

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Jan. 9, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Ex. Assistant Warren; HR Mgr. Hurley; DNS Donluekin

Chairman Zerba opened the meeting at 9:04 AM.

MINUTES: Commissioner Pratt moved that the minutes of Dec. 12 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Dec. 19 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Dec. 28 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Superintendent Van Wickler noted that the census at the jail is 105, with 6 weekend, 6 electronic monitoring and two work release inmates.
2. He advised the Commissioners that he has set up a new program with their prescription provider to reduce pharmacy costs. For 2007, they saves \$15,000 by using the drug punch cards, which allows them to return drugs once an inmate is discharged.
3. The State provided a new upgrade to the AFIS machine at the jail. Unfortunately, the new machine does not interface with an older photo machine they have to use with the new machine and it will cost thousands of dollars to create an interface. He has contacted the State and Spillman, the provider of our inmate management software and equipment and both are blaming the other for the problem. He would have to purchase a new piece of equipment at a significant cost to us. The Commissioners asked that he write up the issue for presentation to Rep. Hodes on Friday. To fix the problem, the superintendent needs \$1700, which he would use from the capital budget.
4. Superintendent Van Wickler did some research for federal grant availability for a new jail facility. There is a CAP, Cooperative Agreement Program exists, but is unfunded at this time. He does not agree with the program, however, because it requires him to take in any federal prisoner without the ability to refuse.
5. **Nonpublic session** – At 9:29 AM 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, Rogers and Pratt. As a result of deliberations in nonpublic session, A decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 9:42 AM.**
6. **Nonpublic session** – At 9:43 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the DNS to approve the hiring of CG as LPN staff nurse and to work as an additional MDS coordinator at Grade 5M Step 9 at \$22.68 because of her 22 years of experience, effective upon availability. The Commissioners unanimously voted to return to public session at 9:53 AM.

7. **Nonpublic session** – At 9:54 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to allow an additional 20 hours for employees to be paid during union negotiations for an aggregate total of 40 hours. The Commissioners unanimously voted to return to public session at 10 AM.**
8. At 10 AM the meeting was suspended.
9. At 11:25 the meeting resumed.
10. The calendar was reviewed.
11. A response was received from the Chief Justice in response to the Commissioner's letter of January 4 in which they restated their goals for the Latchis Theater for the Keene District Court and the development of the Superior court building as a combined court facility.
12. Administrator Wozmak updated the Commissioners on his meeting with City Manager John MacLean regarding the parking at the Winter Street lot. The city will review their needs and what our needs are in order to determine the parking allocations. If the cost of maintaining the lot is not covered by the meters, it is likely that the county will have to pay the city some modest amount for the additional spaces.
13. MNH is continuing to look for a PT and OT and it now looking internationally.
14. There was a discussion on the issues that will brought before Congressman Hodes' staff on Friday. The County Administrator will write an agenda for the meeting.
15. Commissioner Rogers asked that Kathryn Kindopp give the Commissioners an update on the status of the nursing home on a regular basis.

There being no further business, Chairman Zerba ended the meeting at 12 PM.



Minutes approved on Jan. 16, 2008

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Jan. 16, 2008 11:30 AM
Maplewood Nursing Home, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Lt. Mousseau; NH Administrator Kindopp; Farm Mgr Putnam; Mgr. King; DNS donLuekin; Ex. Assistant Warren

Chairman Zerba opened the meeting at 11:30 AM.

MINUTES: Commissioner Pratt moved that the minutes of Jan. 9 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Mgr. Putnam discussed the tree harvesting and noted that the harvesting request will be signed by the town of Westmoreland on Thursday. The land to be harvested is located behind the nursing home. He expects there to be about \$25,000 timber harvested. He located some lots that would be done in the future. There was some discussion about harvesting the trees. He stated that at this time we don't want to do the Chesterfield lot because the market for oak is low.
2. Mgr. Putnam noted that the new truck has been received. He asked if he should go out to bid on the old 1995 F350 truck with plow. The Commissioners agreed that he should put the sale out to bid.
3. Dave noted that we went to register the truck and found that the state has many designations for county vehicles, which resulted in a great deal of confusion. The state suggested that the county establish a fleet with all the vehicles under one name/department. Mgr. King will look into establishing a fleet.
4. We received a letter from the Town of Westmoreland that there are two old wells on our property that need to be covered. David will check the locations and make plans to assess the situation in the spring.
5. Terry presented the statistics for the NACO discount drug program, which indicate that there are 178 residents who have taken advantage of the discount card, for a savings of almost 22%.
6. Superintendent Van Wickler noted that there are other counties who are having an issue with the new AFIS machines. While the machines are new, there is no 'middleware' software that will allow us to use it with our inmate management system. After Administrator Wozmak obtains the core grant documents on this project to replace the AFIS machines, Commissioner Pratt said that he would make two phone calls, to the FBI and to the state safety committee to get them to make the new machines work together. He will follow up with a letter.
7. Superintendent Van Wickler presented a pay and classification issue regarding a salary discrepancy between a supervisor and another CO. Administrator Wozmak will look into the issue.
8. The census at the jail is 98.
9. The Superintendent distributed copies of the corrections policies on the use of force and the use of the new Tasers. He showed the Commissioners a video on use of the taser, in which several CO's volunteered to be shot with the taser as part of their training/certification in order to know what the experience will be when they use the taser.
10. An article in the Union Leader regarding a pilot program for support to parolees was discussed. The Superintendent will try to get additional information on the program and bring it to the Commissioners.
11. The Commissioners agreed that they would not join in the lawsuit brought by the Municipal Association regarding the New Hampshire Retirement System.

12. The calendar was reviewed.
13. Mindy updated the Commissioners on the results of the state licensure survey at the nursing home and the deficiencies received.
14. Chairman Zerba signed the five-year agreement discount program with Primex.

There being no further business, Chairman Zerba ended the meeting at 2:20 PM.

A handwritten signature in black ink, appearing to read "J. Pratt", is written over a vertical line that serves as a signature separator.

Minutes approved at the Feb. 6 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Tuesday, Jan. 22, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:07 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The Commissioners reviewed and discussed the calendar.
2. Commissioner Zerba signed the semiannual CDBG report.

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

Minutes approved at the Feb. 6 meeting



John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Jan. 30, 2008 9 AM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, and Pratt; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; ES Mgr. Rahe; HS Dir. Barber; Sheriff Foote; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:03 PM.

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

1. Kathryn presented her request to spend funds to purchase replacement resident chairs for the dining room. The chairs are in the 2008 budget, but they are damaged and may cause injury to residents (their condition was an issue in the survey). It will cost \$854.96 for 6 chairs. Commissioner Pratt suggested that she come before the executive committee with her request on Monday. The Commissioners unanimously approved of the expenditure so that she may make the purchase as soon as she receives Ex. Committee approval and the items remains in the budget.
2. Kathryn also presented the fact that the 2008 capital budget contained \$122,000 for updating the second and third floor kitchen areas in the resident dining rooms. She presented to the Ex. Committee that she would prefer that \$23,000 be spent on a specific areas in the kitchens and it would be a more effective use of funds.
3. Kathryn noted that the latest survey was a difficult one. One of the issues brought out was that we do not have a psychiatrist routinely available for the residents since Monadnock Community Hospital closed the Gero-Psych Unit. A great deal of effort has gone into contacting various agencies to set up a contract but to no avail. She continues to work on this issue.
4. Commissioner Pratt stated that he is anxious to get the study for the nursing home started.
5. **Nonpublic session** – At 9:44 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 Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of NHA and ES Mgr. To transfer SB from position of LNA grade 6 step 2 ½ (\$12.81) to laundry services grade 2 step 7 (\$10.61) recognizing the nepotism policy. The Commissioners unanimously voted to return to public session at 9:56 AM.**
6. **Nonpublic Session** - At 9:57 PM, **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 Pratt. 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 10:03 AM.**
7. Commissioner Pratt asked the Sheriff if there is a policy in writing on use of Tasers. Sheriff Foote stated that there is a standard policy and all his people are trained in the use of the Taser. Commissioner Pratt asked if it would be his policy to report when a taser is used. The Sheriff noted that in the use of force, there is always a report completed. Commissioner Pratt asked if it is the sheriff's policy to replace the Tasers he has with video Tasers. The Sheriff noted that he may. Commissioner Pratt asked if any of the 2008 budget has been reviewed looking at federal funds. The Sheriff stated that they do.

8. Director Trombly noted that there is an \$.86 increase in daily nursing home rates for Medicaid residents. This is a re-calculation of the February rates. Originally, a decrease had been projected.
9. Director Barber noted that at the finance committee meeting, there is an impact on the Medicaid nursing home rates. Starting July 2008, the rates are changing, instead of the usual August. She reviewed some of the items that will be on the agenda for the next meeting this Friday.
10. Mimi reviewed her budget figures for 2008. There is an increase of \$1.58 million from last year's budget.
11. The Treasurer presented the four bids received for the TANS sale that was conducted today. The bid accepted for the \$11,600,000 TANS will cost \$241,599, with a premium of \$19,401. The accepted bid is from First Southwest Company, the rate is 2.3141667%.
12. We were awarded the three-year grant for the regional prosecutor project, which was transferred from Swanzey. The funds value is \$296,000.
13. Commissioner Pratt noted that the County Administrator has been appointed Chairman of the Board of Trustees at Primex.
14. The County Administrator stated that Superintendent Van Wickler has advised the state that our HOC staff will not be double booking at the HOC. The double booking suggestion being raised because the new AFIS machine does not communicate with the Spillman computer equipment. The state police have been advised and they are following up on the issue.
15. Administrator Wozmak advised the Commissioners about the issue that has developed over the driveway coming into the parking lot at 33 West. We are having a lawyer look at the deed and plans in order to determine where the property line is and where the right of way is. This is a cooperative plan with the adjacent owner.
16. A new secretary has been hired for facilities from an internal posting.

There being no further business, Chairman Zerba ended the meeting at 2:36 PM.



Minutes approved at the Feb. 6 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Feb. 6, 2008 9 AM
Maplewood Nursing Home, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; Mgr. King; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:02 AM.

MINUTES: Commissioner Pratt moved that the minutes of Jan. 16 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Jan. 22 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Jan. 30 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Mgr. King noted that the executive committee approved his request for emergency spending.
2. Commissioner Pratt updated the Commissioners that the executive committee approved the expenditure for the chairs for the residents of the nursing home.
3. Commissioner Pratt gave an update on the executive committee meeting held Monday and that Administrator Wozmak gave an update on the wetlands mitigation issue.
4. Chairman Zerba signed the grant application papers for the public health network program we are cosponsoring with CMC.
5. Commissioner Pratt noted that there is an additional meeting of the executive committee on February 18. He reviewed the meeting regarding cuts requested and who should attend the meeting on February 11 with the executive committee.
6. The Commissioners discussed the scheduling for meeting with Senator Molly Kelly. The date of February 18 at 2 PM was offered to the Commissioners, but they have requested 12:30 the same date, so she can have lunch at the nursing home. Terry will contact Sen. Kelly's office with the change in time. Commissioner Pratt will contact Sen. Kelly to see about offering Sen. Odell the same tour.
7. Mgr. King noted that there is a compressor for the boiler for MNH that needed to be replaced immediately at a cost of about \$1400.
8. Kathryn noted that the census at the nursing home is 138 with two residents in the hospital. There have been confirmed cases of flu so they are in contact with the state and are careful with admissions.
9. The resurvey team was here yesterday. The 18 health care deficiencies were cleared. We have only one deficiency left. However, it is a minor deficiency and the facility was determined to be back in substantial compliance.
10. **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 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, 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 and Pratt. 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 10:35 AM.**

11. The calendar was reviewed.

12. There was additional discussion on the upcoming budget meeting Monday, Feb. 11.

There being no further business, Chairman Zerba ended the meeting at 10:57 AM.

A handwritten signature in black ink, appearing to read 'J. Pratt', is positioned above a vertical line.

Minutes approved at Feb. 14 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Feb. 13, 2008 12 PM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Register Hubal; Mgr. King; Mgr. Hurley; Sheriff Foote; Attorney Heed; Ex. Asst. Warren; Mgr. Putnam; Martha Landry and John MacLean from the City of Keene; Mimi Barber

Chairman Zerba opened the meeting at 12 PM.

MINUTES: Commissioner Pratt moved that the minutes of Feb. 6 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The Commissioners called for the attendance of department heads because the executive committee has advised them that they want one million dollars cut from the budget and the Commissioners wanted to discuss with departments the cuts they are suggesting.
2. The Commissioners reviewed the various additions to the budget and then reviewed the items that they were recommending to be cut to those present.
3. The first cut would be to the Deeds budget by cutting \$50,000 from the book repair budget. Register Hubal asked that \$10K be kept in the budget.
4. Dave Putnam was asked if the sale of the Blood Farm would impact the farm operation. David noted that the sale may impact conservation and wetland mitigation. There was a discussion regarding the use and sale of the land in Westmoreland.
5. The Commissioners reviewed the reductions for the attorney's office, including taking \$1800 from the victim witness area.
6. The Commissioners advised those present that salaries for elected officials will be presented on Monday and they are recommending the elected officials attend the meeting to speak.
7. The HOC budget was reviewed with Superintendent Van Wickler.
8. John MacLean and Martha Landry presented the modification the Wells Street Tax Increment Finance District. Martha reviewed the changes and what is expected in the next seven years with these changes. There was a discussion on how the project will provide and the improvements made and their affect on the taxes. The public hearing on the project is next week and any comments the Commissioners have can be read into the public hearing minutes. The Commissioners thanked the city manager and finance director for their presentation.
9. There was a discussion over the cuts made in the HOC budget and the hiring of personnel for the HOC.
10. Mimi Barber noted that she can reduce the youth profile budget to \$0 from \$30,000.
11. She also brought before the Commissioners an agency that has not submitted their request for their funds for the last two quarters of 2007 and she is seeking guidance from the Commissioners as to whether she should contact them soliciting their request. The Commissioners suggested that she contact them and give them until next Tuesday to submit their request.
12. The Commissioners noted that they have removed \$4,000 for the two video recording systems from the sheriffs department. The Sheriff stated that there is a \$4000 grant for the two items, \$2000 for each and we have to purchase at a cost of \$2000 each. The Commissioners prefer that the quantity be changed to purchasing one this year.
13. The calendar was reviewed.

14. Director Trombly reviewed the fourth quarter budget to be presented to the Executive Committee Monday.

There being no further business, Chairman Zerba ended the meeting at 2:55 PM.

A handwritten signature in black ink, appearing to read 'J. Pratt', is written over a vertical line that serves as a signature separator.

Minutes approved at the Feb. 20 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Feb. 20, 2007 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:13 AM.

MINUTES: Commissioner Pratt moved that the minutes of Feb. 13 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Administrator Wozmak updated the Commissioners on the bidding process for the jail and that an extension is expected and that we are waiting for the survey on the Chesterfield property in order to proceed with the DEC on the wetlands mitigation.
2. The Commissioners reviewed the calendar.
3. The budget cuts made thus far were reviewed and additional cuts discussed.
4. There was discussion on the meeting held with the union yesterday, which include issues such as agency fees and domicile.
5. **Nonpublic session** – At 11:24 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, Rogers and Pratt. 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 11:30 AM.**

There being no further business, Chairman Zerba ended the meeting at 11:32 AM.



Minutes approved at the March 5 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Feb. 27, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, and Pratt; Administrator Wozmak; Finance Director Trombly; Atty. Heed; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:09 AM.

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

1. Chairman Zerba signed the paperwork for the semiannual report on the head start CDBG project.
2. The calendar was reviewed
3. The 2008 proposed budget discretionary funds were reviewed as presented by Director Trombly. There was discussion on the list as proposed last week. The list of items will be proposed to the executive committee.
4. Attorney Heed presented his recommendations for a new Asst. County Attorney, Jean Kilham. He reviewed her background and education. She will be hired at Step 1 Grade 7, \$24.32. She will begin next week and will be sworn in this afternoon by the County Administrator. The funding for her position will be from the grant and also town contributions. Several towns are working towards joining the regional prosecutor program. Peter updated the Commissioners on the program's progress. The Commissioners unanimously approved the appointment of Jean Kilham.
5. Manager King noted that last night the emergency generator failed at MNH but was repaired within two hours, he updated them about some roof leaks at the jail, courthouse and MNH.
6. Census at the jail is 100, 1 female federal prisoner, 5 weekend, three electronic monitoring and one electronic monitoring is a pretrial, 3 work release and 8 women total.
7. The Superintendent received estimates on replacement of the locks and he would need new control panels and locks and the cost is about \$220K, not including replacing the intercom system. There was discussion on the requirements and needs of the present jail and the Commissioners agreed not to expend such a large amount of funds because the new jail is to be built within a couple of years.
8. Superintendent Van Wickler received a quote of \$25K from Spillman for the interface for the AFIS system and he has transmitted this information to the state. He is waiting a response.
9. The Superintendent received a call from Barbara Hogan from Superior Court with a request from Judge Arnold who is finding that he has an overload of cases of marital issues and wants to put the individuals in the jail for weekends when they fail to make support payments. Rick expressed his concern for the additional work weekend sentences will create and stated that he feels electronic monitoring is a better solution, since this would restrict the individuals from travel for other than work search. He is having a meeting with them at Superior Court on Friday, March 7. The issue resulted in a discussion on the interpretation of the regulations regarding electronic monitoring and who decides its use.
10. The letter received from Don Hill in Administrative Services regarding a new court site and his position regarding location of courts and the use of either the Latchis or 12 Court St.
11. Wendy Hurley updated the Commissioners on what is happening in HR. They have the lowest number of LNA positions open at MNH. She reviewed how she has been meeting with union reps.
12. Joe Zitta was introduced to those present. He is present to appeal his termination. He stated that he prefers that it be an open meeting. Chairman Zerba asked him to make his case regarding his termination. He stated that the disciplinary action process was not followed because he was not aware that he was not doing his job satisfactorily. He explained how he felt he was doing a good job. He reviewed a conflict with a nurse and their interaction. He said that he was told she complained, but

not until the day he was terminated. He showed the Commissioners a book he prepared for the electrical work he has done and he is putting together a book so that anyone can figure out what to do if there is an issue when he isn't around. He stated that at no time was he given a verbal or written warning. He said he felt that his termination was because of the "at will" employment clause. He felt that this was unfair without being given warnings. He reviewed his interaction with two correction officers at the jail and the negative respect he was given. He explained how he feels that he is a professional and was looking forward to the challenge of working at the jail. He stated that there should be something in his file if people had complained about him. Wendy confirmed there was nothing in his file. He stated that he had no clue there was an issue about how he was doing his job. Commissioner Pratt asked if he received any warnings, he stated he did not. Commissioner Pratt asked if there was an evaluation on the work that he had done, he stated there was none.

Commissioner Pratt asked if he was returned to the job would he be able to work with the maintenance people without having a chip on his shoulder. He stated that he feels that he can do a good job and as long as he is treated OK he could do the best he can for the county.

Commissioner Rogers asked if he is quick to anger. Joe stated that if someone has a problem with him, at first he will let it go, but if it continues he will say something back, depending on if he feels he is being pushed around. He feels he doesn't treat people with disrespect and he doesn't want to be treated with disrespect.

Mgr. King stated he doesn't have a problem with his work but with his attitude. Barry said that if there is an issue, he should be coming to him. He felt that he is not a team player. All of this happened within his probationary period. Wendy noted that she had not spoken to Joe and was only present at the termination. Wendy stated that she felt Joe was shocked by the termination. Joe stated that he felt he was a team player and helped others when he was not helped, such as the issue with the plumbing in the kitchen. Commissioner Pratt asked how he gets along with other members of the maintenance staff. Joe stated that he thought he was doing well with the group. Commissioner Zerba reviewed Administrator Wozmak's letter to Joe. Administrator Wozmak noted that the letter is just a review of the facts, the current personnel policies regarding termination and probation and the law.. Joe stated that he felt the procedures were followed and Chairman Zerba confirmed that an individual on probation should be following procedures.

Chairman Zerba moved to uphold the termination of Joe Zitta, Commissioner Rogers seconded. Discussion followed. Commissioner Pratt stated that he did not hear anything that stated Joe was not doing the job he was hired to do and he should have been advised of all the issues Mgr. King had with him personally. Commissioner Rogers noted that in this case, we have someone who is technically competent but because of a personnel issue, is not able to get along with others. Rogers feels that it should have been preceded with a warning and a recommendation made to EAP for Joe. The situation is not repairable because of statements made in his letter of February 6 to the Commissioners. Rogers stated that he had to vote for the motion but regrets that the county will lose the expertise Joe brings. Chairman Zerba stated that he is disturbed that an individual is not given a warning and he votes against the motion. Chairman Zerba voted against upholding the termination along with Commissioner Pratt. Administrator Wozmak stated that he needs direction on how to proceed.

Having overturned the termination, Chairman Zerba proposed that Joe's probation be extended by 60 days and any criticism towards him be explained to him in advance of any further employment actions. Commissioner Rogers asked if Joe would be willing to engage in counseling and anger management. Joe stated that if it was a requirement of getting his job back, he would. Commissioner Pratt stated that the Commission is giving him a second chance and that his probation be extended an additional 60 days, including back pay and that a condition of employment be that he have anger management counseling. Pratt stated that the relationship with his fellow workers is going to be stressed because of the Commissioners siding with him instead of the manager. Pratt hopes Mr. Zitta will continue to be a good employee and become part of the team. Commissioner Pratt noted that he expects a report from

HR within 60 days on how the reinstatement is going. Commissioner Rogers noted that it will take work on Joe's part to make this work. **Commissioner Pratt moved that Joe be reinstated with back pay, a condition that Joe work with Wendy Hurley to get into an anger management program, that his probation be extended 90 days and that a report as to his standing be brought before the Commissioners within 60 days, Commissioner Rogers seconded, voted unanimously.**

Joe will return to work on Monday, March 3.

Commissioner Pratt noted that he feels it is bad policy to fire anyone without notice, and he wishes the policy to be reviewed, notwithstanding the 'at-will' state of the law in New Hampshire

13. The Commissioners agreed that the letter to the Commissioner of DHHS regarding the Incentive Funds issue with Antioch Psychological Services should be sent out.
14. Commissioner Pratt noted that a meeting should be set up to discuss the issue of the Latchis.
15. The Commissioners will review a copy of the long-term plan of 2002.
16. It is expected that the jail site and steel bid date of February 28 will be extended.

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



Minutes approved at the March 5 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 5, 2008 9 AM
Maplewood Nursing Home, Keene, NH

PRESENT: Commissioners Zerba and Pratt; Administrator Wozmak; Superintendent Van Wickler; HR Mgr. Hurley; Doug Scribner; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:02 AM.

MINUTES: Commissioner Pratt moved that the minutes of Feb. 20 be approved, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Feb. 27 be approved, seconded by Commissioner Zerba, voted unanimously.

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

1. Doug presented the information he has regarding blackberry services and he explained what was available and the different plans ranging from \$24.95 to \$44.95. The pricing came from the state with their discount. Doug recommended the Motorola because of the cost savings.
2. Doug updated the Commissioners on the Kronos training and other areas of the IT department.
3. Administrator Wozmak stated that the feasibility study for the nursing home would be distributed to the Commissioners when received.
4. Doug advised the Commissioners that he is having a problem with the tape back up drive. It is in the 2008 budget, but it is not working now and he needs to replace it. Commissioner Pratt suggested that it be ordered and request the executive committee to approve the purchase on Monday.
5. Wendy Hurley stated that she met with Joe Zitta and has set up some dates to meet with the EAP and that she was present at the meeting with staff when they were told of Joe's return. There was discussion on the employee policies that will be reviewed.
6. There was discussion on the process in looking for a DNS for the nursing home.
7. Chairman Zerba signed the promissory note closing out the CDBG for the SCS project on Island St.
8. The census at the jail is 101 inmates, no feds, one in the secure psychiatric unit, 5 on electronic monitoring, 0 on work release.
9. Superintendent Van Wickler updated the Commissioners on a potential issue with an individual at the hospital.
10. He also advised them that he gave another training at the state house yesterday on managing aggressive behavior.
11. Superintendent Van Wickler has joined the Law Enforcers against Prohibition and is giving a talk at KSC and he invited the Commissioners to the discussion.
12. There is a meeting on March 14 regarding the AFIS system.
13. The letter from a former inmate who is in Sing Sing and is trying to sue the county is asking us to provide him with an attorney in the case against us. The Commissioner asked that a copy of the letter be sent to John Curran, our attorney in the case.
14. The calendar was reviewed.

There being no further business, Chairman Zerba ended the meeting at 11:10 AM.



Minutes approved at the March 19 meeting John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 12, 2008 9 AM
265 Washington Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; ASP Dir. Pelletier; Thanh Nguyen; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:10 AM.

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

1. The Commissioners thanked Gerry Pelletier for inviting them to meet at the Alternative Sentencing facility. Thanh Nguyen was introduced to the Commissioners as being in charge of the new day reporting area of the program.
2. Gerry noted that there is a \$200,000 grant to dovetail case management at the HOC with his department. This will help inmates on their return to the community. In order to take advantage of the grant it would include assisting inmates with housing, transition, life skills, etc., to make their entry into the community possible. There has been discussion with Keene Housing regarding these needs. MFS has volunteered to write the grant.
3. Gerry advised the Commissioners that there is a 76% reduction in recidivism in the Mental Health Court and 80% in Alternative Sentencing Program. Commissioner Pratt asked what are the numbers of completion of the program, Gerry noted the MHC is 65% and ASP is 75%, these numbers affect the number of recidivism. In MNC the issue is usually that they do not take their meds. Currently there are 21 in the ASP, 15 in the MHC and 3 in the day reporting programs.
4. **Commissioner Pratt moved to sign the conservation easement deed for the Chesterfield property for the wetland mitigation, subject to DES review and approval, seconded by Chairman Zerba, voted unanimously. (Upon Commissioner Rogers' arrival, he also approved the motion).** Administrator Wozmak will advise the Delegation of the easement and signing.
5. The annual disbursement from the Hemenway Trust has been received in the amount of \$16,413.81. Chairman Zerba signed the receipt.
6. There was discussion on the regional prosecutor meeting to be held on Tuesday, March 18 at 5 PM. Peter Heed will be running the meeting.
7. Administrator Wozmak brought before the Commissioners a position change for Dodi Sheltra who is interim DNS at a grade 9 Step 3.5 at \$30.04, retroactive to March 1, **Commissioner Pratt moved to approve, Chairman Zerba seconded, voted unanimously.**
8. The Commissioners noted that they had a very good meeting with Senator Kelly last week.
9. **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, Rogers and Pratt. 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 10:30 AM.**

There being no further business, Chairman Zerba ended the meeting at 11:08 AM.

A handwritten signature in black ink, appearing to read 'J. M. Pratt', is positioned above a vertical line.

Minutes approved at the March 19 meeting John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 19, 2008 9 AM
House of Corrections, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Hank Colby; Rob Hummel; Cilla DeHotman; John Mousseau; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:04 AM.

MINUTES: Commissioner Pratt moved that the minutes of Mar. 5 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Mar. 12 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

- A.** Chairman Zerba asked each of those present to give an update on their department.
1. Hank stated that the new electronic monitoring equipment now has GPS included in the ankle bracelet and he will start using them in April. He explained that he found a vendor who has equipment that is more efficient. He stated that he is always introducing new programs and they will be doing an anger management program. He stated that about 15% or less take advantage of the programs offered. The inmates are all offered the programs, but only a limited number attend. There was discussion on the various programs that are offered and additional programs that may be available.
 2. Cilla noted that there are 96 inmates in house, 10 of them women, no feds, three weekenders. She noted that there is an increase in cybersex crimes. She gave an overview of the classification department.
 3. Rob Hummel noted that they are at full staff with no openings. He noted that it takes about 40 interviews to hire one individual. He said he attended a meeting on the AFIS system. They have not heard anything about the interface issue they are currently experiencing. He said the transition team reviewed the plans for the new jail. The CO's at the jail are currently 70% certified. Commissioner Pratt asked how the new CO's will be trained in the old facility to the new facility operation. Rob stated that the goal of training is to allow an officer to perform the duties of a correctional officer efficiently and safely. The skills that must be mastered fall into three broad categories hands-on, knowledge-based, and experiential. All officers working at the jail must be properly trained to perform their duties before assuming their post. Failure to train properly creates the following issues: decreased operational efficiency, job dissatisfaction and poor morale, an increased number of critical incidents and mistakes made by staff, decreased safety for officers and inmates, increased liability for administration and the county. Basic training continues over the next five months under close monitoring and with continued feedback. As the new officer gains confidence and experience, the officer's ability to work without direct oversight will gradually increase. At six month's experience, the average officer can handle approximately 75% of the workload of a veteran officer when it comes to psychomotor tasks. However, the judgement and knowledge required to make sound decisions that increase safety, efficiency, and directly reduce the liability exposure of the jail take an average of an additional 18 months of job experience on the line. Rob noted that it is his wish that every officer be trained in the new building on the day it opens.
 4. John Mousseau noted that it takes at least six months to train an officer to work with inmates. They have been putting officers in the days rooms now in order to get them used to being in close connection with the inmates. John noted that Joe Zitta has done a good job with maintenance in the

facility. Commissioner Pratt asked how many CO's leave in the first six months due to stress. Rob noted that he doesn't think any leave voluntarily in the first six months.

Chairman Zerba advised the group what the executive committee has finalized regarding hiring new officers. Rob stated that it is a tight training for CO's because of the many areas of government recruiting. He has to interview about 400 people for every 10 CO's they hire.

B. Commissioner Pratt reported on the regional prosecutor's meeting yesterday. The town of Winchester will come on board July 1, Surry and Stoddard will come on board May 1. Keene has approved joining the program. There was discussion on the future of the program.

C. The calendar was reviewed.

D. Commissioner Rogers met with HS Commissioner Toumpas who indicates that he wants to get out to meet people and discuss issues. Mimi, Kathryn and administrator Wozmak should be present at the meeting. Commissioner Rogers will write a letter.

E. The county prescription drug program savings of about \$9400 for February for 338 residents was distributed. Copies will be made for the Delegation meeting Monday.

F. The Commissioners began their tour of the facility:

1. The kitchen was visited and the Commissioners questioned whether the steam table has been repaired, and were advised that it was repaired.
2. The Cafeteria was visited.
3. The supply closet was visited. Hank said that he has been receiving new books for the inmates from Toadstool bookstore.
4. Hank's office was visited and he showed the Commissioners the new electronic monitoring equipment that will be used.
5. The Recreation room was viewed. They are still using the room for housing, there are about 20 inmates in the area.
6. The upper cell area was visited. Hank explained that the inmates are now fed in place rather than bringing them down to the cafeteria. He explained how recreation privileges are related to inmates behavior.
7. Lt. Mousseau's office was visited and he explained the requirements of recreation time.
8. The Commissioners visited the segregated area.
9. The isolation cell was visited.
10. The upper control room was visited and the CO's explained to the Commissioners the work they have interacting and overseeing the inmates during the day.
11. The lower control room was visited. The Commissioners were able to view an incoming inmate from the sallyport to the booking area.
12. The downstairs isolation cell was visited.
13. The Commissioners shared in the lunch that was also being fed to the inmates.

There being no further business, Chairman Zerba ended the meeting at 12:40 PM.



Minutes approved at the March 26 meeting John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday March 26, 2008 9 AM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; HR Mgr. Hurley; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:02 AM.

MINUTES: Commissioner Pratt moved that the minutes of Mar. 19 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Wendy distributed a proposed "at will" policy, which needs to be revised in four different locations in the employee manual. There was discussion on suggested changes and it will be revised again and brought back before the Commissioners.
2. Superintendent Van Wickler noted that there are some people who come into the jail showing an interest in CO positions. He needs to get together with Sheryl to determine how to use the funds available for filling positions. He is meeting with Gerry Pelletier next week to determine whether there are grant funds for a case manager.
3. Chairman Zerba noted that April 9 may be the best time to meet with HHS Commissioner Toumpas. There was a discussion on HB2 and whether or not the counties have determined what their financial impact will be. Commissioner Rogers will make the arrangements. There was discussion on how HB2 will affect the county and to find out how other counties are going to go forward. Director Trombly will contact her counterparts in other counties and ask them to determine where they are financially, using the same formula we used.
4. Rick had a meeting at the last affiliate meeting and discussed the AFIS interface and communication between agencies in the state. There appears to be \$8 million in an account for a J1 program that will assist all state, county and local agencies to communicate with each other. A committee has been established and will be meeting within a few weeks.
5. There was a discussion on the jail site work and contract discussions.
6. The full package on the jail building will go out on April 10 and response date is May 15. Commissioner Pratt asked for an update from McMillin on April 9.
7. The calendar was reviewed.

There being no further business, Chairman Zerba ended the meeting at 11:16 AM.



Minutes approved at April 9, 2008

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 2, 2008 9 AM
Maplewood Nursing Home, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. King; Mgr. Hurley; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:06 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Mgr. King advised the Commissioners that power went out last night. PSNH had to cut power and the generator did not pick up with emergency lighting. He was called and was at the facility within 20 minutes after he was contacted. This happened about 5 PM. The boiler also went out later, but he was able to get it working again. He stated that the generator is checked weekly for service. There was discussion on what happens when all power is lost and what can be done to prevent it from happening again.
2. Kathryn gave the Commissioners a more detailed report on the power issue last night. There was discussion that, thanks to a disaster plan, everything went well. The Commissioners were very concerned that the incident happened and felt that an explanation on the occurrence of the burn out of the generator must be resolved. The Commissioners had many questions about the procedures and processes with the use of the generator which Administrator Wozmak was not able to answer and the Commissioners asked that Barry return to give an update on the status of resolution.
3. Census at the nursing home is 135.
4. Kathryn is meeting with a physical therapist and hopes to have him on board within three months. She is interviewing two speech therapists. There was a discussion on the fact that we are short therapists and what can be done to solve the problem, which seems to be a national problem. She stated that we have agreements with Genesis and CMC sharing therapists. The Commissioners suggested she do some research on salaries and benefits given to therapists county wide and be prepared with this in the next budget session.
5. Mgr. King returned to answer questions regarding the power outage last night. A gentleman from Powers, who are the provider of services for maintaining the generator came in to answer questions. The Commissioners asked that arrangements be made to ask Mr. Powers, who is currently out of town, to come to a Commissioners' meeting to discuss improving the reliability of the services and generator.
6. Superintendent Van Wickler was asked if he had any problems last night. He said no, the generator worked as it was supposed to work. It was suggested that the superintendent look into establishing a procedure if there was a problem at the HOC as there was at the nursing home.
7. The Superintendent noted that the census is 103, 98 in house, two feds, 2 electronic monitoring, 3 weekend. He has contacted the CFO in charge of the fed inmates in Vermont regarding the availability of beds.
8. Administrator Wozmak noted that there is a meeting on Monday, April 7 at MacMillin's to recap what we know about the budget for the jail.
9. **Nonpublic session** – At 11:45 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to**

accept the recommendation of the NHA and HR Mgr. To approve an increase of salary for the Ex. Asst. Ann Ray from Grade 3 Step 15 at \$18.44, to Grade 4, Step 9, \$18.49, as the change was inadvertently left out during the budget process. The Commissioners unanimously voted to return to public session at 11:50 AM.

10. The meeting with HHS Commissioner Toumpas will be on May 14 at the Commissioner's meeting.
11. Director Trombly reviewed the information she collected regarding the affect of HB2 on other county budgets. Review showed that the numbers could not have been consistently collected so she will obtain additional info and transmit the information to the Commissioners before Friday.
12. At 12:20, the Commissioners took a tour of the facility specifically visiting the area where the generator is located.

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



Minutes approved at the April 14 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 9, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:07 AM.

MINUTES: Commissioner Pratt moved that the minutes of March 26 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The Commissioners were advised of the individual from Jaffrey District Court who has contacted maintenance here at 33 West to ask why we were not flying a POW-MIA flag. The Commissioners determined that there is no requirement to do this and they do not wish to change policy at this time.
2. The census at the jail is down to 87, three weekenders and two on electronic monitoring.
3. An HOC cruiser was in an accident, the car probably totaled, but no one was hurt. As the sheriff is getting new cruisers this year, the HOC car will be replaced with one of the old sheriff's cars.
4. The Superintendent distributed a report on the personnel hiring plan he developed. The Commissioners will follow up in the 4th quarter when the superintendent has completed hiring.
5. Director Trombly suggested that the Commissioners meet with the finance department employees and talk to them about finance department policies that ensure cross checking of disbursement of funds. There was a discussion on the issue that has developed in another county relative to finances. Our policies and cross checking procedures were reviewed. Director Trombly will give the Commissioners a copy of all job descriptions.
6. Representatives from MacMillin and SUR Construction were present. The jail site plan was reviewed with the Commissioners. It was described how the site will be prepared. It is expected that there will be about 35,000 cubic yards of unsuitable fill to be removed from the site. This amount can change depending on what is buried on the site. The contractor feels that the ground is allowing water to collect because of the dumped material that was not compacted, which then allows water to collect. Some of the debris they expect to bring up, they are hoping to be able to crush and reuse on the site. They are going to put a cut off trench at the top of the hill to prevent any further water from collecting. The contour of the slope and the stone ditches will prevent too much water from collecting on site. The tree clearing is expected to be made this month depending on whether or not the permits are received. Rainy weather will affect the schedule and they are hoping to make the most of the time.
7. A project tracking sheet was distributed and reviewed. The bid package recap was also distributed and reviewed. There was discussion on the costs of uncontrolled/unsuitable/saturated material that is expected to be encountered during site preparation. There was discussion on the inflation rate and how it may affect the budget

There being no further business, Chairman Zerba ended the meeting at 11:32 AM.



Minutes approved at the April 14 meeting John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday April. 16, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Lieutenant Mousseau; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:02 AM.

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

MINUTES: Commissioner Pratt moved that the minutes of April 9 be approved, seconded by Commissioner Zerba, voted unanimously.

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

16. **Nonpublic session** – At 9:06 AM 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 Pratt. As a result of deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 9:15 AM.**
17. Director Trombly distributed the retirement cost increase calculator for HB1645, which is relative to the employee retirement system and the proposed changed to the system.
18. Chairman Zerba signed the paperwork for a subordination to the SCS Head Start Facility.
19. The calendar was reviewed.
20. Commissioner Pratt will get several dates suitable for the Chief Justice for a meeting regarding the Keene District and Superior courts. Administrator Wozmak will follow up with Administrative Services to coordinate the meeting which will be held at Administrative Services.
21. **Commissioner Pratt moved to approve the letter to the NH Department of Safety regarding the speed limit for the Connecticut River near the county wastewater treatment plant in Westmoreland, seconded by Chairman Zerba, voted unanimously.**
22. Chairman Zerba updated everyone on the farm meeting held on Monday.
23. Discussions with Cheshire Medical regarding laundry services continues and Nursing Home Administrator Kindopp will be coming to the Commissioners with a recommendation at some point in the near future.
24. The pre-bid meeting for subcontractors on the jail project will be held on April 22 at 10 AM.

There being no further business, Chairman Zerba ended the meeting at 10:58 AM.



Minutes approved at the April 30 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 23, 2008 3 PM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Administrator Kindopp; Ex. Assistant Warren

Chairman Zerba opened the meeting at 3:02 PM.

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

1. Kathryn gave the census, which is about 132 residents.
2. There are some staffing positions open and she is working hard at filling them.
3. **Nonpublic session** – At 3:15 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. The motion was approved upon a roll call vote of Commissioners Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken, however upon a 2/3 vote of the members it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 3:49 PM.**
4. The calendar was reviewed.
5. The Commissioners discussed what they might be able to do to support Monadnock Family Services as they are suffering a budget deficit due to funding reductions at the state and federal level. They asked Administrator Wozmak to contact MFS to see if a letter of support for MFS noting the service they provide to many county residents would be of assistance or if there are other actions the county can take on their behalf.
6. There was discussion on the MOU between the county and the Department of Human Services relating to the shift of responsibilities for Medicaid funding and other services as a result of HB2.

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



Minutes approved at the April 30 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday April. 30, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba and Pratt; Finance Director Trombly; Superintendent Van Wickler; Lieutenant Mousseau; HR Mgr. Hurley; Mgr. King; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:06 AM.

MINUTES: Commissioner Pratt moved that the minutes of April 16 be approved, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of April 23 be approved, seconded by Commissioner Zerba, voted unanimously.

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

1. Andy Frink and Mark Watson from Powers Generator Company attended the Commissioners meeting regarding the recent generator failure at the nursing home. Chairman Zerba gave an overview of why the Commissioners requested someone from Powers attend a meeting, which was that they understood in our contract with Powers we were to have emergency coverage within 15 minutes. Mgr. King noted that it was an agreement at one time. Mr. Frink noted that the policy was that there is a person on call and the person on call the night of the failure lived in Goffstown. Now, if there is what is considered an emergency, a call would be made to the closest worker, but a 15 minute response time is not feasible and it would take about an hour for someone to get there. Mr. Frink noted that the problem happened inside the pipe and would have been undetectable. The Commissioners thanked them for coming in to answer their questions.
2. Mgr. King noted that the transfer switch that transfers power from PSNH may have to be replaced. He does not have what the cost will be yet. The question will be on how to keep up the power for nine hours while the switches are replaced. They are looking into the transfer time to be as short a time as possible.
3. Mgr. King asked if the Commissioners want him to pursue obtaining a back up generator for the nursing home. No decision was reached at this time.
4. Mgr. King said he has looked at the total cost of outsourcing the laundry and said that it looks like it will cost us \$38K a year. He doesn't think it is a feasible project. This conversation will continue next week.
5. Mgr. King said that the 98 Dodge Caravan is not safe to use and requires about \$1K to repair.
Commissioner Pratt moved to authorize the release of funds to repair of the van, seconded by Chairman Zerba, voted unanimously.
6. Superintendent Van Wickler advised the Commissioners of an inmate that requires dialysis and is sentenced to 6 months. For one month, the cost is over \$27K, which has been refused by Medicare for payment. The inmate has supplemental insurance and he will pursue other areas of ensuring his supplemental insurance is paid.
7. The census at the jail is 106 with 8 women, 1 electronic monitoring 3 weekenders. There are 23 inmates in the jail and he is looking at having the 23, who are on minimum security, released on electronic monitoring.
8. **Nonpublic session** – At 10:21 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 Pratt. As a result of deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 10:44 AM.

9. The Commissioners recessed to discuss strategies or negotiations relative to collective bargaining.
10. There was a discussion on the letter received from the DES regarding the permit conditions. David Lay was called and he believes that the interpretation is that we can start the work as long as the wetlands area are not touched.

There being no further business, Chairman Zerba ended the meeting at 11:55 AM.



Minutes approved at the May 14 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 7, 2008 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Mgr. King; Administrator Kindopp; Doug Scribner; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:07 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Mgr. King will look at the stand and pole for the flags in the Commissioners conference room to see if they can be repaired.
2. Chairman Zerba reviewed his concern about purchasing from stores owned by local citizens. He looked at the report prepared by Director Trombly and asked if it is a matter of convenience to use the larger stores. Mgr. King noted that it is and that the Commissioners should remember that there are about 120 county residents who work at the big box stores but that he will look to first shop at locally-owned stores.
3. Superintendent Van Wickler noted that the census was at 98 with one on electronic monitoring. He updated the Commissioners about the inmate who is having dialysis treatment.
4. Wozmak reported that all permits have been received and land clearing work at the jail site has started.
5. Doug Scribner from Computer Ops advised the Commissioners that he needs to replace routers, which are included in the 2008 budget for \$8K. He is requesting to waive bidding because he would like to purchase them from Symquest at a cost of \$6339, because they know and have maintained our system. **Commissioner Pratt moved that the bidding process be waived and allow the purchase of the routers from Symquest, seconded by Commissioner Rogers, voted unanimously.**
6. The lights have been installed on the courthouse to light up the flags.
7. Barry explained to Commissioner Rogers the result of the visit from Mr. Powers from Powers Generators regarding the generator issue that happened in April.
8. King reported that about five feet of Partridge Brook stream bank was lost in the spring rains this year.
9. They are down about 1 ½ people in the maintenance department, which means that Barry is performing some of the work orders.
10. The laundry outsourcing was discussed. Director Trombly distributed an analysis and explained the figures. The first year proposal indicates a break even in costs. Kathryn noted that the dirty linens would have to be stored somewhere. Part of the issue would be that reducing the staff may not be appropriate because the laundry aides are often doing other jobs while wash is being done. Mgr. King noted that he feels we need a bail out in the contract in case either party is not happy with the services. Commissioner Pratt suggested that we consider transporting the laundry ourselves. Administrator Wozmak noted that another benefit would be the reduced laundry chemicals that would be sent down to the WWTP. The item will continue to be looked at. Kindopp and Trombly will do a time-analysis of the laundry procedures to better identify any labor savings that might be achieved by outsourcing laundry.
11. The Commissioners agreed to a date of Monday June 9 for the first quarter budget meeting. Sheryl will contact chairman Butynski. The meeting will be held in Keene and a tour of the jail site offered.
12. Kathryn introduced the new Director of Nursing, Dodi Sheltra, to the Commissioners.
13. Kathryn noted that she will be speaking to Warrenstreet Architects to go over more information on what we are looking for from them regarding the feasibility study for Maplewood. The Commissioners would like to see the new nursing home in Merrimack.

14. Terry advised the Commissioners that the NHAC board has agreed to refund part of the fees charged to us when two of the Commissioners attended the Commissioners Council meeting at the annual convention. The commissioners asked that the committee be requested that they no longer hold annual Commissioner Council meetings at the conference, thereby incurring costs that are not necessary, or that the meeting not be considered part of the convention for financial purposes.
15. The calendar was reviewed.
16. The issue of HB2 was reviewed. The new memorandum of agreement, prepared by NHAC was reviewed. Commissioner Pratt explained the costs of HB2 to the counties. **Commissioner Pratt moved to approve the MOA**, specifically stating that the counties do not relinquish their arguments as expressed in the Declaratory Judgment that the switch is an unfunded mandate, **Commissioner Rogers seconded, voted unanimously.**
17. There was discussion on HB721.
18. The Commissioners will be meeting with Administrative services and the court officials next week to discuss the court locations.
19. The date for the Commissioner's retreat is set for Tuesday, June 24. Place to be determined.

There being no further business, Chairman Zerba ended the meeting at 12:52 PM.



Minutes approved at the May 14 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 14, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Atty. Heed; Superintendent Van Wickler; NHA Kindopp; HR Mgr. Hurley; DNS Sheltra; Sheriff Foote; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:02 AM.

MINUTES: Commissioner Pratt moved that the minutes of April 30 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of May 7 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Atty. Heed spoke to the issue of an inmate from the jail who needed dialysis that the Commissioners previously brought before him to seek resolution to the costs that may be incurred. He went before the courts with an emergency request to have the inmate transferred to his home state and the request has been granted.
2. Peter presented his request to lease the second floor of the regional prosecutor building in order to expand the office for the new prosecutor. It will add 475 square feet and is available July 1 for \$460 a month. The funds would have to come out of the grant funds. **Commissioner Pratt moved to authorize the county attorney to take the steps needed to secure the rental space, Commissioner Rogers seconded, voted unanimously.**
3. **Nonpublic session** – At 9:29 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, Rogers and Pratt. After some discussion, the session was recessed at 9:29 awaiting additional information. At 11:59 the meeting returned to a nonpublic session to continue the discussion. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the county attorney to hire P. D. as a victim witness coordinator at Grade 5 Step 5 at \$21.03. The Commissioners unanimously voted to return to public session at 12:16 PM.**
4. **Nonpublic session** – At 9:46 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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the HR Mgr., DNS and NHA to hire TW as Asst. DNS at Grade 6 Step 13 at \$28.40, based on her experience. The Commissioners unanimously voted to return to public session at 9:52 AM.**
5. Mimi Barber expressed her concern about processing the state bill after July 1. She stated that we may be incurring costs that we do not need if we don't review the bill.
6. HHS Commissioner Toumpas arrived to meet with the Commissioners. Commissioner Zerba thanked him for coming to Keene. Commissioner Toumpas explained that he is getting out to introduce himself to the counties and to hear their concerns. He gave an overview of his history with the state. He is looking at three broad issues. The federal government is moving to push some costs

onto the state. This will result in a \$60 billion shift down to the states for Medicare. The SCHIP program will also be shifted down. This was done without legislative process but done by administrative order. There is a move at the federal level to stay the implementation of the federal program changes. The second issue is demographics, Medicaid for elders and children. The third issue is the globalization of the economy, resulting in putting pressure on people because of lost jobs, higher costs for food and fuel. Commissioner Pratt noted that the hold harmless clause could very well cost the state \$20 million for 2009. Commissioner Rogers noted that he is concerned with the feds pushing costs down to the state and the state pushing the costs to the counties. He noted that his concern is that the counties cannot continue to increase taxes.

Commissioner Toumpas noted that mental health issues are one of his concerns and that the standard set 30 years ago has not been kept. He stated that the people who do not receive care either end up in the emergency room, the jails or the state prison. He believes we must look at our service delivery system. The areas of his concern are health and medical, long-term care and human services. The county will be getting an invitation to dialogue in a few weeks with some of the stakeholders to long term care. He said that they have to look at the delivery systems. Commissioner Rogers noted that he thinks the Commissioners should be involved when HB 2 ends. He said he is committed to sit down at the table and discuss the data and how to work more efficiently. There was discussion on how to engage UNH and Dartmouth to determine how to give human services more efficiently.

The Commissioners thanked Commissioner Toumpas for coming and reaching out because the counties are one of the stakeholders. The Commissioners suggested that the counties be involved with negotiations with the feds regarding long term care.

7. The highway safety grant for the DWI safety patrol for the sheriff's office was signed by Chairman Zerba and approved by the Commissioners.
8. There was discussion on the sheriff's involvement and the benefits of them doing the policing for the smaller towns that may not have full-time police departments.
9. **Nonpublic session** – At 11:34 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Pratt 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 Pratt and Rogers. 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 11:58 AM.**
10. At 11:59 the Commissioners returned to nonpublic to continue discussion of item 3.
11. Director Trombly brought up that she requested a quote from HR Partners to collect and analyze county salaries from relevant markets. They have submitted a quote of \$4900 plus expenses of \$800. **Commissioner Rogers moved to authorize the finance director to enter into contract with HR Partners for an analysis of salaries from relevant markets, Commissioner Pratt seconded, voted unanimously.**

There being no further business, Chairman Zerba ended the meeting at 12:36 PM.



John M. Pratt, Clerk

Minutes approved at the May 28 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 28, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; HS Admin. Barber; ES Mgr. Robin Rahe; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:07 AM.

MINUTES: Commissioner Pratt moved that the minutes of May 14 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

11. **Nonpublic session** – At 9:08 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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of ES Mgr. Rahe to hire Michael Sullivan at a Grade 3T Step 5, \$10.86, based on his experience, upon the successful completion of the application process, effective next week. The Commissioners unanimously voted to return to public session at 9:13 AM.**
12. The Commissioner's retreat is scheduled for June 24, to be held at Alyson's Orchard, with MNH catering the event. There was discussion on the process of the meeting and who will be asked to attend. Administrator Wozmak will meet with the coordinator to finalize the program and bring additional information back to the Commissioners.
13. The email received by Chairman Zerba regarding the appeal to the program for long term care cost sharing and the attachments were distributed. **Commissioner Rogers moved to instruct the NHAC that we support appealing the Superior Court decision, Commissioner Pratt seconded, voted unanimously.** Administrator Wozmak will advise Betsy Miller of the decision.
14. Commissioner Pratt discussed the finance committee meeting at NHAC. He said there were three issues discussed; one was a computer program between state and county. The state presented a program that would cost about \$2 million, the county presented a program for \$50,000. It was decided that the county program be used. The second issue is of the \$1 million to be divided between the counties and after several computations done with various formulas, a final calculation was decided upon by the committee. The third issue was the reimbursement bed rate for the next two years, which is

	SFY 2008	SFY 2009
Budget (090)	\$188,700,412	\$184,287,825
#beds	4512	4467
#days	366	365
Bed/day rate	\$114.27	\$113.09

15. The parental reimbursement process was discussed and whether or not to continue to review the list submitted, or to just hand it over to the state. Mimi will follow up with the committee.
16. The update on the prescription drug program was reviewed.
17. **Nonpublic session** – At 11:39 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,**

Rogers and Pratt. As a result of deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 12:10 PM.

There being no further business, Chairman Zerba ended the meeting at 12:11 PM.

A handwritten signature in black ink, appearing to read "John M. Pratt", is written above a vertical line.

Minutes approved at the June 4 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 4, 2008 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; Mgr. King

Chairman Zerba opened the meeting at 9:06 AM.

MINUTES: Commissioner Pratt moved that the minutes of May 28 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Mgr. King advised the Commissioners that the Army Corps of Engineers have planted vegetation along the newly reconstructed riverbank to complete the riverbank project.
2. The DES wants us to replace an observation well (#6) and to add another observation well. Well #6 collapsed and is still to be used for periodic samples of groundwater.
3. The back parking lot washout is repaired.
4. Lead testing on the potable water in Westmoreland is to begin due to a recent single test being higher than prior tests.
5. Barry reviewed the staffing levels in his department: Joe is at the jail; Keith is at MNH; Rob is at WTP primarily; Dave is also at WTP; Lenny is at MNH; Bob, spends about half his time at MNH boiler room and the rest doing work orders and various plumbing jobs. The Commissioners have been reviewing staffing patterns to assess the adequacy of personnel based on the number of work orders in the aging building.
6. Kelly McMillin from Monadnock Voices for Prevention came to speak to the Commissioners about the grant-funded program focusing on underage drinking and unsafe drinking in young adults. Administrator Wozmak is a member of the Oversight Board, overseeing the application of the grant. Ms. McMillin spoke about the increasing role of regionalization in projects such as this and the increasing interest in a regional public health program. She expressed a growing community interest of having the county have a role in the future.
7. **Nonpublic session** – At 10:45 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 11:00 AM.**
8. There was discussion on the MOA with DHHS and **Commissioner Pratt moved to approve the MOA June 4 draft and authorize any Commissioner to sign the agreement, Commissioner Zerba seconded, voted unanimously.**
9. **Commissioner Pratt moved that a letter to HHS Commissioner Toumpas be rescinded in our offer to continue parental reimbursement collection, since the conditions are now changed, Commissioner Rogers seconded, voted unanimously.**
10. The calendar was reviewed.
11. Administrator Wozmak gave an update on the jail site work.
12. Administrator Wozmak will follow upon the river speed limit issue and progress to date.
13. Administrator Wozmak will check on the funding for the AFIS machine for the jail.

14. There was discussion about the concept of engaging a long term planning consultant who, perhaps over a year or more, could facilitate a long term view of what county government should be providing looking forward to the needs of the municipalities and citizens This will be discussed more at the Commissioner's retreat.
15. There was a discussion on the scholarships for certain health professions in return for service to increase the health care personnel. This might resemble a ROTC-type commitment and might provide a mechanism to train more Physical Therapists, Occupational Therapists and other allied health professions.

There being no further business, Chairman Zerba ended the meeting at 12:15 PM.

A handwritten signature in black ink, appearing to read "J. Pratt", is written over a vertical line.

Minutes approved at the June 11 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June. 11, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Computer Coor. Scribner; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:04 AM.

MINUTES: Commissioner Pratt moved that the minutes of June 4 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. August 22 is the date set for the downtown BBQ, to take place between 11:30 to 1 PM.
2. The jail census is at 88.
3. The Superintendent has met with Superior Court regarding electronic monitoring for marital court. The Superintendent said that he is looking at new technology because the electronic monitoring needs a phone line, which many people do not have now because they use cell phones.
4. He has had three vacancies and has been interviewing for these positions.
5. He has received a letter from state safety with an offer to supply a spots terminal free for one year, but we would have to pay for it after that at a cost of \$4500 a year. The Superintendent does not need a spots terminal, he needs the interface for the AFIS and does not want to pay for the spots terminal when he only needs an interface. To be followed.
6. There was a discussion on the qualifications for new correction officers and what the superintendent is looking for in a candidate.
7. Some inmates have worked at Camp Takoda. The Commissioners will plan to visit the camp.
8. Superintendent noted that he gave a commendation to an inmate who used the heimlich maneuver on a fellow inmate who was choking.
9. The Superintendent has been asked to go to one of the counties to discuss turnover in corrections.
10. Doug Scribner presented his request to investigate swapping to an alternative company for our computer leasing, possibly going to Dell. He explained that Gateway has been purchased by another company and their service is not what it used to be. The economic ramifications are nil. The Commissioners agreed that he should go forward with the best interest of the county.
11. Jim Martin leaves on June 20 and a new computer person has already started.
12. The calendar was reviewed.
13. The Commissioners recessed the meeting at 9:53 and returned at 10:23 AM.
14. There was discussion on the Latchis building use.
15. The Commissioners requested that Administrator Wozmak contact the Department of Safety regarding the river speed limit.
16. There was discussion on establishing education scholarships for therapists at the nursing home.
17. **Nonpublic session** – At 11:28 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to compensate the county administrator upon his annual performance evaluation, as regards to an incentive bonus. The Commissioners unanimously voted to return to public session at 11:57 AM.**

There being no further business, Chairman Zerba ended the meeting at 11:58 AM.

A handwritten signature in black ink, appearing to read 'J.M. Pratt', is written over a vertical line.

Minutes approved at the June 18 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 18, 2008 9 AM
House of Corrections, Westmoreland, NH

PRESENT: Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Doug Scribner; Wendy Hurley; Sheriff Foote; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:05 AM.

MINUTES: Commissioner Pratt moved that the minutes of June 11 be approved, seconded by Commissioner Zerba, voted unanimously.

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

1. There was a discussion on the increase in percentage of the county responsibility as was noted on the previous MOA with the state regarding HB2.
2. The water pumps at the courthouse are both failing. One will be purchased next year with capital budget funds but one is needed now at a cost of \$2430. Administrator Wozmak noted that Mgr. King wants to take the funds from the equipment line, which is \$1500 and the balance from the building repair line.
3. The audit contract with Mason and Rich needs to be revisited regarding the fees they presented in their three-year contract. They are not able to perform the contract for the third year as it stands and they feel the need to increase their fees based on new accounting standard changes not anticipated when they submitted their proposal. Director Trombly will review the contract and come back to the Commissioners with additional information.
4. The Medicaid daily rate went up \$1.84 a day which will result in an increase of \$30,000 for the year.
5. **Nonpublic session** – At 10:35 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 Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken, however upon a 2/3 vote of the members it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 12:52 PM.**

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



Minutes approved on June 25, 2008

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 25, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:02 AM.

MINUTES: Commissioner Pratt moved that the minutes of June 18 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Kathryn brought before the Commissioners the fact that there are two full time PT positions open. She has two people who help for about 14 hours a week and she expects that they will be requesting time off for the summer. She has searched and found that she could get backup from a facility in Brattleboro, but as her husband is partner in the organization, she wanted them to be aware of the relationship. There is a therapist who is licensed in NH and proposes to entering into a contract with them at a cost of \$65 an hour. The Commissioners asked her to document her search for therapists for back up to using this organization. They agreed that she may go forward to supply the necessary therapists to the residents. Kathryn noted that using a PT in the organization in which her husband is a partner will reduce the amount of money we currently spend on PT's.
2. The census at the home is 138, two residents were sent to the hospital, so today the census is 136. She is working on a couple of admissions, but cannot have a full census until she fills some of the therapy positions with permanent employees.
3. There is a 12 week plan that will start next week with the architect to begin evaluation of the nursing home.
4. The census at the jail is 81, no one on electronic monitoring, two weekenders, no feds.
5. All three openings at the jail have been filled. He has a new maintenance person who is working out very well.
6. There was an affiliate meeting with the state safety people and he expressed to them that he does not need the spots terminal but an interface with the AFIS equipment, which has been expressed to them several times. He is awaiting a response.
7. There was discussion on the response to the Treasurer.
8. The calendar was reviewed.
9. The proshare funds are expected today and the amount is about \$530,000. A list of how the expenditures will be allocated will be prepared.
10. Commissioner Rogers asked that administrator Wozmak make a list of uses of the existing HOC building.

There being no further business, Chairman Zerba ended the meeting at 10:33 AM.



Minutes approved at the July 9 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 9, 2008 9 AM
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Mgr. King; Mgr. Hurley; Mgr. Putnam

Chairman Zerba opened the meeting at 9:02 AM.

MINUTES: Commissioner Rogers moved that the minutes of June 25 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Mgr. King updated the Commissioners on damage done from the recent storm in the assisted living area. Some ceiling tiles fell and have been replaced at a cost of about \$100. A small leak in a heating unit was found but has been fixed and is firing up as it should.
2. Mgr. King stated that his summer help is working out well.
3. **Nonpublic session** – At 9:25 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 9:45 AM.**
4. Mgr. Hurley distributed the employed at will statement draft to the Commissioners for review and approval.
5. **Commissioner Pratt moved that the county travel reimbursement rate be increased to the increased IRS rate of \$.585 effective July 1, 2008, seconded by Commissioner Rogers, voted unanimously.**
6. All Commissioners agreed that Chairman Zerba sign the paperwork for the pheasant release on our property in Westmoreland.
7. Commissioner Pratt suggested that the Commissioner meetings be changed to biweekly meetings for the summer in order to cut down on travel. They will restart weekly meetings in September.
8. There was a discussion regarding a four day work week. The Commissioners would like department heads to talk about it to see if this would be feasible and bring it back to the Commissioners.
9. The Commissioners requested Jack Wozmak to give them an update on the jail on July 23 and to have MacMillin present at the meeting.
10. David Putnam was present to discuss the crop damage from the recent storm, which was flattened but has straightened. He will harvest the crop and a three year average will be taken. Anything under this after he will receive a check from the insurance company.
11. Dave noted that milk prices are back up from the prices in April and May.
12. David explained that he will have a good amount of poplar at the Chesterfield lot. This is used for high end furniture. David will walk the lot with the forester and will put it out to bid.

There being no further business, Chairman Zerba ended the meeting at 12:15 AM.



Minutes approved at July 23 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 23, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Superintendent Van Wickler; Col. Powers, National Guard; NH Administrator Kindopp; Mgr. King; Mgr. Hurley; Deputy Gorecki; DNS Sheltra; Robin Rahe; Bethany Larson; Gail Miller; Sherry Johnson; Regina Holt; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:05 AM.

MINUTES: Commissioner Pratt moved that the minutes of July 9 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Col. Powers was present to recognize the Superintendent and the Commissioners in recognition of their support of military employees while they are away. He presented a Patriotic Employer award. Col. Powers expressed his thanks for all that the Superintendent does in support of his employees.
2. **Nonpublic session** – At 9:10 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a unanimous vote taken to reject the termination of Gail Miller and reinstate her to her job with back pay paid; Commissioner Rogers moved and Commissioner Pratt seconded that on the basis of the evidence presented, Sherry Johnson is suspended for 10 days without pay, beginning July 9, and following the suspension she is to return to work and placed on probation for six months and voluntarily consent to a search of her residence and personal property from time to time, motion passed 2 - 1. The Commissioners unanimously voted to return to public session at 11:45 AM.**
3. The calendar was reviewed.
4. Peter Trembly and Mike Farhm from MacMillin were present to update the Commissioners on the jail project. When the upper slope was cut they encountered ledge, which results in the need for about 10,000 yards of fill at a cost of about \$400,000. A larger amount of the contingency funds have been used than expected and there were several suggestions on where to save. The contingency is now down to 1%, which is lower than we would like. Value Engineering areas will continue to be evaluated. There was discussion on using geothermal heating and cooling for the facility. If we go with fully geothermal, it would require SMRT to redesign and may result in a delay of about 6 months. David Lay suggested that a bore be done to see how much BTU that might be available and bring the information to the Delegation. A full geothermal redesign would take about a couple of months and would further tap into the contingency fund even if geothermal directions were not taken. The Commissioners agreed that Administrator Wozmak contact the geothermal people and have them do the preliminary work and/or borings as soon as possible so it can be determined whether or not we can go forward with full or partial geothermal for the jail. A proposal will be prepared and a report on the capability presented.
5. The Commissioners recessed the meeting for lunch at 12:52 PM and resumed their meeting at 2 PM.
6. Mimi Barber advised the Commissioners that about \$13000 credit is expected from the parental reimbursement funds.

7. Mimi discussed the new billing with the state for the HCBC and INC costs. The state is on an accrual basis so there will be only 12 bills. When we discussed it at our last meeting it was the consensus that by bringing June into the July bill the state has merely increased the probability that we will exceed the cap. It is my understanding that we will take the 1/12th of our predetermined obligation to the state, deduct the two credits that we are entitled to and send them a check for the balance. Thereafter we will send them a check for the 1/12th each month. In other words, they seem to have taken the June bill as their obligation.
8. Director Trombly noted that we are going forward for the second round of TANS funds and she will need two signatures for the paperwork.
9. Director Trombly distributed the 2009 budget letter for the Commissioners review.
10. Administrator Wozmak brought before the Commissioners the bid received for the old truck. The Commissioners accepted the bid of Carl R. York to purchase the county 1995 F350 for a price of \$507.68.

There being no further business, Chairman Zerba ended the meeting at 2:50 PM.

A handwritten signature in black ink, appearing to read 'J. Pratt', is written over a vertical line that serves as a signature line.

Minutes approved at the Aug. 20 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 6, 2008 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. King; DNS Sheltra; Mgr. Hurley; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:05 AM.

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

1. Mgr. King noted that things are well in facilities. There are a couple of leaks in the roof at MNH and Melanson and Sons is coming in to look at the roof.
2. Superintendent Van Wickler noted that the population at the jail is 105, 4 on electronic monitoring. There are two employee vacancies.

Laura Stempkowski was present and was introduced to those present. She came to discuss the pricing structure in Assisted Living. Director Trombly stated that a policy had to be established because this particular case was different from any other. It was explained that the costs for one person in assisted living is \$2200 and for two people it is \$3300. But the billing is set up to indicate \$1650 each, which is incorrect. It was determined that a refund was due in the amount of \$638.64, based on the actual costs of the second person at \$1100 divided by the number of days in a month and times the number of days he was in assisted living. Laura agreed to the refund. **Commissioner Rogers moved to adopt a new policy for assisted living that when in a dual occupied apartment, if one of the residents is gone for more than 30 days, a discount equal to the difference between the single occupancy rate and the double occupancy rate will be credited on the next month's bill. When one of the residents is gone for less than 30 days due to health reasons, a daily credit will be applied to the bill at a rate equal to the difference between the single occupancy rate and the double occupancy rate, Commissioner Zerba seconded, voted unanimously.**

3. Kathryn noted that the census is 133. Both day rooms were painted with supplies and volunteers from the Rotary.
4. **Nonpublic session** – At 9:45 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 Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of DNS to promote PC as nurse manager as she has just received her RN, at Grade 6, Step 8, \$25.08. The Commissioners unanimously voted to return to public session at 10 AM.**
5. There was a discussion regarding proshare funds and using them to offset nursing home expenses. A date to meet with the executive committee will be set to discuss the second quarter budget and to meet with the Delegation to discuss proshare funds, the jail and jail update.
6. **Nonpublic session** – At 10:10 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 Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the NHA to hire KC as COTA, Grade 8 Step 5 \$18.08, based on her 10 years of experience. The Commissioners unanimously voted to return to public session at 10:10 AM.**

7. The evaluation of the nursing home repairs is in process.
8. There was a discussion on the fact that Judge Nadeau wants to have a symposium on the issue of mental illness and the criminal justice system. They are requesting that we participate the endeavor. **Commissioner Rogers moved that we contribute the \$1000 requested to hold this symposium, Commissioner Zerba seconded, and since this has been discussed previously and it was known that the absent Commissioner Pratt would agree, the motion passed 2 to 1, Commissioner Zerba the nay vote.** Administrator Wozmak will draft a letter for the Commissioners regarding the upcoming symposium.
9. The calendar was reviewed.
10. The cost of a temporary roof for the Latchis is about \$100,000-125,000.
11. Three nonpublic sessions that were held in **nonpublic session, where a decision was made and a vote taken, and upon a 2/3 vote of the members it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply could now be released.**
 - a. April 23, 2008: Commissioners voted to accept the recommendation of the nursing home administrator to offer Dodie Sheltra the position of DNS at Grade 9 Step 8, \$34.34, based on her level of experience.
 - b. Dec. 19, 2007: Commissioners approved reassigning Heather Dixon to position of laundry aide effective Dec. 19, 2007, and further to authorize a paid leave of absence for her effective Dec. 20, 2007 to extend no later than March 1, 2008.
 - c. Dec. 6, 2006: Commissioners authorized payment of COBRA costs for 90 days for Mindy donLuekin.
13. The budget letter to the Delegation was distributed and approved.
14. Director Trombly brought before the Commissioners the issue of the auditors cost increase. The Commissioners asked that she do further research into the costs.
15. Administrator Wozmak advised the Commissioners that he has asked John McPeake to attend some additional ASP meetings in order to maintain continuity during this time of transition in the department.

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



John M. Pratt, Clerk

Minutes approved on Aug. 20

MINUTES
Cheshire County Commissioners Meeting
Monday, August 18, 2008 5 PM
33 West St., Keene, NH

PRESENT: Commissioners Zerba and Pratt; Finance Director Trombly; Superintendent Van Wickler; Arthur Thompson, David Lay, SMRT; Mike Farhm, Peter Tremblay, MacMillin; Todd LaFreniere, Clough Harbor; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM. The meeting was held to discuss the progress on jail construction.

The Commissioners received a presentation from the architects and engineers regarding the conversion of the existing plans to ground source heat pumps (gshp or geothermal). The bond the Commissioners are considering includes drilling costs, equipment, and switching boiler types electrical design and some delay associated with the change.

A chart was distributed showing the cost of a bond for \$2.1 million over 25 years, and the savings in energy costs over the same 25 years, and the bond would break even at about 7 years. There was discussion and it was determined that going with geothermal for the jail heating/air conditioning, is greener and less costly than any other choice. As a result of the presentation, **Commissioner Pratt moved to recommend geothermal heating/cooling to the Delegation and to seek an additional appropriation for this purpose, seconded by Commissioner Zerba, voted unanimously.**

There being no further business, Chairman Zerba ended the meeting at 6:20 PM.



Minutes approved at the Aug. 27 meeting

John M. Pratt, Clerk



Minutes approved at the Aug. 27 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 20, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; HR Mgr. Hurley; Doug Scribner; Sheriff Foote; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:02 AM.

MINUTES: Commissioner Pratt moved that the minutes of July 23 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Aug. 6 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. **Nonpublic session** – At 9:03 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 Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of her physician to extend the FMLA leave for DB to Sept. 19. The Commissioners unanimously voted to return to public session at 9:06 AM.**
2. **Nonpublic session** – At 9:06 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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Pratt and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of NHA and DNS to hire as assistant to the DNS DB at Grade 3, step 7, \$15.49, starting about Sept. 15. The Commissioners unanimously voted to return to public session at 9:10 AM.**
3. **Nonpublic session** – At 9:11 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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Pratt and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of NHA to hire as LPN KH based on her experience at Grade 4, Step 5, \$17.15, starting about Sept. 16. The Commissioners unanimously voted to return to public session at 9:15 AM.**
4. **Nonpublic session** – At 9:15 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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Pratt and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of NHA to hire as LPN JJ based on her 12 years experience at Grade 4, Step 13, \$20.88. The Commissioners unanimously voted to return to public session at 9:16 AM.**
5. **Nonpublic session** – At 9:16 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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Pratt and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept**

the recommendation of NHA to hire as SLP SB based on her experience at Grade 9, Step 14 \$39.82. The Commissioners unanimously voted to return to public session at 9:18 AM.

6. The calendar was reviewed.
7. Mimi Barber presented what the recovery credit, relative to nursing home residents who had liens put against their estates after their death by the state for funds to subsidize the cost of the department.
8. **Nonpublic session** – At 10:58 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 Rogers. 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 11:21 AM.**
9. A date for the next Delegation meeting was set for Sept. 8 at 7 PM.

There being no further business, Chairman Zerba ended the meeting at 12:08 PM.



Minutes approved at the Sept. 10 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 27, 2008 8:30 AM
House of Corrections, Westmoreland NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Superintendent Van Wickler; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Pratt moved that the minutes of Aug. 18 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Superintendent Van Wickler noted that there were 112 inmates at the HOC, 16 going to court today. Five inmates on electronic monitoring and four weekend, two feds, one male one female. There was discussion the weekend sanction and the fact that it does not serve as a deterrent to inmates and it is just additional work for the jail, releasing and rebooking the inmates.
2. Rick discussed the new personnel he expects to participate in the corrections officer training academy to be held at the HOC starting in October. Rick spoke about the advertising being done on the radio and newspapers to hire additional correctional officers in anticipation of the new staffing needs. It will cost about \$550 in tuition for each correction officer to go through the academy. Rick played the advertising tape for the Commissioners.
3. A drug and alcohol group from Keene contacted Rick regarding the case manager position to be hired for the jail and they are enthusiastic with it.
4. John Mousseau - Safety and Security is getting ready to place an officer at the new jail site for security purposes.
5. About 90% of the training for the academy can be covered by in house instructors according to Rob Hummel. They are working on developing new curriculum for the training of new personnel at the new jail.
6. Kevin Clark - classification officer, noted he is very busy. He is looking into equipment for movement of inmates at the jail.
7. Hank Colby - Programs, thanked those who attended the volunteer cookout held at the HOC.
8. Ken Jue from MFS was present. He stated that MFS is serving about 80 veterans and has found there are homeless veterans that they are also helping. They are the only local people who are contracted to provide mental health services to veterans. Ken gave an overview of mental health services given over the past 15 years. He added that an increase in co-pay costs for those who do have insurance have resulted in people's inability to obtain services. MFS has reduced personnel hours and staff. They are serving more people than ever but reimbursements are less. He noted that there are many grants they apply for. The state pays for about 1000-1100 of those seriously ill. The state requires 24/7 response but they do not pay for the service. 60% of MFS's budget is paid by the state and it should be about 75 - 80%. Commissioner Pratt noted that he felt pressure should be put on the governor and state senators and MFS should put their case to the public with the support of elected officials.
9. The Commissioners decided against a family day proclamation.
10. There was discussion regarding the meeting to be held in Concord with Administrative Services regarding the future court site.
11. **Nonpublic session** - At 10:20 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 Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Superintendent Van Wickler to increase the salary for SB while she covers the department in the absence of PD. The Commissioners unanimously voted to return to public session at 10:30 AM.

12. There was discussion on the nomination process for the awards at the NHAC.
13. Director Trombly presented the TAN rates received and accepted on Aug. 26. Two rates were received, Eastern Bank (Premium of \$1505.16 and interest at \$80,633.33, NIC % of 2.94400%) and Commerce Capital (Premium of \$10,291, interest of \$94,072.22, NIC % of 3.11712%). The TAN was awarded to Eastern Bank.
14. Commissioner Zerba left for NHAC meeting and Commissioner Rogers took over the meeting.
15. The calendar and agenda was reviewed.
16. The ad for the meeting on Sept. 8 was sent to the Sentinel.
17. The conservation district met with Director Trombly and they are requesting that the district position be taken over by the county and this will be reflected in the budget.
18. The tour of the jail began at 11 AM.
19. The boiler room was visited and the maintenance person Bruce explained the boiler was inspected a couple of weeks ago. They use about 15500 gallons of oil a year for the facility.
20. The classification office was visited.
21. The administration office was visited and the Commissioners spoke to Mental Health Clinician Barnes Peterson, the mental health officer. He reviewed some of the work he does.
22. The isolation cell was visited and the Superintendent noted that it is now used for storage.
23. The medical services area was visited and the Commissioners spoke to the nurse on duty. She stated that every new inmate gets a physical. Dental services available was discussed.
24. The outside basketball court was visited.
25. The booking room was viewed.
26. The women's area was visited and the Commissioners spent some time to speak to the female inmates.
27. The cafeteria was visited and the Commissioners ate lunch with several inmates and asked them about their stay at the jail and if there were any issues.
28. The gym was visited. There are still inmates staying in the room.
29. Lower and upper control rooms were visited and the Commissioners met with several of the officers running the controls.
30. Dayroom 208 was visited and inmates interviewed.
31. Safety officer's room was visited and the Commissioners met with shift supervisors meeting there.

There being no further business, Vice Chairman Rogers ended the meeting at 1 PM.



Minutes approved at the Sept. 10 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 3, 2008 9 AM
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Sen. Molly Kelly; Mgr. King; HR Mgr. Hurley; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:05 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. There was a short discussion on how many inmates are used at the farm and MNH. Inmate transport would have to be provided to/from the new jail if use of inmate labor was to continue. Superintendent Van Wickler noted that he will need some inmates to do the work in the kitchen and laundry when the new jail is completed and in use. It was decided that every department who uses inmate labor prepare a list for Commissioners review along with a recommendation of how to use inmate labor once the new jail is opened.
2. There are 105 inmates, 4 on electronic monitoring, 6 on work release. Superintendent Van Wickler related a story of an inmate who had to be taken to the NH mental health facility and how they proceeded to get the individual admitted on the recommendation of a judge.
3. Superintendent Van Wickler noted that the academy will be held in October for the new correction officers.
4. The fuel bids were presented by Mgr. King. For #4 fuel oil (for MNH), the pre-buy cost is \$331,710, up \$134K from last year; for #2 fuel oil, the pre-buy cost is \$154,22, up \$64K from last year. Only two bids were received, from Global and Sprague Energy. There was a discussion on the cost of oil and the value of pre-buy. Mgr. King will look into a payment plan if we commit to a pre-buy. He will contact them today to see what the current rate is. Commissioner Pratt asked doesn't it make sense to change to propane dryers that would eliminate the need for the boiler to reach high pressures, the propane would only have to heat the water at the time it is used. He wants to be able to present this possibility to the Delegation on Monday. **Commissioner Pratt moved to allocate \$40,000 to replace the dryers at the nursing home to propane dryers, and the funds to be taken from the proshare funds allocated to cover the short fall in revenue at MNH, Commissioner Rogers seconded, voted unanimously.** The cost of diesel was bid at \$3.538 a gallon and gas at \$3.144 a gallon. **Commissioner Rogers moved to accept the bid of diesel was bid at \$3.538 a gallon and gas at \$3.144 a gallon for diesel as bid from Barrows and Fisher, Commissioner Zerba seconded, voted unanimously.**
5. Mgr. Hurley reported there were 11 new hires, one a bailiff, the rest were nursing home employees. There was a union meeting yesterday. She noted that she has 5 – 7 resumes for the position in Alternative Sentencing.
6. The calendar and agenda was reviewed.
7. Kathryn stated that the census is 132 with two residents in the hospital. There are four Medicare residents now and her goal is for 11 Medicare because we now have the therapists to cover them.
8. State Senator Molly Kelly arrived to discuss the Commissioners proposal to the court system regarding short term use of the Latchis building for the district court and within 5-8 years the court could take over the superior court building for expansion. The report presented by the courts indicates that the Latchis is not suitable for use. The Commissioner's letter clearly indicates that they consider the Latchis as a temporary site for 5 – 8 years, but the report does not take that into consideration. Molly feels that it should be re-evaluated with the intended use of the Latchis. She said that she is committed to getting this issue resolved. The Commissioners thanked Molly for her assistance.

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

A handwritten signature in black ink, appearing to read "J. Pratt", is written over a vertical line.

Minutes approved at the Sept. 10 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Monday, Sept. 8, 2008 5 PM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, and Rogers; Finance Director Trombly; Superintendent Van Wickler; Arthur Thompson, David Lay, SMRT; Todd LaFreniere, Clough Harbor; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

The Commissioners met with the architects and engineers in preparation of tonight's public hearing.

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

A handwritten signature in black ink, appearing to read 'J. Pratt', is written over a vertical line that serves as a signature line.

Minutes approved at the Sept. 18 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Sept. 10, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. King; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:02 AM.

MINUTES: Commissioner Pratt moved that the minutes of Aug. 20 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Aug. 27 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Sept. 3 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Mgr. King asked if he should go in to contract with Global today for 650 barrels of #4 oil. He will get the cost when he calls. **Commissioner Pratt moved to approve Mgr. King go out for bid for propane at a sum not to exceed \$40K, seconded by Commissioner Rogers, voted unanimously. Commissioner Rogers moved to approve going in to contract for 650 barrels of #4 with Global, Commissioner Pratt seconded, voted unanimously.**
2. For #2 pre-buy, he would like to go with today's price for 38K gallons from Barrows and Fisher at \$4.069. **Commissioner Zerba moved to authorize Mgr. King to purchase #2 fuel in the amount of fuel that will fill the tanks and the balance of our needs to go on the spot market, seconded by Commissioner Rogers, voted unanimously.**
3. Administrator Wozmak stated that he met with John MacLean yesterday regarding the Winter St. parking lot. He stated that he discussed that the county had agreed to make up the difference in revenue the city would lose for the additional spaces we required if their expenses fell below the revenue from the meters.
4. **Commissioner Pratt moved to rescind the vote of Sept. 3 regarding the propane dryers purchase with proshare funds and that they use their line item authority and purchase the dryers with operating expenses, Commissioner Rogers seconded, voted unanimously.**
5. The calendar was reviewed.
6. There was a discussion on the meeting held on Monday, and the meeting to be held on September 22 at 7 PM regarding geothermal for the new jail.
7. **Nonpublic session** – At 10:52 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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Mgr. Hurley to hire SF as a LPN at Grade 4 Step 3 \$16.31, based on her experience. Commissioners unanimously voted to return to public session at 10:55 AM.**
8. The Commissioners discussed the statutory interpretation of the new LCHIP fees related to the recording of documents in the Registry of Deeds and the 4% fee to be collected by the County. The Commissioners were 478:17-i includes payments for duties under RSA 78-B:8 and 78-B:8 is the authority of how I-a is administered. The question before the Commissioners is whether the 4 %

retained from the LCHIP payments are intended to be paid over to the County once a month by the Register of Deeds or is to be retained by the Register.

9. Census by the end of the week at MNH is expected to be 138 with the new admissions expected.
10. The DRA is holding up our tax rate until a decision is made on the geothermal vote and it is decided that the funds be put into taxes to be raised.
11. **Commissioner Rogers moved that the meeting be recessed at 10:30 to receive legal advice, Commissioner Pratt seconded, voted unanimously.**
12. Recess ended at 12:38 PM.

There being no further business, Chairman Zerba ended the meeting at 12:40 PM.

A handwritten signature in black ink, appearing to read "J. Pratt", is written over a vertical line that serves as a signature line.

Minutes approved at the Sept. 18 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, Sept. 18, 2008 10 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Ex. Asst. Warren

Chairman Zerba opened the meeting at 10:12 AM.

MINUTES: Commissioner Pratt moved that the minutes of Sept. 8 be approved, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Sept. 10 be approved, seconded by Commissioner Zerba, voted unanimously.

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

1. Superintendent Van Wickler noted that the population is 88, one federal prisoner, 11 female; 4 electronic monitoring and 4 weekend.
2. The cells have arrived at the rail yard. They will be putting them in place on Monday, Sept. 22. The main road at the site is paved; the security staffing starts tonight.
3. The National Institute of Corrections called the Superintendent and they are making a documentary video on jail design and building issues and are contacting counties regarding the issues they have faced. They will be here in October/November to interview us on the challenges faced.
4. We have been using IPG to do the research on insurance brokering. Finance Director Trombly said that another firm was interested in doing part of this work for the county. She recommended that their interest should be via a public RFP process for next year. The Commissioners agreed to publish an RFP for insurance brokerage services in 2009 for the 2010 budget.
5. The calendar and agenda was reviewed.
6. There was discussion for the meeting Monday with the Delegation regarding the vote on geothermal heating and air conditioning for the new jail building.

There being no further business, Chairman Zerba ended the meeting at 11:59 AM.

Minutes approved at the Sept. 24 meeting



John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Monday, Sept. 22, 2008 5 PM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Arthur Thompson, David Lay, SMRT; Mike Farhm, MacMillin; Todd LaFreniere, Clough Harbor; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM. The meeting was held to discuss the progress on jail construction and to prepare for the Delegation meeting regarding the geothermal recommendation.

The Commissioners met with SMRT, MacMillin and Clough Harbor to review some the information that was sent to the Delegation regarding the geothermal system proposal from the Commissioners and to review any questions that may come up from the information distributed to them over the weekend.

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



Minutes approved at the Oct. 8 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Sept. 24, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:04 AM.

MINUTES: Commissioner Pratt moved that the minutes of Sept. 18 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Jack Dugan from MEDC was present to discuss space needs options with the Commissioners.
2. At the request of the Delegation, a contribution of \$10 per Delegation member will be sent to Home Health Care in memory of Irene Pratt.
3. The calendar was reviewed.

There being no further business, Chairman Zerba ended the meeting at 11:00 AM.



Minutes approved at the Oct. 8 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Oct. 1, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Pratt; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. King; Ex. Asst. Warren

Commissioner Pratt opened the meeting at 9:10 AM. As a quorum was not present, no votes would be taken but a presentation regarding the nursing home, from Warrenstreet Architects, would be presented.

1. There are 99 inmates in house, 108 total including weekend, electronic monitoring and two inmates who are at the New Hampshire Hospital. One inmate is seriously ill and has required a great deal of testing.
2. There are 11 people committed to working as CO's. The newspaper ad did well, but the radio ad did not.
3. The Superintendent has been sitting on the Governor's committee regarding SB 44. A presentation was made on incarcerated women and accolades given to the Cheshire County jail. Commissioner Pratt stated that when the inspection was done, many of the female inmates praised the treatment received at Cheshire County.
4. There are four solid applicants for the case manager position and the Superintendent will be interviewing them shortly.
5. Mgr. King noted that the ozone project is being installed at this time in the laundry. The propane dryers will be installed shortly. A second propane tank will be installed.
6. There was a discussion regarding the NHAC meeting to be held in Concord regarding the county payments to HHS.
7. The gentlemen from Warrenstreet Architects made a presentation regarding the nursing home and the work they are doing on examining the current state of the building and options for building use, re-use and/or reconditioning. In their review of the building, the biggest issues presented was the sanitary system pipes, which are deteriorating and which are difficult and expensive to replace. There are similar issues with virtually all the plumbing. Also, Life Safety and Building Codes have evolved over the past 30 years. They noted that when any renovations are made, the newer building and life safety codes may need to be followed. Looking forward, they will be making suggestions and recommendations on how to proceed with the building now that it is more than 30 years old. There was some discussion as to whether work should be done on the current facility or whether, in the long run, a new facility, closer to Keene, should be considered. The architects will return to make a repeat the presentation to other Commissioners since there was no quorum of Commissioners present. The Commissioners will begin to discuss this issue for presentation to the Delegation at some point in the future.

There being no further business, the meeting ended at 12:15 PM.



Minutes approved at the Oct. 15 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Oct. 8, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Administrator Wozmak; ASP Dir. Potter; Ex. Asst. Warren; Mayor Pregent; City Administrator MacLean

Chairman Zerba opened the meeting at 9:02 AM.

MINUTES: Commissioner Pratt moved that the minutes of Sept. 22 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Sept. 24 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. **Nonpublic session** – At 9:10 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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Mgr. Potter to hire JC as a case manager at Grade 5 Step 2 ½, based on her years of experience and education. Commissioners unanimously voted to return to public session at 9:21 AM.**
2. Mike Potter gave the Commissioners an update on his department. There have been about 23 people who went through the day reporting center and about 19 who have completed the program. Mike stated that Thanh went to a conference and that what we are doing with our program is consistent with what is being done nationally with programs like ours.
3. Commissioner Pratt requested that the receipt journal be combined with one receipt rather than having to sign each receipt separately. Director Trombly agreed to do so.
4. The town of Jaffrey was allocated community youth profile funds from Human services, which are supposed to be used within a year. They had to ask for an extension, but they did use it within the extension period, but did not ask for the funds. Mimi Barber asked for the Commissioners guidance. **Commissioner Rogers moved that the funds be distributed to the town for the project, Commissioner Pratt seconded, voted unanimously.**
5. The meeting with the County/State finance committee was discussed. The discussion focused on the differing figures for both Youth Services and Long Term Care. The counties dispute that any money is owed on Youth Services but recognize that some money is due on Long Term Care. The State's figures do not reflect an accurate picture of either of these issues. The state wants to reach a settlement of amounts due on Youth Services whereas the Counties say nothing is due and therefore, there is nothing to settle. This topic will continue to be discussed at the County/State finance Committee level.
6. There was a lengthy discussion between the City Administrator MacLean, Mayor Pregent and the Commissioners on present and future development in Keene and in the area around Keene. This was the second meeting the goal of which is to form a strong relationship with the City and to seek to find areas of cooperation or leverage that are mutually beneficial and which seek to balance or take into consideration capital planning and programmatic issue. The location of the Keene District Court was also generally discussed. The State will be publishing an RFI in an effort to seek a developer that is interested in developing property that the state can lease for the long-term. There was also discussion that there should be continued discussion between the city and county for joint planning and long term strategies which will benefit the citizens of the county. An update on the jail construction project was given to the city manager.

There being no further business, Chairman Zerba ended the meeting at 11:19 AM.

A handwritten signature in black ink, appearing to read 'J. Pratt', is positioned above a vertical line that serves as a signature separator.

Minutes approved at the Oct. 15 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Oct. 15, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; Administrator Wozmak; Barnes Peterson; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:05 AM.

MINUTES: Commissioner Pratt moved that the minutes of Oct. 1 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Oct. 8 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Barnes Peterson updated the Commissioners on what is going on in his department. He spoke about his intern, who works 20 hours a week at the jail.
2. **Nonpublic session** – At 9:13 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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the Superintendent Van Wickler and Barnes Peterson to hire DI as HOC case manager, at Grade 5 Step 7 based on his experience and knowledge. The Commissioners unanimously voted to return to public session at 9:55 AM.**
3. Superintendent Van Wickler spoke about the clergyman to the inmates, Bob Huckins, who was killed in an auto accident last week. In keeping with policy, the Superintendent advised the Commissioners that he made a contribution from the inmates and employees, to the family, from the inmate canteen fund. Maplewood contributed food for Rev. Huckins' funeral. The Superintendent asked if there could be a plaque named for Bob in the new jail inmate program area and the Commissioners agreed.
4. The census is 96, 6 on electronic monitoring, 5 work release, 2 feds.
5. The county corrections academy for the newly-hired correctional officers starts on the 20th. This will go on for four weeks. Graduation will be on November 14.
6. The meeting for next week was changed from Wednesday to Thursday.
7. Administrator Wozmak advised the Commissioners that he will be at Franklin Pierce University to meet with the Trustees regarding the formation of a relationship with the University. This is viewed as creating a foundation for Physical Therapists as well as potentially graduate nurses. This relationship is intended to foster collaboration between a local educational institution and the County.
8. Commissioner Pratt asked that Administrator contact Paul Hodes to invite him to a meeting in December 2008 or January 2009.
9. The calendar was reviewed.
10. Sections of the walls for the water tank at the new jail are being worked on now.

There being no further business, Chairman Zerba ended the meeting at 11:29 AM.



Minutes approved at Oct. 23 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, Oct. 23, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:05 AM.

MINUTES: Commissioner Pratt moved that the minutes of Oct. 15 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The census at the jail is 83, two feds, 3 inmates on work release, 6 on electronic monitoring, 2 weekend.
2. The county correction officer training academy is in the middle of its first week. There are 14 officers scheduled to attend. Graduation is in four weeks. Commissioner Pratt will check into using a room at Keene State College for the graduation.
3. There was discussion on the future use of the old jail.
4. The Superintendent advised the Commissioners that Doug Isoue has accepted the offer as case manager at the jail.
5. There was discussion on medical eligibility determinations (MED process) for nursing home admissions, per the email received from Betsy Miller at NHACo. Administrator Wozmak was asked to contact Betsy Miller to discuss changing the procedures currently in use by the state which, according to the state, are cumbersome and expensive to administer. At the county annual conference, there was discussion about returning to have the counties administer the MED process as they did previously under a pilot project when the counties demonstrated that it could be done more cost efficiently and effectively. The counties hope that the state will be open to discussing a useful change to this procedure.
6. Administrator Wozmak will be meeting with Franklin Pierce University today to learn more about their nursing program and the physical therapy curriculum. The goal is to create a relationship with FPU to assist us in meeting our staffing needs.
7. Meeting was recessed at 10:05 to confer with counsel.

There being no further business, Vice Chairman Rogers ended the meeting at 1:10 PM.



John M. Pratt, Clerk

Minutes approved on Oct. 29

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Oct. 29, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Register Hubal; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:01 AM.

MINUTES: Commissioner Pratt moved that the minutes of Oct. 23 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The calendar was reviewed. Next week's meeting time has been changed to 10 AM. The Commissioners requested that Warrenstreet Architects be scheduled for the following week and one of the Commissioners will be absent.
2. Register Hubal was present to review her budget for the deeds department for 2009. The Commissioners thanked her for her presentation.
3. The Commissioners had a limited discussion on the budget while staff continues to review the budget.
4. Administrator Wozmak noted that we are on schedule at the jail construction site.
5. The Commissioners received and reviewed the drug program plan to the end of September and it shows that 413 residents used the program in September at a savings of \$11,082.41.

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



Minutes approved at Nov. 5 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Nov. 5, 2008 10 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; Mgr. King; Ex. Asst. Warren

Chairman Zerba opened the meeting at 10:07 AM.

MINUTES: Commissioner Pratt moved that the minutes of Oct. 29 be approved, seconded by Commissioner Zerba, voted unanimously.

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

1. Mgr. King showed the Commissioners a comparison of towels done before the addition of the ozone process and a towel washed with the ozone process and indicated that the towel was whiter and softer with the new process. The washing time is down about 30%, thereby increasing efficiency in the laundry. They are also using about 2000 gallons a day less of water. The propane work for the dryers is being completed.
2. There have been several false fire alarms late at night at the courthouse, which need to be investigated. Administrator Wozmak was asked to speak to the department heads at the courthouse to see if there are people working late and setting off the alarms.
3. Administrator Kindopp noted that the census today is 140, by the end of the day it should be 142. Survey group have come and gone. Report will be received.
4. The academy graduation will be held at Keene State College. The contract is not yet confirmed. The cost will be about \$700.
5. Commissioner Pratt has also checked with the college for the use of their facilities for the swearing in ceremony of county elected officials in January. He will advise after Terry contacts him with the scheduled date.
6. Sandy Davis was presented with a photo of her receiving the award at the NHACo conference as county employee of the year. She thanked the Commissioners for the photo.
7. The date of the Commissioner's holiday party and longevity awards will be Friday, Dec. 19, between 11 – 1:30 PM at MNH.
8. The jail had 89 male inmates, 11 female, 3 work release, 4 electronic monitoring, 5 weekend, two federal prisoners.
9. Commissioner Pratt noted that he had a constituent who asked about us looking into a program that will allow the inmates to use a phone calling card, paid for by the families. This is used by the state penitentiary. Administrator Wozmak was asked that he and Superintendent Van Wicker look into its use.
10. There was a discussion on the jail and its budget and schedule.

There being no further business, Chairman Zerba ended the meeting at 11:18 AM.



Minutes approved at the Nov. 12 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Nov. 12, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; NHA Kindopp; Administrator Wozmak; DNS Sheltra; Mgr. Hurley; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:02 AM.

MINUTES: Commissioner Pratt moved that the minutes of Nov. 5 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

11. **Nonpublic session** – At 9:06 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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the DNS and NHA to hire SI as RN Supervisor, at Grade 6 Step 10 based on her experience and knowledge. The Commissioners unanimously voted to return to public session at 9:22 AM.**
12. Wendy Hurley and Dodi Sheltra gave the Commissioners a brief update on their departments.
13. The calendar was reviewed.
14. There was a discussion on some of the items regarding budget review.
15. Director Trombly updated the Commissioners on the status of union negotiations.
16. The selectmen from Rindge have requested to learn more about the budget meetings. Commissioner Rogers will contact them and clarify their request.
17. A proposed legislative bill was dropped off by Rep. Weed for the Commissioner's input. It reads as follows:
"Should county Commissioners so decide, counties may propose a revenue neutral alternative to the dependence on the county portion of local property taxes. Alternatives may include but are not limited to a percentage of AGI from the federal income tax forms, a VAT, a sales tax or other revenue based on the specific needs and characteristics of the county.
Such a proposal should be submitted to the county Delegation and New Hampshire senators serving the county on or before January 15 of an even year.
To move forward on this proposed alternative tax plan, a public hearing followed by deliberation and a 60% majority vote by the Delegation and senators shall enable Commissioners to implement their plan". Rep. Weed would like some feedback from the Commissioners regarding this county tax concept. The Commissioners took the matter under advisement.
18. The gentlemen from Warrenstreet Architects were in attendance to present their draft assessment of the nursing home. Warrenstreet has been hired to examine the physical plant to assist in future capital planning.

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



Minutes approved at the Nov. 19 meeting John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Nov. 19, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Pratt and Zerba; Finance Director Trombly; Superintendent Van Wickler; Activities Dir. Wilson; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:03 AM.

MINUTES: Commissioner Pratt moved that the minutes of Nov. 12 be approved, seconded by Commissioner Zerba, voted unanimously.

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

19. **Nonpublic session** – At 9:04 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 Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of Dir. Wilson to approve a three week unpaid leave of absence for LW. An extension of this time period must be brought back before the Commissioners. The Commissioners unanimously voted to return to public session at 9:13 AM.**
20. The superintendent thanked those who attended the graduation ceremony.
21. There are 95 inmates; 2 feds, 3 work release, 4 electronic monitoring, 6 weekend and 10 female inmates at the HOC.
22. **Nonpublic session** – At 9:36 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration of security issues bearing on the immediate safety of security personnel or inmates at the county correctional facility by county correction Superintendents or their designees. The motion was approved upon a roll call vote of Commissioners Zerba and Pratt. As a result of deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 9:37 AM.**
23. Director Trombly presented the proposed nursing home rate for private pay and assisted living rates. The nursing home rate will be raised from \$250 to \$267.50, up 7%; the assisted living rate will be raised from \$2200 to \$2300, up 5%. The rates from other nursing homes were given to the Commissioners. The Commissioners agreed on the increased rates as given above.
24. Administrator Wozmak was asked to have MacMillin present for an update on the jail construction at the Commissioner's meeting of December 10.
25. There was discussion on the use of hospice at the nursing home.
26. The 2009 budget process was discussed.

There being no further business, Chairman Zerba ended the meeting at 11:38 AM.



Minutes approved at the Nov. 26 meeting John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Nov. 26, 2008 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Atty. Heed; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9 AM.

MINUTES: Commissioner Pratt moved that the minutes of Nov. 19 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Superintendent Van Wickler stated that the census is 95, with 10 female, 2 feds, 3 work release, 4 electronic monitoring and 5 weekend.
2. There was a discussion on the staffing analysis at the HOC.
3. There was discussion on the budget.
4. Administrator Kindopp noted that the census at the nursing home is 142.
5. The federal life safety survey was done last weekend. He was complimentary about the work done by the facilities manager and safety officer. The Commissioners congratulated Kathryn for the results of the survey.
6. **Nonpublic session** – At 9:48 AM 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 discuss 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 9:14 AM.**
7. **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 any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the nomination by the County Attorney Heed to hire MP as asst. county attorney at Grade 7 Step 4, to replace a county attorney who moved to the regional prosecutor position, contingent upon the successful district court position negotiations with the city of Keene regarding the regional prosecutor. The Commissioners unanimously voted to return to public session at 10:45 AM.**
8. The Commissioners signed the letter to Treasurer West requesting his presence at the Delegation meeting to request authorization to apply for a TAN from the Delegation.
9. **Commissioner Pratt moved to approve the multi year agreement for a 5% discount on our insurance provided by Primex and authorized Director Trombly to sign the documents, Commissioner Rogers seconded, voted unanimously.**
10. The Commissioners reviewed the budget cover letter to be sent to the Delegation and the municipalities with the Commissioner's proposed 2009 budget.
11. The proposed holiday schedule as listed by the courts was presented to the Commissioners. **Commissioner Pratt moved to delete Columbus day from the list, motion failed for lack of a second, Commissioner Rogers moved to delete the day before Christmas, Commissioner Pratt seconded, voted unanimously to approve the holiday list with 11 holidays.**

There being no further business, Chairman Zerba ended the meeting at 11:45 AM.

A handwritten signature in black ink, appearing to read 'J. Pratt', is written over a vertical line that serves as a signature separator.

Minutes approved at the Dec. 3 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Dec. 3, 2008 9 AM
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; NH Administrator Kindopp; Mgr. King; Ex. Asst. Warren; Dietary Dir. Bethany Lawson, HR Mgr. Hurley; Eleanor French/Asst. Living; Sue Newcomer/Keene Chamber of Commerce

Chairman Zerba opened the meeting at 9:03 AM.

MINUTES: Commissioner Pratt moved that the minutes of Nov. 26 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Sue Newcomer informed the Commissioners about a CDBG project for economic development and she is requesting the Commissioner's support for the project to develop a community equipment lab, which will be based at Keene State College and will be part of the overall curriculum. The project will be approximately \$600,000. The grant will be for about \$250,000 and the balance of the funds to be from other organizations. The CDBG grant application will be due in January. Sue will present the project to the Delegation Tuesday evening. Also involved in the project is KSC, River Valley School, KC Education, Tidland Corp., Timkin, Smith Med., NH Ball Bearings and others in the community. Sue explained how the project will work with the community to educate individuals in machine tooling. **Commissioner Pratt moved to support the project and have it presented to the Delegation, Commissioner Zerba seconded, voted unanimously.**
2. **Nonpublic session** – At 9:25 AM 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 Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation the dietary manager to extend the LOA for CW, unpaid, to January 12. The Commissioners unanimously voted to return to public session at 9:30 AM.**
3. **Nonpublic session** – At 9:32 AM 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 Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of AL Manager to extend the unpaid LOA for BG to return between Feb. 5 and Feb. 19. The Commissioners unanimously voted to return to public session at 9:37 AM.**
4. Tim Murphy and Becky from Southwest Regional Planning were present to discuss a CDBG housing rehab project which requires an extension in order to document the matching funds that are part of the requirement for the funds. There were funds committed to match the funds and were expected to be available but did not and therefore did not meet the requirements of the grant. CDFA recommends that an extension be requested. **Commissioner Pratt moved to approve the SWRP request for an extension for contract #06-403-CDHS, Commissioner Rogers seconded, voted unanimously.**
5. Mgr. King presented to the Commissioners a report on the savings from the ozone use in the laundry. The estimated savings on the project is in water savings, hot water savings and dryer savings, in an annual amount of \$28K. An additional saving of \$68,000 is expected from fuel oil currently used to

put the heating plant in high pressure mode. Therefore, the total investment of ozone and new dryers has a pay-back of about 6 months. In addition to the direct savings, the process is likely to extend the lifetime of the linen, make it whiter and provide a very high degree of sanitation of laundry. At this point, Mr. King, said, this has been a very successful project.

6. Mgr. King gave the Commissioners an update on what is happening in the facilities department.
7. Administrator Kindopp stated that the census is 141, with one resident in the hospital. There was a discussion on hospice residents and how their care is given.
8. The 2009 meeting schedule was distributed to the Commissioners and they accepted the schedule as presented.
9. The Commissioners were given a list of the new members of the Delegation.
10. A follow up session to the Commissioner's retreat needs to be scheduled.
11. Administrator Wozmak asked the Commissioners if they are interested in purchasing the Grace United Church building. They are not.

There being no further business, Chairman Zerba ended the meeting at 11:37 AM.



Minutes approved at Dec. 9 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Tuesday, Dec. 9, 2008 5 PM
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren; Becky Baldwin, Rebeckah Bullock, SWRP; Larry Troeller, SCS

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Pratt moved that the minutes of Dec. 3 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Mike Farhm gave an update on the jail site construction. He distributed a report on the schedule and progress of the site work, project and the geothermal work. The project continues on time and on budget. He advised the Commissioners that Cushing and Sons was awarded the geothermal drilling project. Six entities responded to the RFP and two were interviewed.
2. At 5:30, the public hearing opened for the mid-year CDBG housing rehab project report. To date, \$266,147 has been expended for 45 rehab projects. The total grant is for \$350,000 with \$1,050,000 in matching funds provided by SCS. \$83,853 remains to be expended. The location of the rehab homes were in the following towns: 14 in Keene; 4 in Swanzey, 3 each in Winchester, Troy, Rindge, Fitzwilliam, Walpole and Hinsdale; 2 in Alstead and Jaffrey; 1 each in Gilsum, Richmond, Marlborough, Chesterfield and Sullivan. There being no questions, the Commissioners accepted the report and closed the public hearing.
3. The calendar was reviewed.

There being no further business, Chairman Zerba ended the meeting at 6:17 PM.



Minutes approved at the Jan. 14 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Tuesday, Dec. 23, 2008 10 AM
Maplewood Nursing Home
Westmoreland, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Administrator Wozmak; Finance Director Trombly; Facilities Manager Barry King, Human Resource Manager Wendy Hurley.

Chairman Zerba opened the meeting at 10 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Facilities Manager King brought forward three roofing bids for the red barn (in back of the current jail) and the farm maintenance building. All three bids were in excess of the amount budgeted for the project. After discussion, all three bids were rejected. The Commissioners asked Mr. King to make any temporary repairs necessary to get through the winter. They will re-visit this project in the spring of 2009. The Commissioners authorized the rollover of the \$20,000 already funded for this project.
2. The Commissioners reviewed the intern project list dated December 12, 2008 and authorized the County Administrator to proceed with finding interns to work on the projects.
3. The calendar was reviewed. Added to the list should be the Alstead Selectmen's meeting to which the Commissioners have been invited on January 13th at 7 PM. A majority of the Commissioners intend on attending. The Commissioners meeting scheduled for December 30th has been cancelled.
4. The Commissioners received an update on the union negotiations for the Maplewood bargaining unit. A very productive all-day session was held recently and a lot was accomplished. Another all-day session is being scheduled in January.
5. The Commissioners reviewed the second draft of the At-Will employment language used in various county documents and policies. Additional changes were suggested and this matter will remain on the old business list.
6. The Commissioners had a discussion regarding the timeliness of tax payments as a result of the ice storm and the prolonged disruption of services. To plan for the possibility of a late payment, the Commissioners authorized the Finance Director to ask the Treasurer to secure a line of credit not to exceed \$2 million.
7. The Commissioners discussed the amount of county surplus and the potential that, due to rising budget numbers overall, the surplus may need to be funded by tax dollars in order to maintain an appropriate surplus balance to achieve the best borrowing rate.
8. The Commissioners authorized the rollover of the Human Services software upgrade funds in the amount of \$5,000.
9. Mr. King gave the Commissioners an update on his department noting the overtime related to the storm. He was complimentary to Barrows & Fisher, our oil supplier who made regular deliveries for the emergency generator during the ice storm power outage.
10. The Commissioners inquired of the Finance Director as to the projected county surplus, if any, for 2008. Ms. Trombly responded that there will not be a significant surplus due to lower revenue numbers from Maplewood related to a decreased census. There was discussion about the reasons for decreased census. Mr. Wozmak explained that he was working with both staff and the Cheshire Medical Center, the primary referral source, to strengthen our relationship with them. The Commissioners requested that the nursing home administrator advise them of the census at their regular meetings and encouraged her to redouble all efforts to accept all permissible admissions in order to reverse the decline in revenue.

11. The Commissioners made a decision as to the Officers for the Board of Commissioners for 2009. Commissioner Stillman Rogers will be the Chairman, Commissioner John Pratt will be the Vice Chairman and Commissioner Roger Zerba will be the Clerk.
12. Commissioner Pratt signed documents for the CDFA to extend the grant closing date for the housing rehabilitation program.

There being no further business, Chairman Zerba ended the official meeting at 12:15 PM to attend the Commissioners Holiday party/Longevity Awards luncheon hosted at Maplewood.

A handwritten signature in black ink, appearing to read 'John M. Pratt', is written over a vertical line.

Minutes approved at the Jan. 14 meeting

John M. Pratt, Clerk