

**Minutes of Executive Committee
Cheshire County Delegation
2016 Budget Review**

**Monday, January 25, 2016
Assisted Living Conference Room
Maplewood Nursing Home
201 River Road, Westmoreland, NH**

Present: Chair Bruce Tatro, Reps Paul Berch, Dan Eaton, Frank Sterling, John Bordenet, Tim Robertson, Jim McConnell, John Hunt, Mike Abbott, Marge Shephardsen, Ben Tilton, Tara Sad.

Chair Tatro called the meeting to order at 9:06 am. Kathryn Kindopp and staff were recognized and presented the following;

Facilities

Bruce Harrison, Facilities Director, outlined his budget. Among the items of interest, he pointed out that there is a correction to be made in the Outside Services line which reduces the requested funding from \$144,000 to \$138,110. He noted that the department went over a small amount in the Supplies line item and that electricity costs have also gone up. The Nursing home currently has a one-year contract with Trans Canada based on rates that were negotiated last year. Harrison said that the LP Gas line item is lower because of the reduced cost of operations and the Fuel line item is lower, but he has budgeted to accommodate for an increase in fuel costs later in the year based on the volatility in the oil markets.

Telecommunications will be increased to reflect the actual cost of services and Finance Director Trombly will look into this issue as currently IT has responsibility for all telecommunications costs. Also discussed was the pending upgrade of the base telecommunications data service to the nursing home from the current Fairpoint T-1 line to a fiber optic cable that will be installed to the facility. Wi-Fi capability is also anticipated to be added to the buildings in late 2016 early 2017.

Vehicle fuel was budgeted at \$2.25 gallon. With the average running approximately \$1.96 thus far this year. The year-end actuals for this line item may be lower.

Harrison said that the department is on budget in the Building Maintenance and Equipment Repair line items.

Harrison then discussed a \$65,000 department request for Contingency Funds. He discussed the new one year old Honeywell contract that reduced overall costs by approximately 30% and said that the new contract is set-up as a time and materials (T&M) contract in lieu of the previous general coverage agreement. He said that some of the Honeywell systems are now 40 years old and will need to be watched closely as they age

further. The rooftop HVAC systems are from 1998 and the computerized building control software was added about 10 years ago.

The new contract does still cover replacement and repair of the larger items but the terms of the new contract allow maintenance the flexibility to call in repair when it is needed, and not when Honeywell wants to come.

Facilities Capital Budget

The carpet in some areas is due to be replaced and this will be done using with carpet squares instead of broadloom as in the past. Money has been allocated for replacing the A/C system in the Medical Records Department and a new roof for the Wastewater Treatment Plant has been budgeted as well as a new grinder for the Wastewater Treatment Plant has been requested.

He said that the County Farm needs a new hydrant shut off valve and a new pH monitoring system to measure the acidity and alkalinity of the water being processed at the water treatment plant.

Also needed is a roof replacement for the Assisted Living building which is budgeted at \$210,000.

Rep. Eaton asked for a total on the number of county-owned vehicles. (This was brought to the committee members prior to the end of the meeting) He said that it might be profitable to buy or lease our vehicles for two years at the reduced county rate, and then sell them while they are still relatively new at a price higher than our original purchase price. He learned at a conference that other counties/states were doing this. The staff will investigate.

MNH Administration

Kindopp went over the Administration budget and noted that under Membership & Dues, it has been decided to remain associated with the NH Association of Counties (NHAC) and not to switch to NH Healthcare Association. The money for a Wage and Classification Study was put in last year's budget as well as \$40,000 for EGA's work on budgeting the different nursing home scenarios for the Maplewood Delegation Sub-Committee.

The Nursing Quality Assessment Tax ('the bed tax') was explained to the new members.

QIC

Theresa Woolbert and Sabrina Priest reviewed their department budget. The travel line item is for training in the electronic medical records software (ECS) in Wisconsin. It was discussed that having IT and Priest or a department employee go to these trainings together would be beneficial and would increase department's efficiency and cross-

training. There is currently not a database manager assigned in the IT Department or anyone who is trained in those skills. It was suggested that a database manager be considered if a vacancy arises in the department in the future.

Dietary

Dietary Director Lawson is now contracted through a vendor known as Glendale in a similar fashion as she was with the prior vendor Fitz Vogt. Maplewood is now nine (9) months into the new contract, and thus far it is working out very well. Training is included for \$6,000 for 'Grand Dining' method of food service, a method of presenting and preparing food for those with eating and chewing disorders, to make the food edible as well as presentable. Administrator Coates asked if there would be a Trainer of Trainers for this project and Director Lawson answered that she would be the trainer for the staff.

Capital for Dietary

The only capital items anticipated for Dietary are the replacement of two food processors at \$750 each, totaling \$1,500.

Nursing

Rep. Eaton noted that the Community College is not doing LNA training any longer because it was too expensive and there were other schools giving this training. They have instead beefed up their RN and LPN training.

Kindopp noted that we are still short LNA's and that the facility is down about 25% of actual needed staffing levels. The facility has just instituted an in-house program to train LNA's, but only four students have graduated so far. The nursing home has had to hold back on admissions because of lack of LNAs and as a result the LNA Class Payroll line has been doubled to increase the training capacity. An on-going issue is being able to find night shift or weekend staffing.

Capital Budget - Nursing

The capital requests for the nursing budget are for mechanical lift batteries, and oxygen concentrators.

Therapeutic Living Unit (TLC)

The facility has a 22 bed unit closed unit for residents with dementia and other behavioral issues, and has more patients than beds (27). This overflow is in with the general population. The nursing home is licensed for a maximum of 150 but can accommodate a maximum of 148.

Environmental Services

Robin Rahe, Manager of Environmental Services was introduced.

Rahe said that the Outside Services line was decreased due to some budgeted items being moved to the staffing line item. She said that the Commissioners have also reduced the department request for draperies.

Activities

Activates Director Wilson described his budget and said that there is little changed from last year. The department provides activities for Assisted Living residents as well as the Nursing Home residents such as games, shopping, lunches seven (7) days a week.

Social Services

Theresa Walsh, the Director, said that there were few changes in the Social Service budget this year. She described the Eden Alternative person-centered care movement and said that the staff at Maplewood have been doing this for years. She then read a letter from one of the staff talking about why she likes working at Maplewood and those in attendance found it very touching.

Occupational Therapy

Director Gina Cutler described why three (3) different types of therapy programs are needed at the facility. Each one is necessary for different disabilities such as gaining back mobility and range of motion. There are currently 35 residents in some type of therapy. Cutler then described the Medicare reimbursement for therapists.

Capital Budget - Occupational Therapy

OT is putting forth a capital budget request for two Pulse Oximeters @ \$400 each for a total of \$800.00.

Physical Therapy

Laurel Moody, the PT Director, presented with Kindopp.

Moody noted that the Dues & Memberships line item was for dues for the American Physical Therapy Association, which is a national trade organization that lobbies for Physical Therapy issues. She said that the department uses evidence based therapy which is the measurement criteria that most therapy organizations are moving toward.

Capital Budget - Physical Therapy

Physical Therapy has budgeted for new Parallel bars and a Broda reclining wheelchair. Moody said that the pool hasn't been functioning for several months. There was a discussion about the need to keep this piece of equipment operating and it was noted that it is costly to fix and maintain and not many residents are able to use it. It is, however, potentially a marketing tool for prospective residents. An informal consensus developed that discussed closing down the pool if the cost to maintain it cannot be justified.

Misc. Services

Kindopp noted that these items are reimbursable and have an offsetting revenue line.

Speech Therapy

The facility does not currently have a full time Speech Therapist as there has been no successful applicant to date, but is paying the former therapist on a per diem basis while the search continues.

Revenues

Of the \$12,195,452 in Nursing Home Revenue, only \$500,000 was from Pro Share funds. Last year we received \$1.9 million. Rep. Eaton strongly suggested not increasing the budgeted income.

We have an increase in the 3404.01.00 line item (Patient Income - State) of \$70,211, bringing that revenue line to \$5,158,563. The actual 2015 revenue total was \$13,718,707. The 2016 budgeted revenue is \$12,265,663.

Assisted Living Facility (ALF)

Director Christine Neal went over the budget request.

Currently there are 19 of 20 apartments occupied. The Electricity line is higher than last year and it is calculated from an allocation matrix for the entire complex based on square footage of the ALF. The insurance line has been reduced however the 2015 costs were not budgeted correctly.

Assisted Living brings in \$581,136 in revenue from the apartments, and \$50,808 in meals. With these costs the County is barely breaking even with the Assisted Living facility, whereas when the facility was first built the County experienced a significant profit from its operation. Since its opening, other facilities in the area competing with the County have been built in the region. Also noted is the much larger population of Medicaid residents living at the County ALF. The County did not raise the rates last year since we tie our increases to the increase in Social Security, and there wasn't a Social Security increase in 2015.

Rep. Eaton asked if we needed to continue to have an Assisted Living Facility.

Cheshire County Conservation District

Conservation Manager, Amanda Littleton discussed the Conservation District and the many programs it manages including water quality, wildlife protection, farm viability, and environmental protection. She noted that she has brought in quite a few federal and state grants to help with these programs.

There being no other business before the committee, the meeting was adjourned at 12:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is written in a cursive style with a large, sweeping initial "T" and a distinct "S" at the end.

Rep. Tara Sad, Clerk

**Minutes of Executive Committee
Cheshire County Delegation
2016 Budget Review**

**Monday, February 1, 2016
Commissioners Conference Room
County Hall Building
12 Court Street, Keene, NH**

Present: Chair Bruce Tatro, Reps, Tara Sad, Tim Robertson, Paul Berch, John Bordenet, Jim McConnell, Marge Shepardson, Mike Abbott, John Hunt, Dan Eaton, Frank Sterling

The Chair brought the meeting to order at 9:05 am

County Attorney

County Attorney McLaughlin noted line item changes in the budget for review. All lines remain level funded. The Photo Supplies and Office Supplies lines have been moved into a different department. They have also reduced the Expert Witness Expense line by moving it into another line.

Felonies First - there is an expense for Share File software that is necessary for participating in the program and it set as a monthly fee.

There is also an expense for an extra attorney for Felonies First, plus an increase of .33% in the FTE administrative assistant's payroll line to cover additional hours required to support the attorneys in program.

Regional Prosecutors - This department has lost a .5 full-time equivalent (FTE) position that was shifted to the Felonies First position. This reduces the cost to the towns in the regional prosecutors program by approximately \$20,000 because of the reduction in the prosecutor position.

McLaughlin went over their early experience with Share File program and reported that although it's a training process so far it's working quite well.

The overall caseload has increased by about 20% in the County Prosecutor's Office and scheduling in Superior Court is not as flexible as it was in District Court. Early in process some cases are not being resolved as quickly as they were in the past.

Medical Examiner – A question was asked of McLaughlin, “given the opiate situation, what is the caseload change from the Medical Examiner and also the Prosecutor function”? McLaughlin responded that the ME does a toxicity test, not a full autopsy, on suspected drug overdose deaths. The crime scene often

tells the ME whether or not the death was suspicious or drug-related. Be he also said that he believes that overall autopsies will probably be going up.

Victim Witness - the staff member in this department is paid by a Federal grant. The grant was increased this year by \$15,000. McLaughlin has allocated some of the funds for training, supplies, etc., with \$6,000 allocated to salary, \$9,000 to expenses and training.

Creating lines:	4123.19.01 - Continuing Ed	+\$1,000
	23.02 - Witness Expense	200
	36.41 - Office Supplies	1,040
	39.01 - Printing, etc.	500
	68.01 - Telephone	1,260
	70.01 - Travel, conferences	5,000

Delegation

Rod Bouchard described the department budget

Maplewood Sub-Committee Expenses – Following discussion with delegation members it was decided to increase this line to account for the expected increase in travel and general expenses that will be incurred in 2016 for the delegation as they hold public hearing on the future of Maplewood and the farm committee meets multiple times to discuss and implement a new lease program for the farm. The increases are \$4,000 in the attendance line for MNH and Farm Committees meetings, and \$500 for Travel. The new total is \$17,100, up from \$12,600 last year.

Commissioners

This department is down from last year. The Travel line is low because of the removal of the Grants Manager Position from the Commissioners department budget into a separate Grants department budget.

The Annual Report printing line has been reduced to reflect the move to more digital distribution methods.

Bouchard requested \$27,500 to redo the County Website. The website is not in compliance with the standards and guidelines that counties, municipalities, and state best practices as the last major re-design occurred in the late 1990's. Bouchard said that to best of his knowledge there are no penalties for noncompliance but the County is doing a disservice to the citizens with a poorly designed website that makes it difficult to manage and find data. A discussion ensued regarding the \$27,500.00 which would include updating and redesigning approximately 150 pages. This work would be contracted out but overseen by

Bouchard. The goal is to bring make the site look similar to the Maplewood Nursing site that was redesigned last year.

Rep. McConnell moved and Rep. Eaton seconded the \$27,500 addition to line 4130.29.00. 8 voted in favor, 2 in opposition. The vote passed.

Finance/Treasurer/Personnel Administration

Sheryl Trombly, Finance Director, noted that there was nothing new in the Finance Operations line items. The raises given this year were 1% for longevity, and .5 Cost of Living Adjustment. The travel line has gone up because of the need to travel to the various county facilities.

Trombly reviewed the following lines;

Treasurer - Bond Counsel and Advisory Fees are included in this department and the Treasurer is an elected position.

Personnel Administration

Health and Dental Insurance is through Cigna, the EAP Program is through Anthem. In 2015, the fund was negatively impacted by several large health claims. Because of that, the Stop Loss Insurance went up.

Misty Hall the Assistant Finance Director did a lot of work in 2015 to bring health and wellness programs to the staff, including coordinating the installation of an employee workout room that built by staff members for very low cost and fully equipped at no cost to County taxpayers.

Information Technology

Rob Hummel gave the highlights of his department's budget.

The expenses are:

Personnel – Which finance calculates for the departments and are not controlled by the department managers.

Software Maintenance – These are fixed cost maintenance contracts and are not under control of IT even though it appears in the IT for consolidation purposes.

Equipment – Covers IT equipment and expendables like toner, parts, etc.

Hummel said that he has cut any excess spending for it equipment and supplies and allows shops around for best deals in order to keep the budget as low as possible. He said that department operating expenses are down.

Hummel then reviewed the pending requests from departments for expenditures

Maplewood Dietary has requested an upgrade to the Kitchen Meal Tracking Software. \$3,000 to convert, and \$1,850 in training for a \$5,000 increase

The Rehabilitation department has requested a new Rehabilitation software program Rehab Optima, to track manage resident services delivered and billing. The cost of the software is \$6,000.00.

The budget submitted does not include Wi-Fi for the County Hall Building. It could be as much as \$20,000 to install Wi-Fi throughout campus. IT recommends using only commercial industrial quality equipment for this installation.

Finance - Kronos software as an add-on module. As of 7/1/15, CMS is requiring regular reporting of all direct care staffing. Line 82.96.

Phone System PBX - \$45,000. Outdated 3 years. New systems cost between \$80-100,000. IT will begin to start putting a system together. IT suggests that start setting up a capital account to buy one in the near future be explored.

The County has three options for a new phone system, build its own, lease from the outside, or buy one.

Equipment and handsets/maintenance will be requested in next year's budget.

Grants Manager

Grants Manager Suzanne Bansley reviewed the Grants department budget.

Bansley is asking for Continuing education and Professional Association Membership. Plus Travel to 2 conferences where they discuss Federal Grants and other types of Grants.

Memberships	\$393
Professional Development	\$99
Travel	\$2,837
Local Mileage	\$100
Increase in expenses	\$465

Overall in 2015, Grants had a \$1.2 million revenue from a total amount of \$5.8 million in managed grants, with a large number of these sourced from Federal money.

In response to questions, Bansley reviewed the limitations of the CDBG Grants and their scoring system.

General County

Pam Fortner is our Safety Director. She is in charge of Fire Drills, Ergonomics, Workers' Compensation, Furniture for new hires, etc. She is asking for an increase in the Equipment Purchase line this year to properly account for expenses incurred for furniture acquisition.

Facilities

This includes 33 West Street and the County Hall Building.

Courthouse Maintenance - the fuel line is reduced by \$10,000. Maintenance and Repairs have gone up as the original 40 year old infrastructure and equipment ages.

County Administration Building (33 West St) - The Gas/LPG line is down \$3,687.00 from 2015, bringing the request to \$12,500.

There was a discussion regarding negotiated rate vs. bid rate. We are tied to Keene Gas, since there is no other supplier. We need a piped system in our location.

There is a capital request of \$45,000 for a new roof on 33 West. It is in very poor condition, and is leaking. Bouchard is currently doing RFPs for the 33 West Street building for HVAC maintenance.

Medicaid Human Services

100% of non-Federal Money. Every year the County receives a bill from the state for \$700,000, or 1/12 share of the total counties amount to be paid. All Counties will receive a new bill with a new cap this year. The County pays 100% of the elderly services and the state currently pays 100% of the youth services.

UNH Cooperative Extension

Steve Roberge, the Administrator for the UNHCE, reviewed their budget request. The Personnel line item is down, since they are requesting .5 FTE, rather than the previous .75.

Roberge went on to describe their mission. They no longer do tax preparation help. They look for donations from people who use their services and who can afford it as they can charge for workshops, etc. The County pays about 30% of their total operating costs, with the State and UNH splitting the remainder. They offer 4H, Afterschool Programs, and CCAN (Cheshire County Afterschool Network).

Roberge described the timber sales on the County Land. We have contracted for 40 acres cut. Have received 1/4 of the payment. Waiting for the ground to freeze. We raised \$12,000 in timber sales last year. We average \$5,000 every year historically. They area also reviewing the county-owned land in Chesterfield for selective cutting as well.

Capital Requests

Maplewood Nursing Home - carpet replacement, using carpet squares. Replace the A/C system in the Records Department. Also requested is a new roof for the Wastewater Treatment Plant. We also need the grinder in the WWTP serviced. At the Farm, we need a hydrant shutoff and pH Monitoring.

They are requesting a new roof for the Assisted Living building, which will cost \$210,000.

Rep. Eaton asked for an accounting of the total number of vehicles owned by the County. He noted some counties are buying new vehicles at the reduced state rate, and then selling them within 2 years at a profit. The list of owned vehicles was passed around.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized with a large, sweeping initial "T" and a cursive "Sad".

Rep. Tara Sad, Clerk

**Minutes of Executive Committee
Cheshire County Delegation
2016 Budget Review**

**Monday, February 8, 2016
Commissioners Conference Room
County Hall Building
12 Court Street, Keene, NH**

Present: Chair Tatro, Reps. Sad, Hunt, Eaton, Roberson, Berch, Shepardson, Abbott, McConnell and Bordenet

Chair Bruce Tatro called the meeting to order at 9:00am.

The focus of the day's meeting is the budget for Outside Agencies.

Home Healthcare, Hospice & Community Services HCS - Rep. Hunt recused himself from the discussion due to conflict of interest.

Cathy Sorenson, Paul Morgan, Richard Olmstead and Susan Ashworth were present to represent the Agency.

HCS provides meals, transportation, private duty and home based services.

They are requesting \$115,360. The 2015 adopted budget figure was \$57,750.

Richard Olmstead noted that 80% of the recipients of homemaking services were low income, with 20% over the age of 85. They are frail, unsteady, and without these services would wind up in the nursing home. It is an essential service being provided for these people. For every five hours of homemaking, the risk of a person having to enter a nursing home is reduced by 13%.

There are 50-75 people on the wait list, with a timeline of 30-60 days. More in the outlying towns in the County.

The need has increased recently as funding sources from the past are no longer available as the services HCS provides used to be covered, by Medicare but Medicare is now no longer paying for services. The HCS said that while the requested allocation is large, the need is there and although Hillsborough County is not participating in funding they should be as services are provided to their residents.

Rep. Eaton noted that home services was getting a big push from the federal government. He asked if it was a lack of application flow through, or a code problem.

The HCS staff said that they get paid on providing 60 episodes of care that is needs based. However, the base rate has been reduced and the costs continue to go up. HCS is working to reduce overhead costs but there is still a significant gap in funding.

In response to a question about services outside of the County the HCS staff said that only serve three towns in Sullivan County are served and that the towns are asked for funding to help cover services.

Rep. Eaton asked if they had the option for one-stop shopping, and they don't go to the towns but go to the county only, would they be open to that?

They noted that a lot of Susan Ashworth's time is spent going from town to town asking for money. This change would be scary. It would be a roll of the dice.

Monadnock Center for Violence Prevention

Dawn Girard and Harmony Reed presented for the agency. Robin Christopherson the MCVP Director was not able to attend because of a family situation.

They noted that their audited Annual Report and Financial Statements were provided to the Executive Committee and that there is an \$825.00 difference between the budget amount and the actuals last year.

MCVP is asking for level funding of \$9,000.00 which leverages on the federal grants.

They said that although MCVP is thought of primarily a source of support for abused women, they have about 700 clients of whom 10% are men and male students.

They have offices in Hinsdale, Keene and Peterborough. They get some funding through the Victims of Crimes Act (VOCA). The State handles applying for these grants. But again, Hillsborough County contributes nothing to the operation of the agency.

Youth Services

Beth Hocks from the City of Keene presented their budget.

Juvenile Court Diversion Program - This is a juvenile court diversion program that holds youth accountable for their actions and keeps them out of the court system, thereby reducing costs. The numbers of cases has gone up. 75% of the youth served are from outside the City of Keene. They are requesting \$15,000, which the commissioners have reduced to \$7,500.

Youth Intervention Program (YIP) is focused on youth and families. With the recent opioid epidemic, there is increased complexity in the cases they are seeing. They have interns from KSU and Antioch, who have been very helpful. They are requesting \$15,600, which is level from last year's actual.

Community Kitchen

Phoebe Bray and Bob Filone presented for the Community Kitchen.

They have requested \$15,000, but the commissioners have recommended 2015 funding at \$12,500.

The Community Kitchen consists of a food pantry and a soup kitchen. At the end of 2015, they had 3,542 residents registered. They receive 3 days of food at a time and they are trying to change the type of food they distribute such as products with less added sugar, and more fresh fruits and vegetables.

They served 2,000 hot meals in January and served 674 families at Thanksgiving. 18% of their households have veterans.

Their income was down last year and they are concerned about funding. Their building needs some major repairs and improvements and would be pleased to receive the \$15,000 requested. They said that 25% of the actual costs of the program are paid by the towns where the recipients live and that they have lost a major donor and the golf tournament fund raising event run previously is in jeopardy.

Monadnock Family Services

Peter Skalaban and Phil Wyzik, Executive Director presented for the agency.

Their acute care program is a safety net for Cheshire County residents. Emergency services are provided for substance abusers among others. Out of the 850 adults treated in 2015, 329 were state supported. 61%, or 522, not state supported.

Of the 2800 clients served by MFS, 2200 are from Cheshire County. MFS does poorly under a fee for service plan, which they're forced to use at this time. Prospective Payment on Capitated Care under a Managed Care system would be preferable.

Rep. Eaton asked them about County vs. Town funding and one-stop shopping. They don't know which they would prefer.

75% of their expenses are staffing - 180 staff. They asked for \$63,000 from the County. The Commissioners reduced that to \$60,000.

Monadnock Child Care Advocacy

Phil Hueber, the MCCA Director of Development presented and said that they had asked for \$7,500 in funding and the commissioners' proposal is \$5,000. They coordinate interviews of child abuse victims. They conduct forensic interviews using CCTV equipment to ensure the care and safety of the children. The results of these interviews

often determine if the case will proceed to court. Often times an arrest is made that same day and as a result the abuse almost always ends immediately.

The center helps the victims through referrals to agencies that can assist. They had 125 interviews this past calendar year up 15 from the prior year.

Funding – the local funding has increased from about 17% in the region before, to now about 50%. Monadnock United Way has given them \$25,000. The City of Keene has also contributed. They are adding staff to outreach and educate and to help do post-interview follow-ups. There are Federal VOCA funds available and some federal grants have increased.

There was a discussion on the corporate structure of the agency. 'Granite State Children's Alliance' and the Nashua, Manchester, Laconia and Keene locations were discussed.

Hundred Nights

Mindy Cambiar, Executive Director, and Dick Newton presented for the agency.

The request was for \$10,000, but the commissioners are proposing \$5,000.

They have had 3,529 bed nights with 146 different people. Their total cost per bed per night is \$2.39.

The five-year lease was up at the end of 2015 for the building they occupy. The new lease payment is \$4,000 for 2016 and \$4250 through 2017. The old lease was \$2,850 per month.

Their insurance costs have gone up. They will be getting income for opening their building to the residents of the Men's Shelter on Roxbury Street which will be undergoing renovation.

They were asked if they've looked into tiny housing, or a marriage with the Community Kitchen. Mindy said all alternatives are being investigated. There was a discussion of what other facilities have bed space - UCC Church, South West Community Services (SWCS) men's shelter, and the Water Street Family Shelter. About 80 beds total are available in the city but a lot of people are couch surfing for lack of a place to go. Heroin is a big and growing problem, and disability payments are too low for older people to afford to pay rent on an apartment. The resident mix is now 50% men and 50% women for the first time.

There was a discussion of the Second Chance House and how many residence they house (6 apartments, up to 2 per apartment)

Monadnock Developmental Services.

Alan Greene, Katie Sickles and Lynn Yeiter presented for the agency.

Their funding request was \$40,000 with the commissioners' recommending \$29,000.

State Medicaid monies have been cut by \$30,000.

They described the good that they do with the respite services to families and caregivers for the developmentally disabled in the region.

There being no further business, the meeting was adjourned at 12:00 noon.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized with a large, sweeping initial "T" and a cursive "Sad".

Rep. Tara Sad, Clerk

**Minutes of the Farm Sub-Committee
Cheshire County Delegation**

**Monday, February 8, 2016
Commissioners Conference Room
County Hall Building
12 Court Street, Keene, NH**

Present: Chair Tara Sad, Reps. Abbott, Ames, Chase and Berch

The meeting was called to order at 10:00 am.

Rod Bouchard, Assistant County Administrator, presented the proposed Subdivision Plan for the Blood Farm Property. This subdivision had the least impact on the existing farmland while still meeting the five acre minimum lot size required by the Town of Westmoreland. A major portion of the subdivision includes a ravine and the majority of the lot is situated on the road frontage, rather than spreading back to the river. There is access to the farmland via an existing path that will become a deeded right of way through the property.

RE/Max, the real estate firm that was awarded the RFP for sale of the property, has estimated a sale price of approximately \$175,000. After discussion, Rep. Michael Abbott moved and Rep. Cyndy Chase seconded:

Motion to recommend to the Cheshire County Delegation to accept the subdivision plan of the Blood Farm on River Road in Westmoreland, and furthermore to move forward with the sale of such property as subdivided.

The vote was 5 in favor, 0 against. The motion passed unanimously.

The committee next took up the RFP for the lease of the County Farm property. Bouchard suggested that we separate all buildings for individual lease; the Herdsman's House, the Red Sheep Barn, the Milking Barn, the Heifer Barn, the Open Barn, the Walk-in Sheds, the Maintenance Shed, the Old Red Barn (behind the jail), and the Concrete Block Garage (storage bays). The Concrete Block Garage needs repairs to the rear concrete wall but there is a facilities staff member at Maplewood who is a mason by trade and can do the work on the building. Due to the individual leases, water and power meters if needed will need to be considered for each building.

Bouchard recommended that the lease period initially, as a result of the expiration date of the existing lease, run from May 5, 2016 through December 31, 2018, and be renewable every two years. There was discussion from the attendees who noted that NRCS funding for farm projects require a minimum ownership or control of land of 3 years. Bill Fosher will confirm this time frame. Bouchard noted that the contract can have an automatic renewal. He is trying to

make sure that the land and buildings are being maintained and used beneficially during the lease period.

Bouchard also recommended that the lease limit the amount of trash on the property and the penalties for lack of cleanup. Also needed are penalties for late payment of the rent, and fees for bounced checks. No subleasing will be allowed. Field and crops must be maintained, and all fields must be brought back to their previous crop-bearing condition.

There must be limited access for hikers and the public (the details to be determined). The requirement for production of \$150,000 worth of agricultural products in the old lease should be removed.

Most importantly, there must be a strong termination clause added to the contract, as well as contact information

There are approximately 53 acres that go along with the lease of the County Farm.

There will be a Review Committee established, that will review the applications from the RFP and score them based on the scoring matrix that exists. The committee should include someone from the Conservation Districts, possibly the NRCS, and farmers, among other stakeholders.

The Farm Committee agreed in a show of hands that Rod Bouchard should proceed to prepare the RFP and the draft lease agreement. The Committee will then reconvene to review and approve.

The timetable will be:

- Draft of Lease and RFP complete and committee reconvenes to approve by end of February.
- The beginning of March the RFP is posted and submissions are collected over two week period.
- Third week in March the Review Committee begins their selection process, which is completed by the end of March.
- First week in April, the winning applicant will be notified.

A discussion regarding the Herdsman's House resulted in a motion by Rep. Ames seconded by Rep. Chase:

Motion to recommend to the Executive Committee of the County Delegation to utilize Farm Capital Reserves in the amount of \$40,000 in order to make necessary maintenance and repairs of the Herdsman's House.

There being no discussion, the vote was taken, resulting in a unanimous vote of 5 to 0 in favor of the motion.

There was next a discussion regarding the Farm Capital Reserve Fund, resulting in the following motion by Rep. Chase, seconded by Rep. Ames:

Motion, to recommend to the Delegation that, upon completion of the sale of the Blood Farm Parcel, that the proceeds of the sale be set aside in reserves as per the following: An amount to be determined will be applied to the Farm Capital Reserves in order to bring the value of the Farm Reserve to be equal to \$75k, with the remainder of the proceeds equally distributed to the remaining County Reserve funds that are in existence.

There being no further discussion, a roll call vote was taken, and the result was 5 to 0 in favor of the motion.

We then discussed **a potential motion to be presented to the Executive Committee for their approval at the next meeting, which sets up the proposed 6 Reserve Accounts, consolidated from the existing 12 accounts.** Rep. Berch moved and Rep. Chase seconded a motion to recommend presenting this motion to the Executive Committee. The vote was 5 to 0 in favor.

There being no further business, the meeting was adjourned at 11:20 am

Respectfully submitted

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized with a large, sweeping initial "T" and a cursive "Sad".

Rep. Tara Sad, chair and acting clerk

**Minutes of Executive Committee
Cheshire County Delegation
2016 Budget Review**

**Monday, February 15, 2016
Commissioners Conference Room
County Hall Building
12 Court Street, Keene, NH**

Present: Chair Tatro, Reps. Eaton, Hunt, Sad, Robertson, Abbott, Bordenet, McConnell, Berch, Shepardson

Chair Tatro opened the meeting at 9:09AM.

Sheryl Trombly, the Finance Director for the County, gave an overview of the budget changes based on the previous Executive Committee meetings. The Executive Committee is meeting today to accept, reject or add to these changes.

Trombly described the fund balance as of February 9, 2016. According to credit rating company Moody's, the County has a satisfactory reserve level, but they recommend an increase in overall fund balance from the current 11% to around 24-36% which is recommended nationally. It was agreed that a level of approximately 15% would be the target that the County should aspire to, and the Commissioners have adopted a policy to achieve a fund balance of 15% over the next several years.

Rep. Eaton asked the commissioners to investigate having a rainy day fund versus a fund balance.

Rep. McConnell said that, keeping in mind the Tax Anticipation Note (TAN) for raising monies in anticipation of taxes, and the future bonding for the nursing home, he would be comfortable with a 10% reserve. Rep. Hunt said we've been lower than this in the past. Sheryl said we were at 7% at one time but the County had run into a cash flow problem at that level because the Towns pay erratically, versus the County cash flow needs.

Trombly read the email from Moody's that suggests it would be a positive move to increase in fund balance from the current 11% in order to maintain and strengthen the County's Aa2 credit rating. She said that over time a fund balance of 10% or less would probably institute a review of the County's ratings.

The discussed turned to the amount of taxes to be raised and Trombly said that the Commissioners recommend using \$1.035 million in Pro Share funds and \$1 million from the fund balance to bring it the overall taxes to be raised to a 1.88% increase. The Executive Committee members then reviewed the commissioners proposed changes.

It was discussed that the Maplewood union negotiations require a change to the budget as after completion of mediation at the facility, the proposed new salary increases would be; 1% the first year, 1.5% the second year, and 1.8% the third year. This will increase the current budget by \$70,396.00 in the wages and benefits lines.

The Commissioners also recommended installation of Wi-Fi in the courthouse for staff and public use and recommended \$5,000.00 be allocated to purchase equipment and to complete the installation of the system.

The Licensed Alcohol and Drug Abuse Counselor (LADAC) at the jail was then discussed. Removing this position would reduce the line item by \$40,170.00.

The Superior Court has asked Behavioral Health Director to take on pre-trial defendants as well the current post-trial clientele that are now served by the Behavioral Court.

This will mean that two new positions for a six month period beginning 7/1/16 will be required but with a minimal impact on the budget. The program is anticipated to reduce recidivism by 30% and the pending expansion of Medicaid that allows for the billing of services may mean that a revenue stream can be generated to cover some of the anticipated costs

It was learned that some services to Inmates will potentially will be billable at the state level for Medicaid. The increase for the two (2) LADAC's will be \$53,560.00 for the first year. Rep. Hunt proposed adding one position instead of both.

Rep. Shepardson noted that the additional LADAC resources were a response to a statewide need. A discussion ensued regarding the opioid crisis and the numbers of people seeking treatment.

The Committee next discussed taking \$40,000.00 from the County Farm Capital Reserve Fund to do the much-needed repairs to the Herdsman's House which is hoped to be completed prior to the new lease period beginning in May of this year.

We next discussed the requests for Outside Agencies. Rep. Bordenet moved to add back-in originally requested amounts by the agencies and he was seconded by Rep. Robertson. This would increase the amount to be raised by taxes by 1.54%

Rep. Eaton said that the tax rate increases for the LADAC positions were admirable and needed. Rep Eaton moved that 100 Nights received \$10,000.00, which would bring the totals to \$200,000.00 and then to add \$9,000.00 to Monadnock Center for Violence Prevention (MCVP) which would bring the taxes to be raised to 2.42%.

Rep. Berch spoke against the amended motion, saying we should fund the outside agencies at 100% of their requests.

Following discussion, the motion was amended to fund the Outside Agencies at 100% of the 2014 actuals, with the exception of the 100 Nights Shelter which was not funded prior to 2015 and would now be funded at \$10,000.00, and to add \$9,000 to MCVP because it is revenue neutral with expenses covered by grants. This brings the outside agencies to \$203,600.00 and overall adds \$5,000.00 to the 2016 Commissioner's Proposed Budget.

Capital Reserve Funds – County Administrator Coates spoke to the proposed consolidation of the County Capital Reserve Funds from twelve (12) accounts to six (6).

After discussion, Rep. Abbott moved and Rep. McConnell seconded a motion:

Motion, to recommend to the Cheshire County Delegation to consolidate and reconfigure the existing 12 Capital Reserves into 6 Capital Reserves. The consolidation is as follows:

Maplewood Campus Capital Reserve will encompass the current Nursing Home, Assisted Living, Waste Water Treatment and River Bank Erosion Capital Reserves.

The Farm Capital Reserve will encompass the current Farm Building Capital Reserve.

The Corrections Campus Capital Reserve will encompass the current Jail Capital Reserve.

The Keene Campus Capital Reserve will encompass the Court House, Administration Building, Court House Tank and Downtown Capital Reserve.

Information Technology will encompass the Computer Capital Reserve Account.

Legal Reserve will remain the same.

The resulting roll call vote was unanimous - 10 to 0 - in favor of the motion.

Next discussed was the request to split proceeds from the sale of the Blood Farm between bringing the County Farm Capital Reserve to \$75,000.00, and the remainder of the anticipated \$175,000.00 sale price to the general fund.

Rep. Shepardson moved and Rep. Hunt seconded the following motion:

Motion, to recommend to the full Delegation that, upon completion of the Blood Farm parcel, that the proceeds of the sale be set aside in reserves as per the following: An amount to be determined will be applied to the Farm Capital Reserves in order to bring the value of the Farm Reserves to be equal to \$75,000.00, with the remainder of the proceeds to be put in the general fund.

The resulting roll call vote was unanimous - 10 to 0 in favor of Ought to Pass as Amended.

Next Rep. Sad moved and Rep. Hunt seconded the following motion:

Motion, to recommend to the Cheshire County Delegation to accept the subdivision plan of the Blood Farm on River Road in Westmoreland and furthermore to move forward with the sale of such property as subdivided.

The resulting hand vote was unanimous in favor - 10 to 0

There was then a motion by Rep. Hunt, seconded by Rep. Sad:

Motion, to propose the Executive Committee Taxes to be raised to the Delegation for 2016 in the amount of \$23,898.375.00, which results in 1.99% to be raised by taxes.

The resulting roll call vote was 9 to 0 in favor of the motion

There was then a motion by Rep. Sad, seconded by Rep. Hunt:

Motion to propose the Executive Committee 2015 Recommended Total Budget to the Delegation in the amount of \$43,530,757.00.

The resulting roll call vote was 10 to 0 in favor of the motion.

The full delegation meeting will be scheduled for Monday, March 15th. The Executive Committee will meet at 7:00PM, then immediately following, enter into the full delegation meeting.

This was moved and seconded, passing unanimously.

At 11:17AM Rep. Hunt moved and Rep Sad seconded adjournment. Voted unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized with a large, sweeping initial "T" and a cursive "Sad".

Rep. Tara Sad, Clerk

**Minutes of the
Cheshire County Delegation
March 14, 2016
County Hall Building
Commissioners Conference Room
12 Court Street, Keene, NH 03431**

Present: Chair Dan Eaton, Vice Chair Paul Berch, Clerk Tara Sad, Reps. John Hunt, Timothy Robertson, Henry Parkhurst, Kris Robert, Lucy Weber, Cynthia Chase, Gladys Johnsen, Bruce Tatro, Richard Ames, Douglas Ley, John Mann, Larry Phillips, Marge Sherpardson, Jim McConnell, Michael Abbott, John Bordenet

The meeting was called to order at 7:20PM

The meeting opened with a motion from Rep. Tatro, seconded by Rep. Hunt,

To accept and adopt the Executive Committee proposed budget for 2016 in the amended amount of \$43,630,505.00.

A brief discussion began and a vote was called. The resulting roll call vote was 19 to 1 (19-1) in favor of the motion.

Rep. Parkhurst then moved and Rep Ames seconded the following motion:

To adopt 2016 taxes to be raise from the city and towns of the County in the amount of \$23,898,375.00 for the 2016 budget year.

There being no discussion, the vote was taken, which was unanimous in favor (20-0)

A motion was then made by Rep. Sad, seconded by Rep. Johnsen,

To accept the subdivision plan of the Blood Farm on River Road in Westmoreland and furthermore to move forward with the sale of such property as subdivided.

The plan was described briefly and there being no further discussion, the vote was taken, which was unanimous in favor - 20-0.

Next, a motion was made by Rep. Sad, seconded by Rep. Chase,

To accept he recommendation of the Executive Committee that upon completion of the sale of the Blood Farm parcel, that the proceeds for the sale be set aside in reserves as per the following: an amount to be determined will be applied to the Farm Capital reserves in order to bring the value of the Farm Reserves to be equal to \$75k, with the remainder of the proceeds to be deposited to the County General Fund to offset taxes to be raised.

The motion was described in greater detail by Rod Bouchard, Asst. County Administrator. There being no further discussion, the vote was taken and it was unanimous in favor - 20-0

Next, a motion was made by Rep. Hunt, seconded by Rep. McConnell

To consolidate, based on the recommendation of the Executive Committee, the existing 12 Capital Reserves into 6 Capital Reserves. The configuration as follows:

Maplewood Campus Capital Reserve will encompass the current Nursing Home, Assisted Living, Waste Water Treatment and River Bank Erosion Capital Reserves.

The Farm Capital Reserves will encompass the current Farm Building Capital Reserves.

The Corrections Campus Reserves will encompass the current Jail Capital Reserves.

The Keene Campus Capital Reserves will encompass the Court House, Administration Building, Court House Tank, and Downtown Capital Reserve.

Information Technology Reserve will encompass the Computer Reserve Account.

Legal Reserve will remain the same.

There being no discussion, the vote was taken, which was unanimous in favor - 20-0.

A motion was then made by Rep Berch, seconded by Rep. Abbott,

To accept and adopt the Executive Committee recommendation to set he elected officials salary effective January 1, 2017

County Commissioners - at a rate of \$11,000 per year
County Treasurer - at a rate of \$1,500 per year
Register of Deeds - at a rate of \$57,000 per year
County Attorney - at a rate of \$82,000 per year
County Sheriff - at a rate of \$57,000 per year

Brief discussion followed, and the resulting vote was unanimous in favor - 20-0

A motion was then made by Rep. Robertson, seconded by Rep. Ames

To accept and ratify the three-year collective bargaining agreement (effective April 1, 2016) for the Maplewood Nursing Home Service Employees.

Brief discussion followed, and the resulting vote was 19-0 in favor of the motion. (Rep. Roberts abstained)

There being no further business coming before the Delegation, the meeting was adjourned at 7:55PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized and cursive.

Rep. Tara Sad, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 15, 2016 10:00AM
County Hall Building
Commissioners Meeting Room
12 Court Street
Keene, NH 03431

PRESENT: Representative's; Tatro, Mann, Hunt, Abbott, McConnell, Bordenet, Emerson, Sad, Robertson, Sterling, Shepardson, Ames, Eaton, Phillips

COMMISSIONERS & STAFF: Commissioners, Stillman Rogers, Charles Weed, and Peter Graves, County Administrator Chris Coates, Finance Director Trombly, Nursing Administrator Kindopp, and Assistant County Administrator (ACA) Bouchard

At 10:02AM Chair Tatro opened the meeting and recognized Finance Director Trombly who presented the 2nd quarter budget review.

Second Quarter 2016 County Budget Review – S. Trombly, Director of Finance

At the end of the second quarter, revenues adjusted for the tax collection pattern have reached 51.64% of the budgeted revenue projections with the Nursing Home having achieved 48.00%. As revenues should be at 50%, this indicates that revenues are ahead of expectations for the General County but running short for the Nursing Home. The totals combined provide for an excess of approximately \$303,000.00.

At the end of the second quarter, expenses are below budget by \$516,497.00 after adjusting for major items that have not been expended due to timing Overall county expenses are at 49.26% spent and Maplewood having expended 47.42% of their appropriated budget.

As you review the second quarter reports, the following areas may be of interest:

Revenues: General County

Municipal Assessment is a 0.00% of the projected budget. This remains at zero (0) for most of the year until the Department of Revenue Administration provides the appropriation listing and the bills have been mailed. Taxes will be due by December 19th for 2016.

Registry of Deeds are at 52.03% of the budgeted projections. As recorded documents tend to be slower in the winter months, it is likely as the year progresses that this revenue will hit projections for 2016.

Federal Inmates revenues have already achieved 93.80% of the 2016 budgeted revenues. The 2016 census is budgeted for 27 Federal Inmates. To date the average census has been 51 with a high of 63. If these census levels continue, year- end could result in a potential excess of \$800,000.00.

Sale of Timber — currently remains at zero (0), however the loggers have recently started and the revenues should meet projections.

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 15, 2016 10:00AM
County Hall Building
Commissioners Meeting Room
12 Court Street
Keene, NH 03431

Based on the current average census, the short fall for revenues for 2016 could amount to approximately \$540,000.00 by year-end.

Expenses — Maplewood Nursing Home

Maplewood Departments — Overall expenses for Maplewood are at 47.42% expended (adjusted for timing) This equates to expenses being under budget by approximately \$392,000.00. The Administration budget accounts for the 5.5% Bed Tax paid on all Nursing Home revenues is currently at 52.50% expended. This current overage is based on the timing of the bed tax payments and insurance payments. This budget will level off and come in on budget by year-end.

The remaining departments are well within budgeted expenses. The nursing home administration, with the support of the nursing home departments, continue to work hard to manage expenses with the realization of the lower census by modifying staffing needs when appropriate. As a result, expenses are coming under as of the second quarter by approximately \$304,000.00. As we are only at the mid-year point in the 2016 budget and payroll increases have not been fully recognized, it is expected that expenses overall will accelerate somewhat from what was realized in the first half of the year. However, it is expected that the revenue shortfall will be managed by expenses coming under.

Maplewood Administrator Kathryn Kindopp was asked about the medical personnel shortage at Maplewood and she replied that the main reason for the staff shortage is that regionally over 128 open positions were identified in last quarter and that the general shortage of trained staff in the area means that all care institutions end up competing for the same limited pool of the employees. Kathryn Kindopp was asked if the compensation for LNAs was comparable to other facilities. She said that they were, however our compensation for RNs is lower by \$4/hour.

A question about the sale price of the Blood farm was answered by Bouchard and he said that the 5.1-acre parcel with the house is on the market for \$199,500.00.

A short discussion of Maplewood census downturn was had and it was stated that personnel staffing issues were the main reason for reduction in residents.

Representative Hunt then made a motion to accept the budget as presented and Representative Sad seconded the motion. Upon vote motion passed unanimously.

Director Trombly then reviewed the proposed Pro-Share allocations and highlighted a few new items that have been added to the list, most notable a request for \$55,000.00 to replace a main heat exchanger in the boiler room at the Nursing Home.

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 15, 2016 10:00AM
County Hall Building
Commissioners Meeting Room
12 Court Street
Keene, NH 03431

A discussion of the need to replace many of the mattress at the nursing home take place and Kindopp explained the rotation system that she has been using to replace a few mattresses each year. Following an extended question and answer session, Rep. Eaton moved to increase line item 4900.97.52 from \$3,600.00 to \$30,000.00 for express purpose of being able to replace as many mattresses as needed this year was seconded by McConnell. Upon vote the motion passed with 1 Nay 11 Yea's.

At the conclusion of discussion Representative Hunt moved to accept budget as amended and was seconded by Rep. Eaton. Upon vote the motion passed unanimously with 12 Yea's.

It was then decided to convene a meeting of the Executive Committee on September 12th, at 10:00AM to discuss the Maplewood recommended options made by the Maplewood Sub-Committee. An anticipated agenda item will include the discussion of when a final vote on the options will take place.

A dialogue began concerning the documents supplied by Commissioner Rogers on the discussions that were held this year that considered the options for the re-use of the Maplewood facility if the option to build a new facility in the Keene area was chosen.

At 11:07AM a motion to adjourn was made by Rep. Hunt and seconded by Rep. Eaton and upon vote the motion passed unanimously.

Respectfully Submitted,

Rep. T. Sad, Clerk

**Minutes of the
Cheshire County Delegation
August 22, 2016
County Hall Building
Commissioners Conference Room
12 Court Street, Keene, NH 03431**

Present: Chair Dan Eaton, Vice Chair Paul Berch, Clerk Tara Sad, Reps. John Hunt, Timothy Robertson, Henry Parkhurst, Lucy Weber, Cynthia Chase, Gladys Johnsen, Bruce Tatro, Richard Ames, Douglas Ley, John Mann, Larry Phillips, Marge Sherpardson, Jim McConnell, Michael Abbott, John Bordenet, Susan Emerson

The meeting was called to order at 7:07PM

The meeting opened with a motion from Rep. Sad, seconded by Rep. Parkhurst,

Motion to accept the recommendation of the Executive Committee and to Increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$1,298,484.00 for the receipt of State of NH Proportional Share Funds not previously budgeted, and to authorize the use of Proshare funds for the following:

Increase account #4900.89.11, Maplewood Capital Improvements by \$80,750.00 for additional building projects to include:

- \$3,500.00 Replace burner housing on boiler #1,**
- \$4,750.00 Replace kitchen loading door,**
- \$4,500.00 Replace laundry hall door,**
- \$3,500.00 Replace 3rd floor day room door,**
- \$9,500.00 Replace shade house roof,**
- \$55,000.00 Replace heat & hot water converter**

Increase account # 4900.97.11, Maplewood Capital Equipment by \$11,500 to include:

- \$3,000.00 Canopy for wheelchair van**
- \$8,500.00 Truck sander**

Increase account # 4900.97.34, Capital Improvements Information Technology by \$12,800 to include:

- \$7,000.00 Kronos licenses for PBJ requirement
(CMS requirement)**
- \$5,800.00 HL7 Interface (e-charting for therapies)**

Increase account # 4900.89.14, Capital Improvement Water Treatment Plant by \$10,500.00 to include:

- \$2,500.00 Replace raw water pump**
- \$8,000.00 Re-bedding depth filters**

Increase account # 4900.97.52, Capital Equipment Nursing by \$58,000 to include:

- \$8,000.00 Specialty mattress replacement**
- \$30,000.00 Mattress replacements**
- \$20,000.00 Bed Frame replacements**

Increase account # 4915.89.00, Maplewood Capital Reserves by \$100,000.00

Furthermore, to reserve the remaining \$1,024,934.00 by applying to fund balance to offset the 2017 Projected MNH Revenue shortfall that will ultimately offset taxes to be raised.

Following a clarification question asked by Rep. Parkhurst and answered by Sheryl Trombly, a roll call vote was taken, which was 19-0 in favor of the motion.

Next, Rep Tatro moved and Rep. Shepardson seconded motion

To accept and adopt the Executive Committee proposed amended budget for 2016 in the amount of \$43,904.055.00.

There being no discussion, a roll call vote was taken, which was unanimously in favor of the motion, 19-0.

New Business

Rep. McConnell moved and Rep. Hunt seconded a motion

Motion to convene a Delegation meeting for the purpose of voting on the Maplewood Nursing Home on or before October 17th prior to the election to consider the recommendation of the Executive Committee

Rep. McConnell spoke to his motion, saying that enough time had been spent on the issue, and that the voters have a right to know how the delegation members voted when they go to the polls in November.

Rep. Eaton spoke in opposition to the motion, saying there were four additional pieces of information yet to come in that will have bearing on our decision. He committed to having a vote before a new delegation is sworn in in December.

A question was asked as to the nature of the four pieces of missing information. Rep. Eaton said one of them was availability of federal financing, the amount of the financing, the guarantees that will be made on the project, and whether or not an offer is going to be made on the existing property.

Rep. Berch mentioned the commitment from an organization before the vote. He has information received from the Commissioners that there is a feasibility study being done, which will not be completed until December 31st. It is unlikely that the information from this feasibility study will be available to us before the delegation changes.

Rep. Berch then discussed the relationship between Caron Treatment Centers, Dartmouth Hitchcock and Cheshire Medical Center, noting that there was no firm commitment to lease the existing MNH facility from any of these entities thus far.

County Administrator Coates described the role each of the entities is taking in the organization, with Cheshire Medical Center taking the lead role.

Rep. Ames summarized the discussion. The understanding may be that the mid-October vote will be taken saying that there is not sufficient information to make a recommendation with the understanding that a determining vote be made before the termination of our business. The existence of a deadline will encourage everyone involved in the negotiations to work harder.

There being no further discussion, a roll call vote was taken. 18-1 in favor of the motion

There being no further business before the Delegation, a motion was made by Rep. Tatro, seconded by Rep. Weber to adjourn at 7:45 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized with a large, sweeping initial "T" and "S".

Rep. Tara Sad, Clerk

**Minutes of the
Cheshire County Delegation
Executive Committee Meeting
September 12, 2016
County Hall Building
Commissioners Conference Room
12 Court Street, Keene, NH 03431**

Present:

Exec. Committee Members: Chair Bruce Tatro, Reps. Dan Eaton, Susan Emerson, , Tara Sad, Marge Shepardson, Frank Sterling, Berch, Mike Abbott, John Bordenet, Jim McConnell, John Hunt and Tim Robertson

Representatives also present: Dick Ames, John Mann, Cyndy Chase

County Commissions/Administrators present: Chris Coates, Stillman Rogers, Chuck Weed

Chairman Tatro opened the meeting and heard a motion from Rep. Berch, seconded by Rep. McConnell

Move that the Executive Committee approve the A-2 plan, which is for the rehabilitation of and addition to the existing Maplewood Nursing Home in Westmoreland, and that this approval be forwarded to the full Delegation as its recommendation

Rep. Berch spoke in favor of his motion. Also speaking in favor of the motion were Reps. Eaton, McConnell, John Hunt and Frank Sterling. Speaking against the motion were Reps. Tim Robertson, Marge Shepardson and John Bordenet.

After some discussion, Rep. McConnell made a motion to move the question, which was seconded by Frank Sterling. The resulting hand vote was 9 in favor, 3 against.

The roll call vote on the motion was then taken, with 9 voting in favor, and 3 against.

Commissioner Rogers noted that in order to get a meaningful construction estimate for the Westmoreland facility, they will need to do some soil testing to reevaluate the geological safety of the property. The estimates will be ready for the next meeting of the full Delegation, which is scheduled for October 17th at 7:00 pm.

There being no further business, Rep. Sterling moved and Rep. McConnell seconded the motion to adjourn. The vote was unanimous. The meeting was adjourned at 10:48 am



Respectfully submitted,
Rep. Tara Sad, Clerk