegation. Wozmak will contact the chairman to see if they still want to do this.
5. The guidelines for the budget process was reviewed by the Commissioners.
6. Wozmak discussed with the Commissioners the Byrne justice assistance grant program, which is a federally funded grant that the sheriff applied for and which was received. The grant was given to the city and the county jointly in the amount of \$29,841. The City requested the county to execute a memorandum of understanding that describes the agreement with the Sheriff and the city that the county will get \$13,968 and the city will get \$15,872, spending the funds consistent with the grant. The proposal has to go before the Commissioners and the delegation because it requires an amendment to the budget. The Commissioners approved the grant.
7. Administrator Wozmak met with Matt Leahy of U.S. Senator Gregg's office. Matt suggested that they meet toward the end of the year and they discuss the river erosion project as legislation may be necessary to obtain the repair funds for the county.
8. Administrator Wozmak reminded the Commissioners that the Historical Society requested that some changes be made to the front of the courthouse and that they will be using the notice cabinets on the courthouse for information about the courthouse. They have also requested that the sign that is in the front of the building that points to the side entrance be removed. Administrator Wozmak will also ask about the postal collection boxes that are in front of the building. The Commissioners agreed that Administrator Wozmak can remove the sign and talk to the postmaster about moving the collection boxes.
9. Administrator Wozmak said that at this time there is no update on the jail.

10. Superintendent Van Wickler stated that there are over 100 people at the jail and that conditions are otherwise under control.

There being no further business, Chairman Zerba ended the meeting at 6:00 PM.

A handwritten signature in cursive script that reads "Robert Moore".

Robert Moore, Clerk

Minutes approved on Aug. 10, 2005

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 10, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; HOC Superintendent Van Wickler; Sheriff Foote; Finance Director Trombly; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:00 PM.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Aug. 3, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Chairman Zerba updated the Commissioners on what is happening at the New Hampshire Association of Counties.
3. The second quarter budget report was distributed to the Commissioners. Director Trombly distributed the analysis for the second quarter budget. We are on target with both expenses and revenue, with revenue at 48.4% of budget and expenses at 50.8%. Director Trombly reviewed some of the departments and whether they are over or underbudget, although none of them are of a critical status.
4. Director Trombly brought before the Commissioners that the bid for the magnetic door looks for Maplewood, which was awarded to Honeywell at \$15,000, budgeted amount was \$17,000. Honeywell amended their bid because there were additional costs involved and they are amending their bid to \$16,240. Since they were the only bidders for the RFQ, the Commissioners agreed to the increase, which is still below budgeted amount.
5. Sheriff Foote stated that he wanted to confirm with the Commissioners that they were advised of the Byrne Justice Assistant grant that they are sharing with the City of Keene. The Commissioners confirmed that Administrator Wozmak brought it before them last week and they approved the grant. The Sheriff updated the Commissioners on his departments.
6. Superintendent Van Wickler stated that the census at the jail is over 100.
7. Chairman Zerba spoke about the presentation given by the city last week on an expansion of the present courthouse. Administrator Wozmak, Chairman Zerba and five or six state representatives attended the presentation. Chairman Zerba stated that the presentation corresponded with the 1998 Building expansion study prepared for the county and the City of Keene. There were no costs given. The plan is that next week, when the county administrator returns, the Commissioners will come to some conclusion about the jail, the court, etc. On Aug. 4th the Keene City Council delivered a powerpoint presentation about the potential to expand the existing courthouse. The program components were:
 - ❖ Expand the courthouse on either the front parking area or on the Winter Street lot, or both, to create a 70,000 sq. ft facility to house the courts and related county offices. It would be about a 50/50 split between new construction and renovation work. Some parking could likely be maintained at the Winter St lot and additional parking would be via a cooperative arrangement with the city.
 - ❖ The city hopes to build a parking garage on Vernon St that perhaps would have the participation of the county, the state and private interest, thus sharing the costs between multiple entities.

- ❖ The administration/deeds building at 33 West Street could be expanded (at least doubled in size) to provide space for the existing offices therein. Displaced parking could be replaced with an arrangement with the city. Much of the perimeter of the 33 West St. building would become a green pedestrian mall that would visually connect the courts and county offices to West Street and downtown, including the school supervisory building at 34 West St and the Latchis building, all of which have potential as part of the campus downtown. These buildings could easily be four-story buildings since that is what is around many of them.
 - ❖ The city feels, based on their feedback received, that the support for a downtown court campus is stronger than suggested by the Chamber survey.
 - ❖ They presented the history of the courts in downtown and the 150 year history of the historic court building and how this courthouse is perhaps one of the oldest still in use in NH.
 - ❖ The city will continue to work on the details of this concept and will invite us to participate.
 - ❖ They offered to make this presentation to the delegation if we wanted.
8. Superintendent Van Wickler stated that some of the thoughts of the jail employees related to the concept of a campus. About four years ago the Commissioners prepared a strategic plan and the first thing on that list was the need for a jail. When we started entertaining the thought of a campus, the employees at the jail thought that the courthouse construction was put ahead of the priority of the jail and they are concerned. They feel that the jail should be put back as a priority and given the attention it badly needs and deserves. The Commissioners agreed.
9. **Nonpublic session** – At 5:35 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to accept the recommendation of Superintendent Van Wickler to accept the ten day resignation notice of Travis Smith, last date of employment effective August 20.** The Commissioners unanimously voted to return to public session at 5:44 PM.
10. **Nonpublic session** – At 5:45 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 roll call vote of Commissioners Zerba, Sistare and Moore. 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 5:50 AM.**

There being no further business, Chairman Zerba ended the meeting at 5:52 PM.



Minutes approved at Aug. 17 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 17, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; HOC Superintendent Van Wickler; Administrator Wozmak; Manager King; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:00 PM.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Aug. 10, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar.

2. **Facilities**

- ❖ Manager King brought the results of the RFQ for carpeting for the courthouse lobby. The only responder was Monadnock Flooring at \$5791, budget amount was \$6300. **Commissioner Moore moved to accept the bid of \$5791, Commissioner Sistare seconded, voted unanimously.**
- ❖ Only one bid for gasoline was received from Barrows and Fisher Oil at \$2.266 a gallon. **Commissioner Sistare moved to accept the bid for gas at \$2.26, Commissioner Moore seconded, voted unanimously.**
- ❖ The bids for #4 fuel oil came from Global Petroleum at \$73.87 a barrel and Sprague Energy at \$75.02 a barrel. **Commissioner Sistare moved to accept the bid from Global Petroleum at \$73.87 a barrel, Commissioner Moore seconded, voted unanimously.**
- ❖ There were three bids received on the #2 fuel oil: Barrows and Fisher at \$1.989 a gallon; Cheshire Oil at \$2.049 a gallon; Rymes at \$2.29 a gallon. **Commissioner Sistare moved to accept the bid from Barrows and Fisher at \$1.989, Commissioner Moore seconded, voted unanimously.**
- ❖ Diesel fuel bid from Barrows and Fisher was the only bid received at \$2.446. **Commissioner Sistare moved to accept the bid from Barrows and Fisher, Commissioner Moore seconded, voted unanimously.**
- ❖ Manager King asked the Commissioners to waive the bidding process for the installation of replacement power lines to Maplewood as PSNH sub-contractor Evans Hooksett has been working with the county for this project, and they have worked with PSNH on power line installations. Two other PSNH contractors were contacted but did not respond. **Commissioner Sistare moved to waive the bidding process for Evans Hooksett for the power lines to be installed at Maplewood, at a cost of \$18,000, with an additional \$2000 to cover clear cutting costs to the county, Commissioner Moore seconded, voted unanimously.** Budgeted amount for this project is \$30,000.

3. Manager King asked the Commissioners if he should proceed with the oil tank replacement at the courthouse because of the discussion going on about renovate/rebuild the courthouse. The Commissioners agreed that he should go forward with the project. King also said that the DES approval for the tank installation is pending in Concord and would likely take another 6 to 10 weeks before approval, which could be too late in the year to accomplish the installation. The Commissioners asked Mr. Wozmak to contact the state or our elected officials to see if the application can be expedited.

4. Administrator Wozmak received grant information from the NH Department of Environmental Services regarding funds for a study to see what can be done to upgrade the Waste Water Treatment Plant, which will ultimately have to be done, regardless of where the jail goes.
5. The Commissioners approved the proclamation for Family Day for the fourth Monday in September. Terry Warren will prepare the document and send it to National Center for Addiction and Substance Abuse at Columbia University.

6. Jail Update

Chairman Zerba stated that a report will be prepared on the information that has been collected on the county complex, which includes the courthouse, jail and county offices, versus renovation of the courthouse. It has been determined that the renovations of the current courthouse would cost about \$70 a square foot and new construction costs about \$175 a square foot. Additionally, a new courthouse would require 418 parking spaces at an estimated cost of \$3.2 million, and if the courthouse were kept downtown, there is already some parking, although some would have to be replaced. Addressing this in 1998, a shared parking facility with the city was discussed. Keeping the parking downtown would cut the costs of parking.

Chairman Zerba stated that he went to the city's presentation, which was similar to the study that was done in 1998. It is based on the fact that retaining the courthouse in town is important to the city.

Chairman Zerba asked about the study which stated that the jail should be close to the courthouse.

Administrator Wozmak spoke to the clerks of the courts how many people come from the jail and the total for all the courts is at about 5% of the total number of individuals who appear before the courts.

Keene City Councilor Parsells (who asked to be recognized) mentioned that some arraignments are also done by video arraignment. Superintendent Van Wickler stated that all felonies are done by video arraignment and that is about 20 a month.

Chairman Zerba stated that there is also the issue of timing with the court system decisions regarding courthouse expansion/construction. Administrator Wozmak has spoken to people at Administrative services and it seems that a decision will take 2 – 4 years. He stated that we should be careful about tying the courthouse and jail together so that the construction of the jail is not held up because of waiting for a decision on the courthouse. Zerba said, funding for the courthouse would have to go through the House and when it reaches the Senate may be a problem to get passed. In addition, a RSA would have to be amended since it states that Keene is the county seat. Chairman Zerba stated that his conclusion is that this takes the courthouse complex off the table. He believes the additional costs do not warrant building the courthouse in Swanzey. In fact, Swanzey does not want us to use this land because of the potential loss of taxes and Keene does not want the jail in Keene. All Commissioners agree that building the jail on county owned land in Westmoreland is the best site to build.

Commissioner Moore stated that enough time has been lost and we need to go forward with the jail because we need a new jail. The Commissioners are concerned about any lawsuits that may result from the conditions at the jail. Chairman Zerba stated that he has been communicating with Rep. Dexter regarding the Commissioners position. A report will be prepared tonight and sent out to the delegation.

Commissioner Sistare moved that we present the findings regarding the courthouse and jail to the delegation and that the Commissioner's conclusion is that the jail should be built on county owned land in Westmoreland, Commissioner Moore seconded, voted unanimously.

7. Superintendent Van Wickler stated that the census is at 114. There are 19 female inmates. Because the number of female inmates is so high, the HOC is unable to use the classification system on them because there is only one place to put the females. There was discussion on the population of the jail and how it is driven by the judges and prosecutors. Superintendent Van Wickler stated that it is because of the high quality of the officers at the HOC that maintains a stable environment.
8. **Nonpublic session** – At 6:12 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 designees. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached to approve the request of the HOC Superintendent to purchase certain security equipment not to exceed \$2000. The Commissioners unanimously voted to return to public session at 6:12 PM.

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

A handwritten signature in black ink, appearing to read "Robert Moore". The signature is written in a cursive, flowing style.

Robert Moore, Clerk

Minutes approved on August 24

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 24, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; HOC Superintendent Van Wickler; Administrator Wozmak; Finance Director Trombly; Asst. Nursing Home Administrator Hemenway; Ex. Asst. Ann Ray; Activities Director Wilson; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:00 PM.

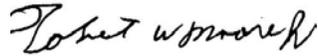
MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Aug. 17, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Steve Wilson prepared a proposal for a new bus for Maplewood for the 2006 budget. He explained that the Maplewood Auxiliary was established 15 years ago and a goal was to purchase a bus for the residents at the nursing home. In 1993 they had raised funds to purchase the bus. This bus is used 3-4 times a week to bring the residents out into the community. The bus now has 60,000 miles and is a very rough ride for the residents. Additionally, the wheel chair lift does not always work. Through fundraising, they have collected \$25,000 for a new bus and will continue to have fund raisers to get money for the bus but would like to purchase a new bus in 2006 and request that \$25,000 be added to the county budget for the balance of the purchase. The new bus seats 14 and is more comfortable than the present bus. The Commissioners will take the request under advisement but Commissioner Sistare asked that they consider looking at a used bus. Steve gave an overview of the various activities done at MNH for the residents.
3. Administrator Wozmak gave an explanation of the involvement of the National Institute of Corrections in the jail transition planning and the need to get the HOC employees trained for a systems transition for when the new jail is built. This transition process will take about two years as completely new policies and procedures must be developed for the facility. The NIC will be coming in September and have requested attendance of various individuals such as the County Administrator, Commissioners and the Finance Director, in addition to HOC employees.
4. The Commissioners discussed developing forum for the delegation to discuss the jail--not for a vote but to allow for another opportunity to resolve differences of opinion on some of the jail issues, such as location and services. Administrator Wozmak will draft a plan for a format of this meeting. He will also contact Rep. Dexter about this.
5. Superintendent Van Wickler stated that the census is at about 114.
6. Administrator Wozmak reviewed the legislation passed that will increase the medical surcharge costs for Old Age Assistance recipients from \$6 to \$27 and the surcharge costs for Aid to the Permanently and Totally Disabled recipients from \$23 to \$52. Mimi Barber asked whether or not she should wait to pay this until the NHAC establishes a position on this matter. The meeting to discuss this is set for Tuesday the 30th. The commissioners will decide after that meeting.
7. **Nonpublic session** – At 5:55 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of the County Administrator to hire Maria Miffek as the Assisted Living**

Administrator moving her from her present position of Grade 4 Step 6 (\$16.06) to Grade 4 Step 10 (\$17.73) and upon completion of her RN licensure she would move to \$19.31. She will begin her new duties on Sept. 6. The Commissioners unanimously voted to return to public session at 6:07 PM.

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

A handwritten signature in cursive script, appearing to read "Robert Moore".

Minutes approved on Aug. 31

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 31, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, and Sistare; HOC Superintendent Van Wickler; Administrator Wozmak; Finance Director Trombly; Dietary Director Sylvester; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:00 PM.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Sistare moved to approve the minutes of Aug. 24, Commissioner Zerba seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. The revised commissioners schedule for the year was reviewed and approved.
3. **Nonpublic session** – At 5:05 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, and Sistare. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of the Dietary Director to hire Bethany Graves at Grade 4T Step 10 (\$12.06). The Commissioners unanimously voted to return to public session at 5:07 PM.**
4. Chairman Zerba updated the everyone about the telephone call regarding the Human Services mandate. Since the funds are not due until October, there will be further discussion on what to do about the increase.
5. The Commissioners discussed the plan for the forum between the Commissioners and the delegation to discuss and answer questions regarding the jail. The date was set for Sept. 21. The Commissioners preferred using Keene Middle School, and we will check if it is available. Ten people have been contacted to be on the panel and Administrator Wozmak will get a moderator to run the meeting. Biography's of the panel will be prepared and sent out to the delegation. Administrator Wozmak will see if he can get members of the delegation or commissioners from other counties for the panel. A press release will be prepared regarding the event, in addition to a meeting notice.
6. The commissioners agreed to the West letter that was prepared to send out.
7. Marshall Patmos sent a request from the NH Fish and Game to have a pheasant release site at the county property in Westmoreland. The Commissioners agreed and paperwork signed to send to the NH Fish and Game.
8. Administrator Wozmak advised the Commissioners that his nomination to the Primex Board of Trustees was approved.
9. **Nonpublic session** – At 5:58 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 designees. The motion was approved upon a roll call vote of Commissioners Zerba, and Sistare. As a result of the deliberations in nonpublic session, a decision was reached to approve the request of the HOC Superintendent to research the law regarding a cap on the jail population. The Commissioners unanimously voted to return to public session at 6:30 PM.**
10. **Nonpublic session** – At 6:31 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee.**

The motion was approved upon a roll call vote of Commissioners Zerba, and Sistare. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of the Director of Nursing to hire Cheryl Boutin as a nurse manager at Grade 6 Step 10 (\$24.11). The Commissioners unanimously voted to return to public session at 6:35 PM.

There being no further business, Chairman Zerba ended the meeting at 6:37 PM.



Minutes approved at Sept. 7 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 7, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; HOC Superintendent Van Wickler; Administrator Wozmak; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:02 PM.

MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

MINUTES: Commissioner Sistare moved to approve the minutes of Aug. 31, Commissioner Zerba seconded, voted unanimously.

1. **Nonpublic session** – At 5:02 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Moore and Sistare. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of the Housekeeping Supervisor to hire Robert Barrows at Grade 2 Step 3 (\$8.99) as he has been working as a per diem for MNH, effective 9/11. The Commissioners unanimously voted to return to public session at 5:06 PM.**
2. The Commissioners conducted a tour of the Deeds department *based on the letter received from the Register of deeds as to what she felt was inadequate space conditions of her department*, and returned at 5:38.
3. The Commissioners reviewed the calendar.
4. Chairman Zerba updated the commissioners on the plans for the jail informational forum and Administrator Wozmak identified the individuals that would be sitting on the panel. The forum will be held at Keene High School since the middle school was not available.
5. Chairman Zerba updated the Commissioners on the items discussed at the monthly NHAC meeting.
6. A copy of the meeting notice for the Sept. 21 meeting was reviewed and the Commissioners made several suggestions in the revision of the notice.
7. Administrator Wozmak presented a request to increase the provider pay rate for the TLC unit from \$196.50 to \$203. The Commissioners unanimously approved the increase.
8. Administrator Wozmak presented a request to the commissioners to hire Raelene Alexander as a staff RN at Grade 5 Step 3 (\$18.30), based on her years of experience. The Commissioners unanimously approved the request.
9. **Nonpublic session** – At 6:23 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 roll call vote of Commissioners Zerba, and Sistare. 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 6:31 PM.**

There being no further business, Chairman Zerba ended the meeting at 6:32 PM.



Minutes approved as amended on Sept. 14

Robert Moore, Clerk

Minutes amended adding "*based on the letter received from the Register of deeds as to what she felt was inadequate space conditions of her department*" to item 2.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 14, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; HOC Superintendent Van Wickler; Administrator Wozmak; Finance Director Trombly; UNH Cooperative Extension Dir. Bressett; Ex. Asst. Warren; Treasurer West; Barbara Bryce

Chairman Zerba opened the meeting at 5 PM.

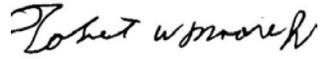
MANIFEST: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

MINUTES: Commissioner Sistare moved to approve the minutes of Sept. 7, as amended, Commissioner Moore seconded, voted unanimously.

1. Stuart West introduced Barbara Bryce to the Commissioners and those present at the meeting. He nominated Barbara as Assistant Treasurer. **Commissioner Moore moved to approve the nomination of Barbara Bryce as Assistant Treasurer, Commissioner Sistare seconded, voted unanimously.** Barbara was sworn in by Administrator Wozmak and Superintendent Van Wickler, who are justices of the peace.
2. **Nonpublic session** – At 5:12 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Moore and Sistare. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of the UNH CE Director Bressett to allow Diana Fiory an unpaid leave of absence of six months, without benefits, due to extreme circumstances in accordance with date of her submitted request. The Commissioners unanimously voted to return to public session at 5:25 PM.**
3. The Commissioners reviewed the calendar.
4. The Commissioners reviewed how the forum for the delegation on September 21 will be set up. There was discussion on whether the forum should be videotaped. The Commissioners agreed that it should be taped.
5. Administrator Wozmak updated the Commissioners on the effect of the previously increased per diem wage rates at Maplewood. He stated that about 200 hours have been reduced from agency staff. Director Trombly will e-mail the dollar amount to the commissioners.
6. Director Trombly stated that the IRS has changed the mileage rate to \$.485 and asked the Commissioners if the rate for the county employees should be changed. She will contact the IRS for effective date. **Commissioner Sistare moved to adjust the rate retroactively to the IRS effective date to the current IRS rate, Commissioner Moore seconded, voted unanimously.**
7. There was discussion on the NIC program that was held at the HOC regarding the transition team for the new jail and the expenses associated with the transition.
8. The census at the jail is 113. Most federal inmates have been sent back to the feds and the balance should be gone within a week or so. This was done to alleviate overcrowding which has been occurring and shows no signs of easing. This will also result in a substantial reduction of revenue of approximately \$300,000 per year.
9. Administrator Wozmak advised the commissioners that Alternative Sentencing Program employee Bill Cartwright will be leaving the state and interviews are being set up for a new hire.

10. Director Trombly distributed the 2006 budget to the Commissioners. There was a discussion on the budget review schedule.

There being no further business, Chairman Zerba ended the meeting at 6:13 PM.

A handwritten signature in cursive script that reads "Robert Moore".

Minutes approved at the Sept. 28 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 21, 2005 7 PM
Keene High School, Arch St., Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; HOC Superintendent Van Wickler; Administrator Wozmak; Neil Berkson, Esq.; Ex. Asst. Warren

PANELISTS: Ron White, Superintendent, Merrimack HOC; James O'Mara, Superintendent, Hillsborough HOC; Scott Hagar, Superintendent, Sullivan HOC; Glenn Liddy, Superintendent, Grafton HOC; George Maglaras, Strafford County Commissioner; Joseph Panarello, Superintendent Belknap HOC; Rod Miller, Community Resource Services; Leslie Stemen, Dir. Emergency Services, MFS; Ray Bower, Strafford County Administrator

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

Moderator Neil Berkson opened the meeting at 7 PM.

Chairman Zerba welcomed everyone to the meeting and introduced Neil Berkson who gave some information about the reason for the meeting, which was to glean information from the panelists, who were from other counties, and determine the important criteria for the jail as determined by the panel and the delegation.

1. Ray Bower stated that he chose operating costs as the most important criteria.
2. George Maglaras stated that design and size are critical.
3. Scott Hagar stated that he has a population near the number we do in Cheshire County. He considers size and functionality as important. He stated that the jail mission statement is to provide a safe and secure dentition for inmates. Therefore site availability is the most important criteria. The jail in Unity is in a small town, much like Westmoreland, and they are about 15 miles from the courts.
4. Glenn Libby stated that he considered medical and emergency services as number one. Operating costs is also important.
5. Jim O'Mara stated that his jail is located in the city of Manchester, placed on a small site with no ability to grow. He encouraged the group to come to a consensus as soon as possible because the safety of the employees must be considered.
6. Joe Panarella explained that jails are no longer for criminals, they also hold the developmentally disabled; substance abusers, perpetrators of domestic violence. He stated that because of the proximity of his jail to the police departments, he has a higher number of protective custody individuals, rather than the local jails keeping them in holding cells.
7. Ron White stated that he believes jail is becoming the mental health facility. Substance abuse is also a issue in the growth of the population, in addition to the female inmates increasing. He stated that it doesn't matter where the facility is built.
8. Leslie Stemen stated that mental health is a big part of the jail system. She stated that those prisoners who come into the jail with issues has escalated. She stated that MFS can provide the services wherever needed.
9. Rod Miller explained that the list of criteria would be distributed to the delegation and filled out to be tabulated.
10. Rep. Weed stated that he has not heard the word recidivism mentioned from the panel. Each member of the panel explained what they do in their facility to combat recidivism.
11. Rod Miller explained the tabulated criteria submitted by the Delegation. (See copy attached)

12. Bonnie Mitchell asked how to convince neighbors that a county jail is a good neighbor. George Malagaras stated that meeting with the community and listening to their concerns helps.
13. Rep. Sawyer asked about the work that the inmates do at the farm. Glenn Libby stated that they would not be able to operate the farm without the inmate labor. He stated that he doesn't believe many of the inmates leave and work on farms, but that the experience of working at the farm seems to have enriched them. Jim O'Mara stated that they provide services to the city with the inmate labor.
14. Scott Hagar stated that they are not a burden on the fire department, they do not have many calls from them.
15. Rep. Weed asked how much of the program space would be compromised because of growth. Rod Miller stated that the design of the jail has spaces built into it that cannot be taken for housing because of design features. Ray Bower stated is that their jail is designed so that inmates do not have to be escorted to other locations within the pod.
16. Rep. Butynski stated that since the panel rated the courts location as low, so the delegation has heard the panel.
17. The Commissioners were asked to complete the ranking sheet. The results were discussed. (Results attached with delegation results).
18. Rep. Richardson stated that she understands that many inmates cannot read. Ray Bower stated that that issue is addressed at his facility.
19. Rep. Roberts stated that he hears that the population is growing and perhaps we need to look into that. Arthur Thompson stated that the facility has been designed to allow for expansion.
20. Rep. Eaton asked if there is a concern for assistance if there is a problem at the jail. Jim O'Mara stated that he prefers using the experienced employees when there is a problem.
21. Rep. Dunn stated that eight members of the delegation are absent and he believes the numbers would be different if they were present.
22. Rod Miller stated that a ranged scoring form may help the Commissioners and the Delegation to get together.
23. Moderator Berkson thanked the members of the panel who brought so much information to the evening discussion.

There being no further business, the meeting ended at 9:20 PM.



Minutes approved at the Sept. 28 meeting

Robert Moore, Clerk

Site Evaluative Criteria	Del. Average	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Commissioner	Commissioner	Commissioner	Comm. Average
Access to public/transportation	5.2	7	7	7	7	5	7	7	7	7	6	7	3	6	6	7	7	6	7	4	5.7
Access to services (including medical, emergency)	2.5	1	6	6	4	1	2	4	3	5	2	4	2	2	1	1	4	5	4	5	4.7
Access to courts and attorneys	4.9	6	5	7	5	6	5	5	5	7	7	6	7	5	7	6	6	7	5	7	6.3
Access to roads/arteries, traffic and travel time issues	4.3	5	4	6	6	7	4	6	4	6	5	3	5	7	5	5	5	4	6	6	5.3
Site <i>attributes</i> -- terrain, draining, energy considerations (e.g. southern exposure, buffering), separation/buffering from other uses/neighbors	2.9	3	3	2	3	3	6	3	6	3	4	1	6	3	4	4	1	3	3	3	3
<i>Developed Cost</i> , comparison of total costs for utilities, drainage, access, soil, bearing/foundations, demolition, mitigation, etc.	2.4	4	2	4	2	4	3	2	2	2	3	1	4	4	3	3	3	2	2	2	2
<i>Operating Costs/Economies</i> , such as shared facilities and services or other ongoing cost savings that the site offers	1.2	2	1	1	1	2	1	1	1	1	1	4	1	1	2	2	2	1	1	1	1

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 28, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; HOC Superintendent Van Wickler; Administrator Wozmak; Finance Dir. Trombly; Sheriff Foote; Rep. Judson Dexter; Ex. Asst. Warren

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

MINUTES: Commissioner Sistare moved to approve the minutes of Sept. 14, Commissioner Zerba seconded, voted unanimously. Commissioner Moore moved to approve the minutes of Sept. 21, Commissioner Sistare seconded, voted unanimously.

1. Sheriff Foote stated that his department has become interested in obtaining a bloodhound. One puppy from a litter is available and the owner is willing to give a female to them. Funds to maintain the dog will be solicited from the community, and one of the deputies has committed to stay at the sheriffs department for five years in order to train the dog. One of the cars would have to be made usable for transportation of the dog. Overall costs are expected to be minimal and they will look for grants to cover come of the costs. The Sheriff will bring updated costs to the budget meeting in October. The Commissioners agreed the dog was a good idea.
2. The Sheriff stated that the dispatch is the lowest paid dispatchers in the area and the competition is strong. He will bring this issue up at the budget meeting, with re-evaluations of positions.
3. The Commissioners reviewed the calendar.
4. Bruce Clement, a Westmoreland resident, asked if a comment could be made by the public at a Commissioner's meeting. Chairman Zerba stated that it would be better if it was brought before the Commissioners by adding an item to the agenda.
5. The Verizon contract expires in 2007 and RFP's were requested for telecommunications to integrate all county locations. Three proposals were received:

CCR Pyramid	Powerhouse	JJW Consulting
\$16,280	\$22,200	\$14,875

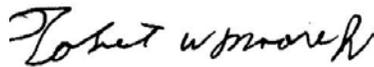
The current system would be assessed to determine our needs. We currently spent about \$65,000 a year with Verizon. A PBX system serving all county locations would cost approximately \$85,000 and cut the Verizon bill to about \$22,000. Thus, the payback would be about 2.5 years. The equipment should last 8 to 12 years. We would hire one of the consultants to start the process and finish by the time the Verizon contract expires. Administrator Wozmak recommends the contract be awarded to JJW Consulting. The Commissioners will review the bids and add the item to the agenda.

6. Director Trombly stated that Medicaid (thru the Home and Community Based Care waiver-HCBC) now allows us \$1800 a month for assisted living units. We currently charge \$1700 a month. We would raise all units to \$1825 a month, the additional \$25 to be for cable costs, which is currently paid by the individual residents, but would be cheaper as a Maplewood package price. **Commissioner Sistare moved to increase the Assisted Living rates, effective November 21, in order to adjust to the necessary level as required by law, Commissioner Moore seconded, voted unanimously.**
7. Administrator Wozmak advised the Commissioners that the trees have been taken down behind the nursing home for the new power lines to the nursing home.
8. Superintendent Van Wickler stated that all federal inmates are gone and the population at the jail is 97. He has three correctional officer vacancies, and interviewed 4 individuals today, with only one passing

the minimum requirements. The Superintendent stated that he will be working on developing a plan for recruiting.

9. Rep. Dexter distributed an outline for a full-day jail site meeting for the Delegation. He described the fact that the stalemate between the Commissioners and the Delegation must be broken and that a meeting with the Delegation should be an all day meeting, co-chaired with Rep. Dexter and Chairman Zerba. Superintendent Van Wickler explained that all the work for building a jail has been done. There was agreement that education about the jail is necessary. All agreed that an all day session is best. The Commissioners decided that the Architects should be present at the meeting, among other consultants as necessary. The date for this meeting is scheduled for Saturday, Oct. 29. Rep. Dexter will strongly urge the members to attend the meeting in order to have all their questions answered. Rep. Dexter will send out a memo, signed by Commissioner Zerba, to the Delegation.
10. **Nonpublic session** – At 7:04 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of the DNS to hire Jessica Lanigan as an LNA with 6 years experience at Grade 5 Step 3 (\$11.06). The Commissioners unanimously voted to return to public session at 7:05 PM.**
11. **Nonpublic session** – At 7:05 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of the DNS to hire Rebecca Sault as an LNA, with 17 years experience, at a Grade 5 Step 7 (\$12.21). The Commissioners unanimously voted to return to public session at 7:06 PM.**
12. **Nonpublic session** – At 7:06 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached to deny the request of current housekeeping department employee Jeremy Grgan to remain at his current Housekeeping rate of pay of \$12.06 and to accept the recommendation of the County Administrator and Director of Nursing to limit him to Grade 4, Step 1 as an LNA should he elect to apply for a position. This decision is consistent with the hiring of all other inexperienced LNA's. The Commissioners recommended he explore other internal transfers, such as in Corrections, if he is seeking a higher rate of pay. The Commissioners unanimously voted to return to public session at 7:11 PM.**

There being no further business, the meeting ended at 7:12 PM.



Minutes approved at Oct. 6 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 6, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, and Sistare; Administrator Wozmak; Finance Dir. Trombly; DNS Kemp; Asst. Nursing Home Administrator Hemenway; Facilities Manager King; Ex. Asst. Warren

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

MINUTES: Commissioner Sistare moved to approve the minutes of Sept. 28, Commissioner Zerba seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Manager King advised the Commissioners that the installation of the underground fuel storage tank at the courthouse has stopped because many problems have been found, including a concrete slab that has to be removed, and water. The installed has stated that the costs to continue would add \$45,000 to the original quotation of \$57,837, the budgeted amount was \$80,000. Manager King requests that the project be delayed until next year to add the additional funds needed to the budget, and we would pay off the installed whatever we owe as of this date. He would like to put the job out to bid again. Administrator Wozmak suggested that we get an engineer to look at the slab to determine what can be done. The Commissioners agreed to seek guidance on the ramifications of removing the slab and going out to bid again.
3. Administrator Wozmak brought up the request of a salary adjustment of \$4 an hour for the interim dietary director, Mike Bruce. Administrator Wozmak suggested that we advertise for a head cook for six months while Mike is in the dietary director position. **Commissioner Sistare moved that Mike Bruce receive an additional \$2 an hour while he serves as interim dietary director, Chairman Zerba seconded, voted unanimously.**
4. **Nonpublic session -** At 5:18 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba 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 by Commissioners Sistare and Zerba. As a result of the deliberations in nonpublic session, a decision was reached to accept the recommendation of the DNS to terminate Laura Benson, effective Oct. 16, 2005. The Commissioners unanimously voted to return to public session at 5:36 PM.**
5. Administrator Wozmak will review the cover letter and agenda for the all day program with the Delegation on the jail.

There being no further business, the meeting adjourned at 5:41 PM.

Minutes approved at the Oct. 12 meeting

Terry Warren, Clerk Pro tem

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 12, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Moore and Sistare; Administrator Wozmak; Finance Dir. Trombly; Farm Manager Putnam; Matt Suchodolski, SWRP

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

MINUTES: Commissioner Sistare moved to approve the minutes of Oct. 6, Commissioner Moore seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Director Trombly reviewed the budget amendments that will be presented to the Delegation on Oct. 17.
3. Matt updated the Commissioners on the incubator project which is halfway to their creation of 13 jobs. They are asking for a 6 month extension, which was granted. Paperwork was signed.
4. Administrator Wozmak brought a suggestion to the Commissioners about establishing a flood fund, since employees may be devastated by the floods. The Commissioners suggested that the Employee Association may collect voluntary donations for this fund.
5. Manager Putnam spoke about increasing the amount of selective cutting on county land to increase our income at the farm. Commissioner Zerba expressed his interest that the Board of Commissioners become more involved in such decisions. The Commissioners authorized him to move forward with increased timber harvesting. There was also discussion about producing more cordwood which Putnam said was possible.
6. Manager Putnam spoke about the possibility of diversifying farm operations by perhaps purchasing some beef cows. The Commissioners asked for some additional written details on the cost effectiveness of raising beef cows.
7. Manager Putnam spoke about the capital budget item of Auto Take-Offs for the dairy barn. The current equipment breaks frequently. This item was in last years budget but was postponed due to the lingering questions about the jail location. The Commissioners will take the request under advisement.
8. The letter regarding the all day session for the delegation on the 29th was sent out to the delegation.
9. Administrator Wozmak asked the Commissioners to extend the leave of absence of Janet Conley for 30 days. After discussion, the Commissioners agreed to the 30 day extension.
10. The Commissioners reviewed the telecommunications bids and stated that the award will be subject to appropriations. The award is still under consideration.

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



Minutes approved at the Oct. 19 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 19, 2005 8:30 AM
House of Corrections, Westmoreland, NH

PRESENT: Commissioners Zerba, and Moore; Administrator Wozmak; Finance Dir. Trombly; HOC Superintendent Van Wickler; Ex. Asst. Warren

MANIFEST: Commissioner Moore move to approve the manifest, Commissioner Zerba seconded,

MINUTES: Commissioner Moore moved to approve the minutes of Oct. 12, Commissioner Zerba seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. The Commissioners signed the CDBG paperwork for Southwest Regional Planning Commission.
3. There was a discussion on the COLA for 2006. Director Trombly has obtained some published figures for the COLA. She will prepare a chart indicating the effect of 4%, 3.5% and 3.25% COLA increased on the budget. There was discussion on some of the 2006 budget adjustments.
4. Commissioner Sistare, although absent, had previously suggested that the legal reserves in the MNH budget be reallocated to another capital reserve area. There will be further discussion on how to accomplish this.
5. There is an optional jail tour of the jail scheduled for the Oct. 29 all day meeting with the delegation. The meeting itself will start at 9 AM. There was discussion on the schedule for the day. Any questions submitted that cannot be answered that day will be responded to within seven days.
6. Superintendent Van Wickler stated that there are four correctional officer vacancies and is doing interviews today. He still has two LPN vacancies.
7. Superintendent Van Wickler will be doing an in-service on writing performance evaluations for managers at MNH and the HOC on Thursday. This training will be offered to all departments in the county.
8. Superintendent Van Wickler reminded the Commissioners that there is a Corrections Academy Graduation on November 10. Cheshire County has two officers in the program who will be receiving their certification as correctional officers.
9. The census is 92, all federal inmates have vacated. Seven inmates are on work release, five are on electronic monitoring and one is a weekend inmate.
10. Administrator Wozmak described a new process established for hiring LNA positions in order to introduce them to the staff and work facility quickly.
11. Commissioner Sistare agreed, having previously corresponded with Commissioner Zerba, with the recommendation of the staff IT report, to award the telecommunications bid to JJW Consulting & Marketing. The 2005 budgeted amount was \$7500 and the balance of the bid amount is in the 2006 budget. **Commissioner Moore moved to accept the recommendation of the IT report and award the telecommunications bid to JJW Consulting & Manufacturing for \$14,875, Commissioner Zerba seconded, voted unanimously.**
12. There was discussion on the repair of cordwood cutting equipment for the farm. Director Trombly will prepare a breakdown of the repair expenses for the farm for the Commissioners review.
13. The Commissioners discussed the diversification request from the farm manager and decided that the request is premature.
14. The Commissioners began their semiannual tour of the jail by visiting the Sallyport where Superintendent Van Wickler showed the Commissioners the van which is used to transport meals, laundry and inmates up to the nursing home.
15. Superintendent Van Wickler showed the Commissioners the fire proof lockers where the firearms and

vests are kept.

16. The female area was visited. There are currently 17 women inmates.
17. The booking area was viewed and the fingerprint and photo equipment described. This information is sent to Concord and to the FBI for a national database.
18. The holding cells were viewed. This is where the inmates are held for the first 24 hours. This is where inmates are under constant surveillance.
19. The cafeteria was visited and the program sign- up was explained. There was discussion about the paintings done by the inmates on the walls. The superintendent explained the feeding process at the jail. A computer area for inmates was viewed.
20. The Director of Programs, Lt.Colby, who oversees the work release, electronic monitoring and internal programs described how the programs are run at the jail.
21. The multipurpose room was visited. This room is currently being used as a living area because of the high population at the jail.
22. The kitchen area for food distribution was visited.
23. Inmate classification Sgt. DeHotman described how the classification system is used to determine inmates status at the jail, and assigns living space according to classification.
24. Inmate personal property lockers were passed during the tour. The superintendent noted that the lockers are located in several areas of the jail because of the lack of a central space.
25. Administrative offices were visited.
26. The medical services area was visited. We have two contract physicians and one physician assistant coverage from Cheshire Medical Center to provide health care to the inmates. The physician's assistant has been in this role for about 15 years. The physician visits the facility on a weekly basis. Superintendent Van Wickler explained how the patient mental health clinician works with the inmates at the jail.
27. The Director of Training office was visited and Lt. Hummel explained the work done by the department with the correction officers.
28. The maximum security area was visited. The use of the isolation cell was explained. The upper and lower control rooms were visited by the commissioners.
29. The Commissioners had an inmate lunch meal to sample the food served to the inmates.

There being no further business, the meeting adjourned at 11:35 AM



Minutes approved at Oct. 26 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 26, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Dir. Trombly; Asst. Administrator Hemenway; Farm Manager Putnam; Ex. Asst. Warren

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded,

MINUTES: Commissioner Moore moved to approve the minutes of Oct. 19, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Bob Hemenway explained the county photo contest, which was open to all employees. He asked the Commissioners to pick the winning photos. The winners were: Pat Putnam – pets and animals; Laurie Morse – humorous; George Jeffery – Outside scenes; Nancy Farrell – Miscellaneous; Linda Howard – Family.
3. Chairman Zerba presented Bob Hemenway and Sheryl Trombly with citations regarding their nominations for the 2005 New Hampshire Association of Counties employee awards.
4. Chairman Zerba updated the Commissioners on HB 638. The bill seeks to redistribute state surplus funds and amend the state budget that pushed more costs down to the county level.
5. Bob Hemenway reported that last night was family night at the nursing home and there were about 35 family members there. There was a presentation regarding Medicare D and the new family-style meals.
6. The major overhaul repairs on the elevator at the nursing home have begun.
7. Administrator Wozmak distributed the agenda for Saturday's meeting on the jail. The morning session will be spent outlining all the information about the jail, and the afternoon will be spent answering questions posed regarding the jail. Only two reps have submitted advance questions.
8. Administrator Wozmak stated that he is still in the process of interviewing for the case manager position for Alternative Sentencing.
9. Manager Putnam explained that the old logging machine needs about \$2000 in repairs. A new machine costs about \$3100. He expects to get about 50 cords of wood from the farm, with a value of about \$180 - \$200 a cord, this would be revenue for 2006. The Commissioners discussed the best plan. Commissioner Moore suggested that the allocation for the replacement equipment out of unused capital funds be brought before the delegation in December, the commissioners all agreed. David will look into what trade in he can get on the old machine. David can start the logging in the winter.
10. The Commissioners agreed that diversification on the farm is a good idea but they do not want any additional expenditure at this time on such things as pigs or beef cows.
11. Administrator Wozmak stated that the nursing home auxiliary has raised about \$30,000 for the new bus.
12. Director Trombly distributed a chart of the various quotes received for the 2006 health benefits contract. The plans need additional review but Cigna's proposal appears to be the strongest contender. It appears that we are looking at an 11% increase in health insurance costs at this point. Director Trombly recommends that we continue self funding plans. We are waiting to hear from PRIMEX regarding their quotation or interest in bidding on the health insurance.

There being no further business, the meeting adjourned at 6:39 PM



Minutes approved at the Nov. 2 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, November 2, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Rep. Dexter; Administrator Wozmak; Finance Dir. Trombly; HOC Superintendent Van Wickler; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:01.

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded,

MINUTES: Commissioner Moore moved to approve the minutes of Oct. 26, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar. The Nov. 23 meeting was cancelled and rescheduled for Nov. 21 at 6 PM.
2. Rep. Dexter stated that the delegation agrees that there is a problem at the jail and a new jail is needed. He stated that Ian Bagley of the Sentinel contacted many members of the delegation and that they stated that they felt that many of their questions were answered regarding services at the jail. He stated that the delegation feedback is that the tables regarding the costs of running the jail need to be clearer. Director Trombly will redo the chart.
3. Administrator Wozmak stated that there are about 13 questions to be answered from Saturday's meeting. He is working on getting responses from the various people involved. Commissioner Sistare asked that the report be prepared stating the Commissioners reasons to have the jail in Westmoreland.
4. Linda Jeffrey, a long time employee has a request regarding her longevity. She worked at the county for 15 years and had to leave because of health reasons. She came back to work in less than a year and has been here an additional five years. She is requesting that she be considered a 20 year employee. There are no benefits involved if the Commissioners agree with the designation. **Commissioner Sistare moved that Linda Jeffrey be listed as a 20 year employee with a start dated of January 8, 1985, based on the recommendation of the Administrator, Commissioner Moore seconded, voted unanimously.**
5. Superintendent Van Wickler stated that there was a disturbance last week and four inmates were extracted from their cells and separated. There was some water damage due to inmates flooding their cells. The Superintendent was able to resolve the issue with the assistance of the Correction Officers. There were no injuries caused during the disturbance.
6. Director Trombly distributed the COLA breakdown to the Commissioners. The Commissioners agreed to set the rate at 3.5%.
7. There was some discussion on the 2006 budget.
8. The Commissioners agreed to deny the request of Manager Putnam to purchase the Auto Take-Offs for the farm. This item will be removed from the 2006 budget request.
9. **Nonpublic session** – At 6:45 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of NH Administrator to hire Kristin Moses as staff development coordinator, at Grade 5 Step 3 (\$18.03) due to her 12 years experience. The Commissioners unanimously voted to return to public session at 6:49 PM.**
10. **Nonpublic session** – At 6:49 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee.**

The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of NH Administrator to hire Leanne Finnell as Supervisor at Grade 6, Step 9, (\$22.94) because of her 10 years experience. The Commissioners unanimously voted to return to public session at 6:51 PM.

11. **Nonpublic session** – At 6:51 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of Superintendent Van Wickler to hire Roberta White as an LNA for the HOC at Grade 4 Step 8 (\$16.87). The Commissioners unanimously voted to return to public session at 6:53 PM.

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



Minutes approved at Nov. 9 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, November 9, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, and Moore; Administrator Wozmak; Finance Dir. Trombly; Ex. Asst. Warren; Matt Suchodolski and Tim Murphy, SWRP

Chairman Zerba opened the meeting at 5:05.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Nov. 2, Commissioner Zerba seconded, voted unanimously.

1. Matt and Tim presented a request for support from the Commissioners to develop a CDBG application for assistance for Kingsbury Corp. that was devastated from the floods in Keene. CDFA has been contacted and they encouraged application for a grant. SWRP will do additional fact finding on the project and will advise the commissioners whatever information they get. Commissioner Zerba stated that he would like to see if it is reasonable to open this grant to other companies who suffered from the flood. Tim stated that he will get the facts to the Commissioners and will have information before anything is done. However, the Commissioners authorized SWRPC to advertise for a public hearing on the matter on November 21, 2005 at the next delegation meeting.
2. **Nonpublic session** – At 5:33 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session, a decision was reached to readdress the issue presented by Director Barber when Commissioner Sistare is present. The Commissioners unanimously voted to return to public session at 5:55 PM.**
3. Director Barber stated that the incentive funds funded 23 programs. That report is attached to these minutes.
4. The Community Youth Profile monies of \$20,228 will be distributed to 5 programs for the youth of the county.
5. The Commissioners reviewed the calendar.
6. The Commissioners agreed with the Dec. 30 date for the holiday party.
7. Chairman Zerba updated the commissioners on the NHAC meeting held on November 4. There was discussion on how the fuel assistance program will be handled. HB 638 as amended, is moving forward and would redesign the relationship between the state and the county regarding the provision of long term care and youth services, with the counties assuming more responsibility for long term care and the state taking over all of the juvenile program responsibilities.
8. The Commissioners will review their meeting schedule for 2006 at the next meeting. There was discussion about returning to a schedule of having meetings at Maplewood periodically.
9. Director Trombly distributed the 2006 proposed budget analysis. There was some discussion on the budget numbers. Director Trombly reviewed the expenses and revenues. There was discussion on the 2006 personnel requests. The Commissioners made the following decisions on the personnel requests:
 - ❖ As to the Facilities request to change the grade of the Electrical Technician from Grade 7I to Grade 8 with a change in step resulting in an increased rate of pay of \$1.58/hr, the request is approved

in part and denied in part on the basis that the job description supports a grade change but that the original rate of pay upon hiring was supported by the enhanced qualifications of the individual currently occupying the position. Therefore, placement in the new grade should be as close as practicable to the current wage being paid.

❖ As to the County Attorney's request for a new, additional Victim Witness Advocate position, the request is denied on the basis that there is no space available to house an additional employee at this time, we are not inclined to create another position due to budget pressures and we would recommend that efforts be made to reallocate the work over the upcoming year to determine whether the workload is going to remain higher over the long term.

❖ As to the Computer Operations request to increase the currently part-time PC Specialist position from 24 hours per week to 40 hours per week, the request is approved based on the workload and staffing needs.

❖ As to the Sheriff's request to increase the on-call pay of his deputies from \$90 per week to \$100 per week, the request is approved based on the fact that the current rate has not been adjusted in 6 years.

❖ As to the Sheriff's request to change the grade of the Police Communication Specialist from Grade 3M to Grade 4M, the request is approved on the basis of the job description and responsibilities as demonstrated in the submitted materials.

❖ As to the Corrections request to change the grade of the Lieutenants from Grade 5M to 6M, the request is approved based on the reorganization of the department and the job descriptions supporting the change.

❖ As to the Corrections request to establish a Mental Health Clinician at a Grade 7M, Step 7 (converting this position from a contract, part-time position to an in-house full-time position) the request is approved on the basis of the clear need for this position, the strong utilization as a contract service and the submitted job description.

❖ As to the Corrections request to re-grade Corporals (currently COII) from Grade 7T to 8T resulting in wage increases for 8 Corporals, the request is approved on the basis of the job description and responsibilities as demonstrated in the submitted materials

❖ As to the Maplewood Social Services request to reduce the number of part-time social workers to consolidate them into full-time positions with the addition of a social services assistant, the request is denied at this time. The reason for this is that one current social services employee is a long-term employee who contemplates retiring in the near future. Therefore, the desired consolidation will happen on its own without eliminating the part-time positions. The recommended plan is to allow the transition to full-time social workers to take place through attrition.

❖ As to the Laundry request to add an additional laundry position on the basis that approximately 181 hours of overtime was used in 2005 and that sometimes the workload is heavy particularly around the weekends, the request is denied at this time on the basis that the overtime levels do not yet warrant an additional position and, further, that periodic scheduling difficulties, in and of itself, is not adequate justification for the addition of a full-time position.

10. Director Trombly reviewed the health insurance quotes she has received. She recommends we continue the self insured plan. She recommends accepting the Cigna self insurance plan at \$2,454,184. **Commissioner Zerba moved to accept the recommendation of the finance director, Commissioner Moore seconded, voted unanimously.** Administrator Wozmak stated that he felt the Complementary Medicine benefit is a good preventative tool and should be continued. Chairman Zerba stated that he would like Commissioner Sistare present for the final decision on complementary benefits.
11. Director Trombly presented the rate for private pay residents at the nursing home to be increased from \$180 a day to \$200 justified by costs. **Commissioner Zerba moved that the Maplewood Nursing Home private pay rate be increased to \$200 a day, based on the recommendation of the Nursing Home Administrator, seconded by Commissioner Moore, voted unanimously.**
12. **Nonpublic session** – At 7:20 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba**

moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of NH Administrator to hire Michael Potter as case manager for the alternative sentencing department, at Grade 5 Step 5 or 6 (maximum) (\$19.23-19.71) based on his experience, background and training. The Commissioners unanimously voted to return to public session at 7:23 PM.

13. **Nonpublic session** – At 7:23 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba** moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session, a decision was reached to approve the recommendation of Nursing Home Administrator to authorize Fitz-Vogt to hire a food service director for approximately \$56,000 plus benefits, consistent with the terms of the food service contract. The Commissioners unanimously voted to return to public session at 7:26 PM.

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



Minutes approved at Nov. 16 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, November 16, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Finance Dir. Trombly; Ex. Asst. Warren; Rep. Judson Dexter; Matt Suchodolski, and Tim Murphy, Southwest Regional Planning Commission; Jack Dugan, Monadnock Economic Development Corporation.

Chairman Zerba opened the meeting at 5:01 PM

1. **Nonpublic session** – At 5:01 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was reached to decline a request by the State Division of Children, Youth and Families to fund a program for an individual brought forward from Human Services Director Barber, who will advise the state of the decision. The Commissioners unanimously voted to return to public session at 5:07 PM.**
2. Jack Dugan, Matt and Tim reviewed the request for support from the Commissioners to develop a CDBG application for assistance for Kingsbury Corp. that was devastated from the floods in Keene. Jack stated that he has received information from the company as to their financial impact from the flood. He stated that he thinks the company is a good candidate for a block grant application. They are waiting for a financial analysis from an independent financial source and expect to have it by Monday's delegation meeting. Jack explained the CDBG process to Rep. Dexter. The Commissioners stated that pending the additional information received, they will make a decision regarding support of the application. They will bring the information to the Commissioner's 6 PM meeting on Monday.
3. Rep. Dexter reviewed the plans of the sites that were sent to the Delegation. He reviewed some of the questions they continue to have. There was concern for the public meeting only being scheduled for 20 minutes before the delegation meeting on the jail. It was explained that the public hearing can end at any time, and the delegation meeting can start at any time after, but not before the time listed in the agenda. Rep. Dexter felt that as many of the members of the delegation should be present for the vote on the jail as is possible. He feels that a date should be set on the evening of the 21st. Director Trombly reminded him that a vote must be within 14 days after the public hearing.
4. Director Trombly distributed copies of the 3rd quarter budget and narrative.
5. The Commissioners schedule was reviewed and Commissioner Sistare will advise Terry as to which Wednesday of the month to schedule for meetings at Maplewood.
6. Director Trombly explained the complementary insurance benefit of our health insurance. The commissioners agreed that the benefit be deleted and can be readdressed before the budget is finalized after the executive committee review.
7. Director Trombly distributed the 2006 budget summary of changes.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Nov. 9, Commissioner Zerba seconded, voted unanimously.

There being no further business, the meeting adjourned at 6:30 PM



Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Monday, November 21, 2005 6 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Superintendent Van Wickler; Facilities Manager King; Finance Dir. Trombly; Ex. Asst. Warren

Chairman Zerba opened the meeting at 6:00 PM

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Nov. 16, Commissioner Sistare seconded, voted unanimously.

1. Commissioners reviewed the calendar.
2. The Commissioners approved the 2006 meeting schedule. This will be distributed to departments.
3. Administrator Wozmak advised the Commissioners that the jail bond amount, according to the architects estimates of costs, would now be \$32,000,000. After discussion, **Commissioner Moore moved that the request for bond funds to finance land acquisition and costs associated with the design, construction and equipping of a county correctional facility to the delegation should be at \$32,000,000, Commissioner Sistare seconded, voted unanimously.**
4. The census at the jail is 95 inmates.
5. The Commissioners discussed tonight's meeting and confirmed that they agree that Westmoreland is the preferred site.
6. Superintendent Van Wickler advised the Commissioners that a correctional officer who just graduated from the academy has resigned from taking a position at the HOC in order to move out of state.
7. Manager King brought before the Commissioners that a letter was received from the NH Department of Environmental Services regarding the level of Total Organic Compounds (TOC) in the water supply and that we will need to make certain changes to the water treatment plant to comply with the new standard.
8. Power lines should be going up soon at Maplewood. There was some delay because of the flooding.
9. One of the elevators at MNH has been replaced and should be ready for use Tuesday. The second elevator should be ready in about 4 weeks.
10. The CDBG request for Kingsbury has been withdrawn because they do not meet the requirements of the CDEA with respect to the percentage of low- to moderate-income employees.
11. **Nonpublic session** – At 6:20 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 designees. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. 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 6:30 PM.**

There being no further business, the meeting adjourned at 6:30 PM



Robert Moore, Clerk

Minutes approved at the November 30 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, November 30, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Dir. Trombly; Jeff Porter, Russ Caulkins, Board Chair and member of Cheshire County Conservation District

Chairman Zerba opened the meeting at 5 PM

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

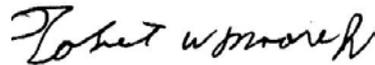
MINUTES: Commissioner Moore moved to approve the minutes of Nov. 21, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. The Commissioners reviewed the holiday schedule for 2006 and, after deleting the Election Day holiday, approved the 2006 holiday schedule.
3. The Commissioners discussed the upcoming delegation meeting to be held on December 5 in which a vote on a jail site may be taken. The Commissioners decided unanimously to withdraw their proposal of Westmoreland as a jail site until further engineering information of the water and wastewater treatment plants are obtained. The Commissioners decided that they will have SMRT, engineers and possibly an attorney available to respond to questions at the meeting of the delegation on December 12.
4. Jeff Porter and Russ Caulkins presented their request to convert a Conservation District employee (an employee funded by the county) to a county employee (where the employee would be eligible for county benefits). The Conservation District would like to be able to be more competitive in attracting a suitable person into the position of Executive Director. With the director being the sole employee, it puts them at a disadvantage with respect to benefits and health insurance. The Commissioners have taken the request under advisement.
5. **Commissioner Moore moved that the Treasurer seek authorization from the Executive Committee, at their meeting on December 12, to borrow in anticipation of taxes an amount not to exceed \$10,000,000 for the 2006 budget year, January 1, 2006 to December 31, 2006, seconded by Commissioner Sistare seconded, voted unanimously.**
6. The Commissioners reviewed the letter from Swanzey Police Chief Busick regarding the Regional Prosecutor Program and his request that the county take over the program. The Commissioners will take the request under advisement. Administrator Wozmak will gather information on the program with those involved and review with County Attorney Bill Albrecht if there are any statutory restrictions.
7. **Commissioner Sistare moved to instruct the Finance Director to prepare to open a line of credit immediately to make certain that there is sufficient cash available for the county to meet its obligations while we wait for the town tax checks to arrive, Commissioner Moore seconded, voted unanimously. The Commissioners asked the Finance Director to contact the County Treasurer and to have him execute the necessary documents.**
8. **Commissioner Moore moved to authorize the Farm expenditure of \$2200 for the logging equipment purchase, seconded by Commissioner Sistare, voted unanimously.**
9. The Commissioners had a discussion on establishing a cap on jail census, and potentially refusing to accept offenders sentenced to weekend sentences and to refuse to accept the return of work release

offenders at the jail. All of these initiatives would be designed to safely relieve overcrowding at the jail. Administrator Wozmak will develop a discussion agenda and forum for members of the criminal justice community to discuss these issues.

10. **Nonpublic session** – At 6:31 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 roll call vote of Commissioners Zerba, Sistare and Moore. 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 6:40 PM.**
11. **Nonpublic session** – At 6:41 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 roll call vote of Commissioners Zerba, Sistare and Moore. 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 7:00 PM.**

There being no further business, the meeting adjourned at 7:10 PM



Minutes approved at the Dec. 7, 2005 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Monday, December 5, 2005 5:30 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Superintendent Van Wickler; Ex. Asst. Warren; David Lay, SMRT; Neil Berkson, Attorney; Steve Horton, , Steve Tarbox and Bruce Lyman, MacMillian Company; Rick Stewart, Louis Berger Group

Chairman Zerba opened the meeting at 5:37 PM.

1. Administrator Wozmak discussed how David Lay will be available for tonight's delegation meeting. David distributed a proposed schedule for a jail project wherein the costs relevant to each phase of the construction process. Neil Berkson stated that he can help explain some of the processes of building as he has gone through them with other projects in the county. There was some discussion on the who will be handling the various questions that may arise at tonight's meeting.
2. **Nonpublic session** – At 6:13 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to both meet with legal counsel and, further, 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 roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no votes taken. The Commissioners unanimously voted to return to public session at 6:42 PM.**

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



Robert Moore, Clerk

Minutes approved at the Dec. 7, 2005 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, December 7, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Superintendent Van Wickler; Ex. Asst. Warren; Neil Berkson, Attorney for the Commissioners.

Chairman Zerba opened the meeting at 5:02 PM.

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Nov. 30, Commissioner Sistare seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Dec. 5, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar and requested that another site be considered for the delegation meeting on Monday Dec. 12. Terry will contact the library and see if there is a room available.
2. At the request of the Commissioners, Sheriff Foote was present to discuss radio frequencies currently licensed to the county. Currently nearly all radio frequencies used by Mutual Aid and by the Sheriff's dispatch center are licensed in the name of County of Cheshire. Those frequencies used by Mutual Aid for fire and EMS have had Southwest NH Fire District Mutual Aid listed in the second position of authority. However, over the past year or so, confusion arose over who ought to be the primary license holder; the County or Mutual Aid—at least as to those frequencies used by Mutual Aid. As a result of changes made to the licenses, all County frequencies are listed with County of Cheshire as the licensee with the Cheshire County Sheriff as the listed in the second position of authority. Therefore, all access to and changes made to equipment related to the use of the frequencies must be sent to the County Sheriff. Administrator Wozmak and Sheriff Foote explained that the frequencies have been under the county's jurisdiction for decades, according to their records. However, with the creation of the Sheriff's Dispatch Center, Mutual Aid would like to be listed as the Licensee, under a Memorandum of Agreement that proposed by the Mutual Aid Board of Directors. The Agreement allows for Mutual Aid to use the agreement as the Licensee and to turn it back to the County should they no longer need it. The Commissioners asked questions about the use and control of the frequencies and Commissioner Sistare said that he did not think it was advisable for the County to lose control of the frequencies. Commissioner Moore also said that he felt the frequencies should remain in the name of the county. The Commissioners voted to keep the county as the Licensee and maintain the current level of control. They felt that a meeting should be scheduled with the President of the Board of Mutual Aid to discuss their position.
3. The Sheriff stated that his department has all departmental positions filled and that the 'Car 54' grant program equipment has been installed in a number of his vehicles.
4. Administrator Wozmak stated that a 12,000-gallon oil tank at Maplewood is leaking into the outer containment shell and while this poses no environmental contamination threat from this double-lined tank, it will have to be replaced. The tank is approaching 20 years of age and cost \$101,000 when installed. He will be coming forward with more information, as the information becomes available.
5. Administrator Wozmak requested hiring a nurse manager at grade 6 step 4. **Commissioner Sistare**

moved that based on the recommendation of the Administrator and Asst. Nursing Home Administrator, Ed Shillimet be hired at grade 6 step 4, Commissioner Moore seconded, voted unanimously.

6. Commissioner Sistare moved that the new IRS mileage rate of \$.445 be adopted for the county mileage reimbursement rate, effective January 1, 2006, Commissioner Moore seconded, voted unanimously.
7. Commissioner Zerba updated the commissioners on the latest NHAC meeting he attended. He stated that they have decided to hold the next conference in Manchester. Also, the Demers Group has been chosen as the new lobbyist for NHAC.
8. Director Trombly advised the Commissioners that she has stopped the Line of Credit process as she did not have to apply for a line of credit because a tax payment was received from the City of Keene.
9. Superintendent Van Wickler stated that the census is in the 80's.
10. Superintendent Van Wickler will work out a plan to provide consistent labor for the farm as requested by the County Administrator.
11. Administrator Wozmak reported to the Commissioners that he has authorized the Director of Nursing to hire additional Ward Aides to assist in staffing while we work to hire the budgeted LNA's. This will help to ease the stress associated with vacant staff positions.
12. **Nonpublic session** – At 5:48 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to meet with legal counsel. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, a decision was made to continue to have Attorney Berkson represent the commissioners throughout the jail process before the delegation. The Commissioners unanimously voted to return to public session at 6:44 PM.**

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



Minutes approved at the Dec. 14 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, December 14, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Superintendent Van Wickler; Finance Director Trombly; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:01 PM.

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Dec. 7, Commissioner Sistare seconded, voted unanimously.

1. Christine Parsons from ARC (All R Kids) explained to the Commissioners that their program is a supervised visitation center and needs a Commissioner's signature on a memorandum of understanding. She explained that the signature is needed only indicating that we are aware of this organization and that they are a part of MFS and there is no financial commitment. The signature is required only as a requirement of their grant. The Commissioners agreed to sign the paperwork.
2. **Nonpublic session** – At 5:08 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to 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 roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, a decision was made to request Manager Putnam to submit a job re-evaluation to Administrator Wozmak. The Commissioners unanimously voted to return to public session at 5:17 PM.**
3. The Commissioners reviewed the calendar.
4. Administrator Wozmak explained that FMA might be coming to the meeting at 6 PM to discuss the issue of county frequencies they wish to oversee.
5. The new district court judge has called Superintendent Van Wickler to discuss programs going on at the jail.
6. Grafton County has requested that we take an inmate that has been placed on electronic monitoring as he has family in Swanzev. A fee is received for this. The Commissioners agreed and signed the necessary paperwork.
7. Administrator Wozmak distributed the agreement to be followed with the HOC and the farm, establishing standards for them working together, supplying inmates for work at the farm. These standards have to be followed by both the jail and the farm. Administrator Wozmak will work with Superintendent Van Wickler and Manager Putnam to ensure the standards are followed.
8. Director Trombly collected signatures from the Commissioners for the corporate resolution with CIGNA, the county's new health care provider.
9. The Conservation District request to make the district employee a county employee. Commissioner Moore stated that he believes there are many individuals in the county who benefit from this position at the Conservation District. The Commissioners asked Administrator Wozmak to gather additional information and bring it to them for review.
10. **Nonpublic session** – At 5:56 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, a decision was made to instruct Administrator Wozmak to look for options available as a jail site and report back to the Commissioners with his findings. The Commissioners unanimously voted to return to public session at 6:15 PM.

There being no further business, the meeting adjourned at 6:20 PM.

A handwritten signature in cursive script, appearing to read "Robert Moore".

Minutes approved at Dec. 21 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, December 21, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, and Moore; County Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:00 PM.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

MINUTES: Commissioner Zerba moved to approve the minutes of Dec. 14, Commissioner Moore seconded, voted unanimously.

1. Matt Suchodolski from SWRP presented the final requisition for the housing rehab grant. This document required county signature, and it was given to Director Trombly. The housing rehab close out documents required Chairman Zerba's signature. All closing documents for the housing rehab were given to Director Trombly to be retained by Donna.
2. The document from Linda Mangones for the Commissioners agreement to drop the old rent restrictions was agreed to and signed by Chairman Zerba.
3. The Commissioners reviewed the calendar.
4. Chairman Zerba spoke about the two communication frequencies that were discussed by the Commissioners last week. Mutual Aid had requested the Commissioners to allow certain changes to be made to the names on the FCC license forms in recognition that mutual aid is already using the frequencies. After discussion, **Chairman Zerba moved to rescind the previous vote regarding refusing to grant FMA's request to become the licensee on the two frequencies they currently use. The motion to rescind was seconded by Commissioner Moore, voted unanimously. Commissioner Zerba moved to authorize the County Administrator to properly review the proposed Agreement and to enter into the agreement with FMA, seconded by Commissioner Moore, voted unanimously.**
5. Administrator Wozmak stated that he has contacted the Department of Transportation regarding existing land in Keene that may be available for a jail. They will get back to him in a couple of weeks. After the new year, he will look further into the Thomas property, previously considered by several jail site committees, and examine the costs of bringing utilities up to that location. He has also met with another landowner who is also considering selling land for the jail but who does not want such information to be public at this time. He will meet with the owner's representative after the new year if the interest is still there. He is hoping to come back with at least three viable sites in the Keene area for the Commissioners to consider.
6. Administrator Wozmak stated that the licensure surveyors are at Maplewood Nursing Home this week. Chairman Zerba asked about the amount of time that various individuals in other departments are spending on the survey, gathering information for them. Wozmak said that typically there are 4 to 6 surveyors and that there is an equal number of staff who must dedicate a significant amount of time to provide them with the information they seek through the normal survey process.
7. Administrator Wozmak met with the farm manager this afternoon regarding the inmate labor for the farm. There is a new plan for assuring the availability of inmate labor from the jail but there has been an issue with the timing of the release of the inmates from the farm back to the jail for hot meals. Wozmak said that he advised Putnam to meet with the Superintendent to work out how they will

accomplish a smooth process of using the inmate labor and reiterated the need to improve communication. The Commissioners discussed the issues existing with the use of inmates for farm labor.

8. **Nonpublic session** – At 5:35 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public 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 roll call vote of Commissioners Zerba, and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:14 PM.**

There being no further business, the meeting adjourned at 6:17 PM.



Minutes approved at 12/28/05 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, December 28, 2005 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Facilities Manager King; Sheriff Foote; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:02 PM.

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Dec. 21, Commissioner Sistare seconded, voted unanimously.

1. Manager King advised the Commissioners on the leak between layers in the underground storage tank at MNH and the repairs required. M.B. Maintenance, who has done previous work for us, suggested a fiberglass finish on the inside of the tank. A proposal has been received with a ten year warranty at a cost of \$25,000. Other expenses incurred would be to pump out the oil in the tank, which can be brought down for use to the HOC; and the sludge left in the tank would have to be removed. Funds from the savings on the elevator can be rolled over and reallocated by the executive committee when they meet during budget review. **Commissioner Sistare moved that the costs of repair should be posted to contingency until the \$30,000 from the elevator funds can be reallocated, Commissioner Moore seconded, voted unanimously.**
2. Sheriff Foote requested that \$13,968 be rolled over for 2006 from the grant funds that were shared with the City of Keene. There were other funds from various departments that have been requested to be rolled over. They are:
 - \$2,200 - Commercial Potato Peeler - MNH Dietary
 - \$1,000 - Insulated Dome Covers - MNH Dietary
 - \$9,700 - 2 Resident Tub Lifts - MNH
 - \$12,500 - Resident Tub - MNH
 - \$2,300 - Recarpet Admin Hallway - MNH
 - \$46,052.22 - Downtown Storage Tank remaining funds
 - \$164,691.82 - Jail Study Funds**Commissioner Moore moved to approved the list of funds be rolled over for the 2006 budget, Commissioner Sistare seconded, voted unanimously.**
3. The Commissioners reviewed the calendar.
4. Repairs at the jail, as a result of damages by an inmate, have been made and all the inmates that were in the all purpose room have been moved to other parts of the jail.
5. Superintendent Van Wickler stated that there were two suicide attempts at the jail this weekend and both cases are doing well.
6. Census at the jail is 85.
7. Superintendent Van Wickler stated that staff morale at the jail is low because of the delay in the jail construction.
8. Jail site selection: Administrator Wozmak is waiting to hear from the Department of Transportation and doesn't expect to hear from them before next week. He calculated the distance from the Thomas property to the courthouse and it is over 4.4 miles.
9. **Nonpublic session** – At 5:33 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba**

moved to go into non-public 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 roll call vote of Commissioners Zerba, and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 5:43 PM.

There being no further business, the meeting adjourned at 5:50 PM.

A handwritten signature in black ink, appearing to read "Robert Moore". The signature is written in a cursive style with a large initial "R".

Minutes approved at the January 4 meeting

Robert Moore, Clerk