

**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Monday, January 7, 2002 9:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Richardson, Royce, Slack, Zerba; Commissioners Martin and Lynott; County Administrator Wozmak; Ellen DeYoung Treasurer; Wendy Putnam Computer Coordinator; Rick Van Wickler Superintendent of HOC; Penny Vitale, DOC Executive Assistant; Sheryl Trombly Finance Director; Misty Patnode Accounting Assistant; Terry Warren Executive Assistant to the Commissioners

Vice Chairman Royce called the meeting to order at 9:05 AM.

Vice Chairman Royce welcomed Rep. Slack as the new member of the Executive Committee.

**Rep. Avery moved to authorize the treasurer, upon the request of the Cheshire County Board of Commissioners, to borrow in anticipation of taxes an amount not to exceed \$9.5 million dollars for the 2002 budget year, January 1, 2002 to December 31, 2002, seconded by Rep. Emerson, roll call vote 10 – 0, voted unanimously.**

Meeting was turned over to Chairman Pratt and review of the budget began with the Delegation budget.

**DELEGATION**

Commissioner Martin reviewed the Delegation budget. There has been a \$300 increase in travel to cover the IRS mileage, which has been increased by two cents a mile. Rep. Avery asked about legal expenses, which are not included in the budget. Commissioner Martin stated that the costs can be included in the Commissioners budget or the delegation budget. Chairman Pratt suggested that the amount be determined and included in the budget before the budget is approved.

**Rep. Royce moved to tentatively accept the Delegation budget, Rep. Mitchell seconded, voted unanimously.**

**COMMISSIONERS**

Commissioner Martin reviewed the budget, stating that the major increase was in Outside Services because of the Latchis building. Funds will be needed to prepare conceptual drawings and determine space needs before it is brought before the Delegation. The amount listed under outside services is to determine if it is an appropriate site, for conceptual drawings and an analysis of space needs, and determine if we will come before the delegation for the full amount.

Commissioner Martin requested that the Outside Services line item be increased because of a request by the Westmoreland Fire Department for a contribution to assist them in the cost of replacing the body of their rescue truck. A report on the number of calls made on behalf of the county was submitted with their request. Rep. Zerba asked confirmation that the County pays taxes to the town, Commissioner Martin confirmed that we pay about \$17,000 a year. Commissioner Martin also discussed the fact that the fire department is always quick to respond to our needs, as shown by their response to the train derailment. They provided equipment to supply water to the complex from the brook when we couldn't pump from the river, in order to sustain our drinking water capacity. **Rep. Avery moved that the Outside Services Line be increased by \$15,000 to reflect this request, Rep. Meader seconded, voted unanimously.**

Rep. Pratt questioned what line item legal expenses are being charged. Director Trombly stated that \$13,500 has been charged to Outside Services. Rep. Royce questioned why the charge is to Outside Services and not to legal

expenses. Rep. Pratt suggested that the legal expenses incurred to date be put under 4130.20 rather than outside services. Rep. Pratt asked for a detailed breakdown for 2001. Director Trombly stated that in addition to the \$30,000 Latchis expense, \$11,450 has been expended for Farley Associates, for the nursing home study, and some other expenses such as \$600 for Weller & Michal.

Rep. Mitchell questioned the overtime line. Administrator Wozmak stated that with the increase in projects such as the Latchis, Jail study, etc., Terry Warren has been working additional hours. Until recently, she had been accruing comp time. **Rep. Avery moved to tentatively accept the Commissioners budget, Rep. Fairbanks seconded, voted unanimously.**

### **GENERAL COUNTY**

Commissioner Martin explained what area this section covers. The telecommunications line includes the video conferencing for the court system. Rep. Royce asked about the increase in payroll. Commissioner Martin stated that there was a grade change from 8 to 12 for the Safety Officer. Rep. Slack asked if the Safety Officer has a degree in safety, Commissioner Martin stated that she does. Rep. Fairbanks asked if we anticipated the intern becoming a permanent position. Commissioner Martin stated that the line includes two fourteen week interns from the KSC program. This intern has been helping with the clerical tasks of the Safety Officer. **Rep. Royce moved to tentatively accept the General County budget, Rep. Meader seconded, voted unanimously.**

### **FINANCE**

Commissioner Martin stated that the increase in the travel line is because of the NHAC conference and additional attendance at the meeting. Chairman Pratt asked about the increase in health insurance. Director Trombly stated that overall the health insurance went up throughout the County as a result of health insurance choices made by the individuals. Chairman Pratt asked about the cost of health insurance in general. Commissioner Martin stated that our insurance has increased 16%, and he has seen that other organizations have had increases of up to 23%. Our insurance broker has advised us that we are doing better than most by being self insured. Director Trombly stated that there was one payroll change in the accounting clerk position to accounting assistant.

Rep. Zerba asked about the telephone line and whether the increase was in usage or additional lines. Director Trombly stated that the Medicare billing clerk has had a line installed and when computer operations gave up one line, Finance used that additional line for their department. Rep. Mitchell asked when the three year contract is up, and Director Trombly stated that it expires this year in the fall. **Rep. Meader moved to tentatively accept the Finance budget, Rep. Slack seconded, voted unanimously.**

### **TREASURER**

Ellen DeYoung reviewed her budget. There is an increase in the travel line because she would like to attend the NHAC conference, if there is a program of interest to her. Rep. Mitchell asked what the line item includes and Commissioner Martin stated that it includes registration, hotel and meals. **Rep. Avery moved to tentatively accept the Treasurers budget, Rep. Zerba seconded, voted unanimously.**

### **PERSONNEL ADMINISTRATION**

Commissioner Martin explained that 4155.19 is the tuition reimbursement for the entire county, and 4155.19.11 is tuition reimbursement for MNH. Recruitment line is for the nursing home only. This line also funds the CNA mentoring program.

Director Trombly stated that the amount in the expended line is not the full amount that has been used, as not all reimbursements have been made yet. Chairman Pratt asked if this line includes continuing ed, Commissioner Martin stated that it does not. Rep. Slack noted that \$500 does not cover much of the costs of a course and Commissioner Martin stated they are reviewing the policy. **Rep. Royce moved to tentatively accept the Personnel**

**administration budget, Rep. Mitchell seconded, voted unanimously.**

### **COMPUTER OPERATIONS**

Commissioner Martin introduced Wendy Putnam. Wendy gave an overview of the budget. She explained that there is an increase in the continuing education line because of computer classes for employees and for the computer department personnel. Rep. Avery asked approximately how much is in the budget for capital expense for computers. Wendy stated that for 2001 the lease cost is \$12,400, for 2002 it is about \$13,000. There was discussion about putting the costs for computers in the operating budget rather than capital expense. Administrator Wozmak stated that as requested by the accountants, the standard is that anything over \$500 be placed in capital, because it is a durable asset, has a lifetime and should be considered a capital expense.

Rep. Royce asked who takes the computer classes, Wendy stated that any county employee may take a computer class. Chairman Pratt asked why we don't use the microwave for the court system. Administrator Wozmak stated that it is a different bandwidth. **Rep. Avery moved to tentatively accept the computer operations budget, Rep. Emerson seconded, voted unanimously.**

### **DEPARTMENT OF CORRECTIONS**

Superintendent Van Wickler gave an overview of the new program that was established last year with an Inmate Program Coordinator who is doing an outstanding job. The Superintendent discussed the Jail Classification Officer position. This program keeps categories of offenders in different parts of the jail in order to prevent conflict and maintain a safe and secure operation of the facility.

Superintendent Van Wickler stated that in order to maintain a safe and secure operation, three FTE were requested and two were approved.

Rep. Avery asked about the increase in inmate uniform allowance. Superintendent Van Wickler stated that he had been obtaining free clothing from an outside service. This is no longer available.

Rep. Mitchell asked why continuing education has dropped for inmates, and the Superintendent stated it is because of space issues.

There was discussion over the jail procedures and problems, the jail study going on and the timeline of this study.

**Rep. Royce moved to tentatively accept the Department of Corrections budget, Rep. Emerson seconded, voted unanimously.**

Rep. Pratt asked if the request for a third corrections officer should be added back to the budget. Finance Director was requested to prepare a report on the financial impact in adding the FTE.

### **DEEDS**

Commissioner Martin introduced Register Hubal.

Register Hubal requested the Executive Committee consider adding back the FTE that was deleted from the personnel request. Commissioner Martin stated that the Commissioners felt that adding the FTE should wait until the plans are set for the Latchis building. Rep. Mitchell stated that considering the revenue brought in by Deeds, he does not see a problem in hiring an additional FTE. Rep. Emerson moved that one FTE be added to the Deeds department, Grade 3 step 1, Rep. Fairbanks seconded, voted unanimously. Rep. Royce moved to table the motion until the last budget meeting when all motions will be reviewed, Rep. Zerba seconded, vote was 6 to 4 to table the motion, motion to table carried.

There was discussion on the surcharge account, which is to be used solely for purchase or rental of equipment for

the Deeds department. **Rep. Royce moved that the Executive Committee recommend the approval of the expenditure of \$7740 from the Deeds surcharge account, Rep. Mitchell second, voted unanimously.**

There was discussion on computer versus hard copy document maintenance.

### **CONSERVATION DISTRICT**

Deb Hinman presented the budget for the Conservation District. She also reviewed their annual report. **Rep. Avery moved to tentatively accept the Conservation District budget, Rep. Royce seconded, voted unanimously.**

Rep. Mitchell distributed and explained a report which listed the revenue/expense budget/actual of the farm. A copy will be sent to the delegation.

Chairman Pratt asked if there is any other business to come before the committee. Director Trombly introduced Misty Patnode.

**Nonpublic Session** - At 12:30 PM, pursuant to RSA 91-A (II) (a), (b) and (c), **Rep. Pratt moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a voice vote of the representatives.** After preliminary discussion, the representatives who are members of the personnel committee excused themselves from participation and left the meeting. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The representatives unanimously voted to return to public session at 12:55 PM.

There being no further business, the meeting was adjourned at 1:15 PM.

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Delegation**  
**Thursday, January 10, 2002 1:00 PM**  
**State House, Concord, NH**

**PRESENT:** Representatives Allen, Avery, Batchelder, Edwards, Emerson, Espieffs, Fairbanks, Hunt, Liebl, Manning, McGuirk, Meader, Mitchell, John Pratt, Richardson, Roberts, Royce, Slack, Smith, Weed, Zerba; County Administrator Wozmak

Meeting opened at 1:00 PM

Administrator Wozmak brought before the committee the motion for the CDBG funds.

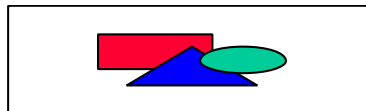
There was some discussion about the CDBG project. Mr. Wozmak explained that this is a continuation of a successful program that makes safety and energy improvements to low- to moderate-income households. Rep. Weed asked why the program was before them at this time of year. Mr. Wozmak explained that the Community Development Block Grant cycle takes place twice a year; in January and in June.

**Rep. Fairbanks moved to authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in an amount not to exceed \$500,000 to be used for a county-wide housing rehabilitation program which will make improvements to housing owned and/or occupied by low to moderate-income households; that the County will accept the grant if approved, and enter into a contract with the State of New Hampshire; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project, Rep. Manning seconded, roll call vote was taken and the vote was 21 to 0, voted unanimously.**

Rep. Paul McGuirk asked to speak to the delegation about the recent public meeting that the Commissioners held with the nursing home administrator. He registered his concern that the meeting was overcrowded and that he was critical of the Commissioners for going forward with the meeting. He was not critical of the reasons for their meeting, only the conditions of the meeting. He hoped that as the Personnel Committee dealt with these issues if they are appealed, that they would take a lesson from the Commissioners meeting and chose a location that would be of sufficient size.

There was a question about who was in charge at the nursing home now that the administrator had been relieved of his responsibilities. Mr. Wozmak stated that as an interim measure, the Commissioners had appointed the Director of Nursing, Lisa Kemp as the Acting Administrator. By nursing home regulation, the Director of Nursing is in charge of the facility in the absence of the administrator.

There was no other business and the meeting was adjourned.



Jack Wozmak, Clerk Pro Tem

**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Monday, January 14, 2002 9:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Richardson, Royce, Slack, Zerba; Commissioners Martin and Lynott; County Administrator Wozmak; Sheryl Trombly Finance Director; Lisa Kemp, DNS; Katherine Kindopp Director PT; Sy Creamer CNA; Terry Warren Executive Assistant to the Commissioners

**Meeting opened at 9:05 AM**

**Maplewood**

Commissioner Martin introduced Lisa Kemp, DNA. He advised the committee that Lisa is in charge of MNH in the interim. The State licensing bureau advised us that she cannot continue alone in charge so Administrator Wozmak has been asked to apply for an emergency nursing home administrator's permit. It is not the Commissioner's intent to name Administrator Wozmak as NH administrator, but as done previously when we did not have a facilities manager, or finance director, he will be overseeing the workings of the nursing home.

Commissioner Martin gave an overview of the MNH budget, which includes a \$385,000 deficit over last year's budget, which includes about \$200,000 over budget in expenditures and \$185,000 under budget in revenues. The budget for 2002 shows an increase in expenditures over last year's budget of \$455,000 and an increase of \$169,000 in revenues. There are going to be some adjustments both on the revenue and expense side. On January 28, Director Trombly will have the fourth quarter budget for the committee. This report will give actual figures for year end.

Rep. Avery asked what is the reimbursement rate. Director Trombly stated that the rate is about \$2 per day per patient, and in addition we are raising the assisted living rate by \$200 per month. Rep. Avery asked why the census is low as we have so many people on our waiting list. Commissioner Martin stated that admissions have worked very hard in order to bring people in but it is a great deal of work to bring people in. There were approximately 143 admissions last year. Rep. Royce asked what is the percentage of private pay. Lisa Kemp stated that there are 27 private pay, 92 Medicaid, the balance of residents are TLC.

Commissioner Martin reviewed the revenue adjustments proposed. This included an increase on the Medicaid line 3404.01, \$53,005 because we just learned of rate increase effective Feb. 1, and Assisted Living line, 3404.27 decreased by \$57,600, which will result in a net loss of \$4595.

4411.39 will be reduced because of a surplus of MNH pamphlets that we have and will not have to have printed this year. 4411.03.03, payroll receptionist has gone down \$2000, which is reflective of our proposal with respect to shift differentials. The Commissioners approved a \$0.20 shift differential across the board.

Rep. Mitchell asked about the payroll for the administrator, and why there is such a fluctuation in the requested amounts, amount expended in the previous year, and Commissioner's proposed amount. Commissioner Martin stated that the proposed amount is based on the individual receiving a merit increase, which is optional and is determined by the department head and in this case it never happened. Merit increases are budgeted for all employees but they are dependent on the evaluation by the supervisor.

Rep. Mitchell asked about the legal expense for 2001 which was \$16,000, and for 2002 it is only \$1000, and whether that is going to be enough. Commissioner Martin stated that the amount budgeted in 2001 was for the litigation with the state and our cost to NHAC to participate in the litigation. Any legal expenses regarding employees would be put into the Commissioner budget, and will be determined and submitted prior to the final budget review. **Rep. Avery**

moved to tentatively accept the MNH budget line 4411, Rep. Royce seconded, voted unanimously.

### QUALITY IMPROVEMENT

Commissioner Martin reviewed the budget. The change in 4412.32, Vaccinations, was due to the Commissioners requesting Elaine Farnsworth to research out new suppliers for the vaccinations supplied to employees. Travel includes a conference on infection control. **Rep. Avery moved to tentatively accept the QI budget line 4412, Rep. Slack seconded, voted unanimously.**

### NURSE PRACTITIONER

Commissioner Martin stated that the only change made on this budget was on 4413.02. The original request was for an increase to 40 hours a week, and the Commissioners have approved a 32 hour week, which is more in line to the hours she does work. **Rep. Avery moved to tentatively accept the Nurse Practitioner budget line 4413, Rep. Emerson seconded, voted unanimously.**

### DIETARY

Rep. Avery asked Mark Downing about help from the jail, and Mark stated that he is down to about 3-4 inmates from 6-8. Rep. Mitchell asked about outside services, and Commissioner Martin explained that the costs are for Mark Downing, who is an employee of Fitz Vogt. Rep. Zerba asked about equipment purchase, and Mark stated that it is to replace normally worn kitchen equipment. **Rep. Mitchell moved to tentatively accept the Dietary budget line 4415, Rep. Royce seconded, voted unanimously.**

### NURSING

Commissioner Martin reviewed the nursing budget and explained that the CNA instruction position was established and one RN FTE was eliminated.

Sy Creamer presented a petition signed by 106 employees to the committee requesting an increase to line 4416.07.03 adding back \$250,000 for CNA FTE's because the cut affects the safety of residents and employees. Commissioner Martin clarified that FTE's were not cut, but per diems, because we are not always able to fill the FTE's. Rep. Pratt asked if her request is that there are 21 employees on the floor, rather than 19. Sy Creamer agreed that is what they are requesting. Rep. Avery stated that a policy decision is needed. DNS Kemp stated that positions cannot be filled because there are not enough people out there to hire. Rep. Avery asked if we cannot get the proper number of people to take care of the residents, should we be limiting the number of residents. Commissioner Martin stated that we do limit the number of residents. Rep. Emerson asked DNS Kemp the numbers of employees used. Lisa stated that for the 7 – 3 shift, there are 19, 3 – 11 shift there are 17, and the 11 – 7 shift there are 11. **Rep. Royce moved that the line 4416.07.03 be increased by \$125,000, seconded by Rep. Avery, voted unanimously. Rep. Avery moved that a subcommittee be appointed to look at nurse staffing requirements and present a report at the end of the second quarterly review with a recommendation, and seconded by Rep. Meader. Members of the subcommittee are Reps. Emerson, Fairbanks and Meader, who will work with the DNS and the acting administrator. Rep. Slack moved to tentatively accept the Nursing budget line 4416, Rep. Fairbanks seconded, voted unanimously.**

### PHYSICAL THERAPY

Commissioner Martin introduced Kathryn Kindopp, Director of PT, who reviewed the PT budget. **Rep. Avery moved to tentatively accept the PT budget line 4425, Rep. Meader seconded, voted unanimously.**

### FARM

Commissioner Martin reviewed some of the changes in the budget.

Rep. Avery asked about the \$7000 for the sale of wood, but to date there has not been any revenue for the sale. Dave Putnam noted that at the time the budget was prepared, no wood had been sold yet. Director Trombly stated that \$2720 has been received for wood sales.

Rep. McGuirk gave a presentation on the farm study he is requesting. He asks that the farm at least break even. He is requesting a cost benefit analysis on the farm and ask that the Commissioners check on doing this analysis. Commissioner Martin stated that the Commissioners have contacted First Pioneer Farm Credit and the cost of the study would be between \$3500 - \$5000. Rep. Mitchell asked if there were any figures on what we would gain from leasing the property. Rep. McGuirk stated that it would be about \$1000 a month. Rep. Mitchell stated that the farm pays the property taxes of approximately \$17,000, which would leave the county short.

Rep. McGuirk stated that previous reports had suggestions which were ignored. Dave Putnam clarified that the suggestions were looked in to and some tried, and found not to be constructive to the working of the farm. He stated that it is important that the delegation is notified of the results of a study. Commissioner Martin stated that if the Executive Committee wants the study done, it will be done.

Rep. McGuirk requested the executive committee approve adding to the Commissioner's budget the costs for a farm study. Rep. Mitchell suggested it be taken up at the time motions are reviewed.

There being no further business, the meeting was recessed at 12:05 PM.

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Monday, January 28, 2002 9:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Richardson, Royce, Slack, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; Sheryl Trombly Finance Director; Peter Heed, County Attorney, Bill Cleary, Asst. County Attorney; Paul Szoc – FMA; Lauren Bressett UNH CE; Terry Warren Executive Assistant to the Commissioners

Meeting opened at 9:00 AM

The revised budget review schedule was reviewed and the last budget meeting was scheduled for February 18.

**Pilot Health**

Administrator Wozmak reviewed the Pilot health program budget. **Rep. Avery moved to tentatively approve the Pilot Health budget, Rep. Mitchell seconded, voted unanimously.**

**Human Resources**

Commissioner Martin explained the need for developing a human resources department for the County. This department would include a director and a secretary. Commissioner Martin explained that it would be beneficial for the county to have one person who understands the complex labor laws. Administrator Wozmak gave an overview of the new department. He stated that the director would be located at both the nursing home and here in Keene, but the secretary would be here in Keene. Records would be located in both locations. Rep. Pratt asked what is the rationale for the need of a new department. Commissioner Martin stated that establishing this department has been seen as a need for over five years, because the number of county employees has grown. **Rep. Mitchell moved to tentatively approve the Human Resources budget, Rep. Avery seconded. A voice vote was taken and the motion was defeated at 5 to 4.** Rep. Pratt asked Administrator Wozmak to distribute copies of the job descriptions at a future meeting.

**County Attorney**

Attorney Heed gave an overview of the budget. He also addressed a future request for an investigator that would be assigned to his office. He also stated that he would like to see an increase in the security of their office, and he is working with Facilities to make some changes. Both Attorney Heed and Attorney Cleary stated that they find the video conferencing to be an effective program.

Rep. Fairbanks asked for an overview of the Victim Witness program. Attorney Heed stated that the coordinator works with the victims of crime, explains the system and helps them find the services they need. Attorney Cleary stated that for years the victim was ignored by the judicial system, but this program has been a great assistance for the victims.

Attorney Heed gave an overview of the medical examiner's procedure.

**Rep. Avery moved to tentatively accept the county attorney's budget, seconded by Rep. Fairbanks, voted unanimously. Rep. Avery moved to tentatively accept the victim witness budget, seconded by Rep. Slack, voted unanimously. Rep. Meader moved to tentatively accept the Prosecutor Grant budget, seconded by Rep. Zerba, voted unanimously. Rep. Emerson moved to tentatively accept the Victim Witness, budget seconded by Rep. Richardson, voted unanimously. Rep. Avery moved to tentatively accept the medical examiner's budget, seconded by Rep. Slack, voted unanimously.**

Rep. Avery advised the committee that he has a petition signed by every police department, requesting to be hooked

up to the sheriff's department for dispatching.

### **Fire Mutual Aid**

Paul Szoc presented the budget for FMA. He distributed a list of statistics on FMA activity. Rep. Avery asked about a breakdown of the percentage of index calls. Paul stated that it was about 25-30% for EMS, 15-20% for Fire and 50-55% for police. Paul stated that the budget for worker's comp be reduced from \$4824 to \$2239.

Paul stated that he has assessed each town for \$1000 for a study to evaluate equipment and that he expects there will be money available through federal grants.

There was some discussion on the fact that FMA revenue was down and Commissioner Martin asked Paul what his understanding of where the surplus goes. Commissioner Martin stated that his understanding is that it is given to the county general fund. Paul confirmed that is his understanding also. **Rep. Avery moved to tentatively accept the FMA budget as amended to \$989,569, Rep. Meader seconded, voted unanimously.**

### **UNH Cooperative Extension**

Lauren Bressett presented the budget to the committee. Rep. Pratt asked what is the total amount given by the county, Director Trombly stated that it is \$188,263. Lauren stated that this is just a portion of what is paid by state and federal funds. Rep. Mitchell stated that he would be interested in the total budget breakdown of county, state and federal funds.

**Rep. Meader moved to tentatively accept the UNH CE budget, Rep. Emerson seconded, voted unanimously.**

Fourth quarter budget was distributed for review on February 4.

Elected officials salary survey was distributed for the February 18 meeting.

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

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Monday, February 4a, 2002 9:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Slack, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; Sheryl Trombly Finance Director; Mimi Barber, Director Human Services; Terry Warren Executive Assistant to the Commissioners

Meeting opened at 9:00 AM

**Human Services**

Commissioner Martin introduced Mimi Barber to the committee. Mimi distributed a copy of the revised projected 2002 budget amounts. These included Old age assistance from \$40,000 to \$44,000; Aid to the Permanently and totally disabled from \$370,000 to \$290,000; Related Health costs from \$991,000 to \$1,200,000; Intermediate Nursing Care from \$2,905,000 to \$2,980,000 and Board and care of Children from \$787,000 to \$805,000, reflecting a net increase of \$226,000. Mimi then reviewed some of the programs covered by human services, and Rep. Irene Pratt commented on the effectiveness of the CHINS program in the county. **Rep. Avery moved to tentatively accept the Commissioner's proposed human services budget, Rep. Irene Pratt seconded, voted unanimously.**

Commissioner Davis explained the scoring form which was established to rate outside agencies according to the criteria established.

**HCS**

Commissioner Martin introduced Barbara Duckett, CEO of Home Healthcare, Hospice and Community Services, to the committee. She gave an overview of the services provided by their agency. Anita Coll gave an overview of how the funds supplied by the county are being used, both in the outreach program and homemaking program, which assists individuals in their home.

**Women's Crisis Services**

Commissioner Martin introduced Elizabeth Sayre. She explained that the \$6000 contribution to Women's Crisis is for office use at the courthouse. Elizabeth gave an overview of the services given to victims of violence. She stated that staff time spent with each person has increased. Liz also advised the committee that the organization is looking into purchasing a building to accommodate four families.

**Monadnock Substance Abuse**

Sharon Mangan gave an overview of the budget. Mario Cossa gave an update on the Acting Out Program.

**Community Kitchen**

Mindy Cambiar gave an overview of the program. She stated that there has been a 10% increase in the number of people served.

**Keene Senior Center**

Chris Callahan, Bob Mallat and Dale Thompson were present to answer any questions about the Senior Center. They stated that the number of participants involved in the Center has increased. In addition, the number of programs has increased.

**Monadnock Developmental Services**

Alan Greene, Bob Barrows and Carol Burns explained the services provided and that respite care is the most needed service they provide. Respite care also includes summer camp and weekends away. There are presently 107 Cheshire County residents on the waiting list.

### Monadnock Family Services

Ken Jue gave an overview of the request for funding for MFS. He explained some of the services provided by MFS. He stated that they received about \$75,000 from the towns to subsidize the services for the uninsured. MFS, MAPS and Antioch collaborate to supply services to the uninsured.

**Rep. Avery moved to increase MDS funding to \$25,000, seconded by Rep. Meader. On a voice vote, the motion was defeated. Rep. Mitchell moved that funding for outside agencies be delayed to next week's meeting, Rep. Zerba seconded, vote was nine yes and one opposed, motion passed.**

### Alternative Sentencing

Tom Kenney gave an overview of the program, To date, there have been 13 clients on the program. **Rep. Avery moved to tentatively approve the ASP budget, seconded by Rep. Slack, voted unanimously.**

### Sheriff

Sheriff Foote advised the committee that the Chiefs of Police of Cheshire County have asked the Sheriff's office to supply dispatch services for the police department of the county, except Keene which has its own dispatch. It would require approximately 7 new personnel. **The Sheriff reviewed the budget. Rep. Avery moved to increase the equipment purchase line to \$7600, and tentatively accept the Sheriff's budget, Rep. Slack seconded, voted unanimously. Rep. Emerson moved to accept the Sheriff Grant Program, Rep. Richardson seconded, voted unanimously.**

The Police Communication committee will meet and come back to the Executive Committee regarding the addition of dispatch services.

There being no further business, the meeting was recessed at 12:00 PM.  
**Richardson**

**Barbara Hull**

**MINUTES**  
**Cheshire County Delegation**  
**Fourth Quarter Budget Review**  
**Executive Committee Meeting**  
**Monday, Feb. 4b, 2002 12:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Slack, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; Sheryl Trombly Finance Director; Terry Warren Executive Assistant to the Commissioners

Meeting opened at 12:20 PM.

Commissioner Martin gave an overview of the fourth quarter budget and notable areas.

The Revenue overall for the county will be \$138,770 higher than budgeted primarily due to revenues received from the Registry of Deeds. At the nursing home, revenue fell short of budgeted projections by \$71,624. The House of Correction exceeded budgeted revenue as did the farm operation. As expected, interest income was down. Unexpected revenue was received from HCFA in the amount of \$54,000 and from the NH Abandoned Property Division in the amount of \$32,000.

Balancing out the overages and shortages combined with the funds not spent in the Human Services Department, there will be a potential surplus of \$875,000, pending the final audit by the outside auditors in February.

Chairman Pratt asked if the committee had any questions on the budget. There were no questions.

There being no further business, the meeting was recessed at 12:50 PM.  
Richardson

Barbara Hull

**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Monday, February 11, 2002 9:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Representatives Fairbanks, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Slack, Zerba; Commissioners Martin, and Davis; County Administrator Wozmak; Sheryl Trombly Finance Director; Lisa Kemp DNS; Sheriff Foote; Paul Szoc FMA; Barry King Facilities Manager; Terry Warren Executive Assistant to the Commissioners

Meeting opened at 9:00 AM

**Sheriff/FMA**

Chairman Pratt asked the Sheriff where he sees the Sheriff's department's involvement in police dispatch for the towns of the county. Sheriff Foote stated that there is a letter signed by the Chiefs of Police (all but the City of Keene and town of Alstead) asking for the Sheriff to do the dispatching for the police in the county. Paul Szoc stated that the FMA is not able to obtain permission for the use of a SPOTS terminal, which is critical to the police chiefs, because its use must be under the jurisdiction of a police chief. The Sheriff stated that he presently has someone working in dispatch on Thursday, Friday and Saturday nights to facilitate access to the State Police On-line Terminal system (SPOTS) during the heavier police activity periods.

Chairman Pratt asked how many calls come in to FMA for the police. Paul Szoc stated that about 50% of their calls are for the police. Chairman Pratt asked how much money would this cost if the Sheriff took over the job, Sheriff Foote said that it would be \$181,642 for nine months, starting in April. Chairman Pratt asked if FMA would require less employees, Paul said they would not. Chairman Pratt asked if the Sheriff has space to house this program, the Sheriff stated that he does have a space and there is some room for modification to that space. Chairman Pratt asked if FMA is amenable to this change, Paul Szoc stated that SPOTS is critical. Chairman Pratt asked if this is a formal request from the Sheriff, the Sheriff stated that it is a request to add \$196,643 to his budget. Chairman Pratt asked if there is any federal funding available. The Sheriff responded that he is always looking into any additional funding.

Rep. Mitchell suggested that the committee wait for Rep. Avery for information from the police communication committee. Chairman Pratt stated that this is a situation that must be resolved and has been going on for two years.

**MNH – TLC**

Commissioner Martin introduced Colleen Gabardi who gave an overview of the department and the type of residents in that unit. Rep. Slack moved to tentatively approve the TLC budget, seconded by Rep. Mitchell, voted unanimously.

**Activities**

Commissioner Martin introduced Steve Wilson, Activities Director. **Rep. Zerba moved to tentatively approve the Activities budget, seconded by Rep. Fairbanks, voted unanimously.**

**OT**

Commissioner Martin introduced Lisa Malshuk, OT Director. **Rep. Mitchell moved to tentatively approve the OT budget, seconded by Rep. Pratt, voted unanimously.**

**Social Services**

Commissioner Martin introduced Carol Austin, Director of Social Services. **Rep. Fairbanks moved to tentatively approve the Social Services budget, seconded by Rep. Richardson, voted unanimously.**

**Housekeeping**

Administrator Wozmak stated that the budget is basically the same except that the Commissioners denied the three additional housekeeping aides. **Rep. Zerba moved to tentatively approve the Housekeeping budget, seconded by Rep. Slack, voted unanimously.**

#### Laundry

**Rep. Mitchell moved to tentatively approve the Laundry budget, seconded by Rep. Pratt, voted unanimously.**

#### Assisted Living

Commissioner Martin stated that one change was in advertising, which was reduced, and the request for a transportation aide was denied. **Rep. Mitchell moved to tentatively approve the Assisted Living budget, seconded by Rep. Richardson, voted unanimously.**

#### LTC

Commissioner Martin introduced Missy Banks, who gave an overview of her program, which is to visit individuals on Medicaid around the county and assess their needs. 75% of her salary is underwritten by the state. **Rep. Meader moved to tentatively approve the LTC budget, seconded by Rep. Zerba, voted unanimously.**

#### Misc. Services for Residents

Administrator Wozmak reviewed this department. **Rep. Pratt moved to tentatively approve the Misc. Services for Residents budget, seconded by Rep. Slack, voted unanimously.**

#### Facilities

Manager King reviewed the facilities budget. **Rep. Mitchell moved to tentatively approve the MNH Facilities budget, seconded by Rep. Fairbanks, voted unanimously. Rep. Fairbanks moved to tentatively approve the HOC Facilities budget, seconded by Rep. Zerba, voted unanimously. Rep. Mitchell moved to tentatively approve the WWTP Facilities budget, seconded by Rep. Meader, voted unanimously. Rep. Slack moved to tentatively approve the WTP Facilities budget, seconded by Rep. Richardson, voted unanimously. Rep. Meader moved to tentatively approve the Farm Facilities budget, seconded by Rep. Mitchell, voted unanimously. Rep. Pratt moved to tentatively approve the Courthouse Facilities budget, seconded by Rep. Richardson, voted unanimously. Rep. Zerba moved to tentatively approve the Administration Facilities Budget, seconded by Rep. Meader, voted unanimously.**

Manager King reviewed the proposed chiller system for MNH, which uses existing piping and ductwork, at a cost of \$316,400, funding over two years. The Commissioners unanimously support this cost effective system and suggest using some of the proshare funds to fund it, using \$150,000 a year.

**The capital budget was reviewed by the committee.**

**Rep. Richardson moved to tentatively increase the General County furniture replacement budget by \$2500, seconded by Rep. Zerba, voted unanimously.**

**Rep. Zerba moved to tentatively approve increasing MNH Facilities capital budget by \$150,000, seconded by Rep. Meader, voted unanimously.**

**Rep. Zerba moved to tentatively approve the capital expenditures budget, seconded by Rep. Slack, voted unanimously.**

There being no further business, the meeting was recessed at 12:30 PM.

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Monday, February 18, 2002 9:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Emerson, Fairbanks, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Slack, Zerba; Commissioners Martin, Lynott and Davis; County Administrator Wozmak; Terry Warren Executive Assistant to the Commissioners

**Meeting opened at 9:00 AM**

**Sheriff/FMA**

Chairman Pratt opened the meeting with a discussion on the proposed Sheriff Dispatch program. A memo from the Commissioners to the Executive Committee was read by Commissioner Martin. In the memo, the Commissioners are asking that more time and thought be put into the commitment to establish the Sheriff's Dispatch program and that the decision be delayed for a year to organize the program. Sheriff Foote stated that he felt the issue has been under discussion for some time already. Rep. Irene Pratt stated that she felt more information and that we need to obtain utilization cost factors, and that the committee should follow the Commissioners suggestions. Rep. Avery stated that he feels the motion should go ahead. **Rep. Emerson moved to tentative approve an increase in 4211/4211.97 of \$196,643 to implement the dispatching program for the sheriffs office, Rep. Meader seconded, roll call vote taken, motion passes 8 yes to 1 no.**

**Deeds**

There was discussion on the FTE position and the proposed revenue for Deeds. Commissioner Martin stated that the Commissioners do not agree that the revenue for Deeds should be increased for the FTE position. **Rep. Zerba moved to tentatively increase revenue line 3402.01 by \$20,000, Rep. Meader seconded, roll call vote taken, motion passes 8 yes to 1 no. Rep. Emerson moved to tentatively increase one FTE to 4193.03 increasing the line by \$19,752, seconded by Rep. Fairbanks, roll call vote taken, motion passes 8 yes to 1 no. Rep. Zerba moved to tentatively accept the deeds budget of \$392,147, seconded by Rep. Emerson, roll call vote taken, motion passes 8 yes to 1 no.**

**Finance**

Finance Director Trombly explained some of the changes in her department. The Assistant Finance Director position, 4150.02, is to be eliminated at a decrease of \$34,887, benefits line decrease of \$1702, and add to line 4150.03, \$21,566 for a billing clerk. **Rep. Avery moved to tentatively approve finance budget of \$352,251, Rep. Irene Pratt seconded, voted unanimously.**

**MNH**

Rep. Slack suggested that instead of increasing the nursing staff line, that the Housekeeping staff line be increased by three and some of the cleaning work be taken away from the CNA job description. Administrator Wozmak suggested that the committee on nursing look into the issue of the feasibility of changing job descriptions. **Rep. Slack moved to tentatively approve moving \$55,000 from the 4416.07.03 nursing per diem line, to 4419.03 housekeeping staff line, seconded by Rep. Fairbanks, roll call vote was 6 yes to 3 no, motion passed.** The Committee would like a report prepared by the Director of Nursing and Director of Housekeeping to determine the effect of moving some of the work from nursing to housekeeping, and adding funds to housekeeping to hire additional help, rather than increasing the nursing department budget.

**Commissioners**

There was some discussion on where to place the legal expenses. **Rep. Zerba moved to tentatively increase Delegation line 4110.20 by \$20,000, and Commissioners line 4130.20 be increased by \$40,000, \$25,000 funded**

from capital reserve legal line and \$35,000 from the MNH staff line, seconded by Rep. Avery, voted unanimous.

### Farm

There was some discussion on the farm study. Commissioner Martin stated that sometimes the benefits of the farm are not always measured financially. Rep. Emerson moved to add \$5000 to the Commissioner's Outside Services line 4130.29 for the farm cost benefit analysis study, seconded by Rep. Zerba. Roll call vote taken and the motion was defeated five to five. Rep. Mitchell stated that he appreciated what Rep. McGuirk suggested but with all the things that are going on in the county, he would rather not go with the appropriation at this time. Rep. Mitchell stated that he is preparing a letter to all New Hampshire county commissioners for information about their farms and if they regret closing them, if they had. **Rep. Avery moved to tentatively accept the farm budget, Rep. Fairbanks seconded, voted unanimously.**

### Outside Services

Representative Irene Pratt moved that HCS be increased to \$82,750, Rep. Richardson seconded, roll call vote taken, 5 to 5, motion failed. Chairman Pratt moved that \$20,000 be added for MFS 4459, Representative Zerba seconded, roll call vote taken 4 to 6, motion failed. Rep. Avery moved to tentatively approve \$125,125 for outside agencies, Rep. Fairbanks seconded, voted unanimously.

### Human Resources

There was discussion on the Human Resources director and assistant positions and whether there should be reconsideration of the previous vote. It was unanimous that the decision be reconsidered. **Rep. Zerba moved to tentatively approve adding the HR department at a cost of \$83,409, seconded by Rep. Mitchell, roll call vote was 7 yes and 3 no, motion approved.**

### LNA Licensing

Rep. Slack moved to tentatively approve adding \$802 to 4416.37 for LNA licensing, seconded by Rep. Avery, voted unanimously.

### COLA

Commissioner Martin stated that the COLA raise is 2.5% and it becomes effective March 1, 2002. **Rep. Avery moved to tentatively approve the COLA at 2.5%, effective March 1, 2002, Rep. Emerson seconded, voted unanimously.**

**Rep. Meader moved to tentatively accept and recommend the 2002 budget of \$23,712,880, Rep. Zerba seconded, voted unanimously.**

**Rep. Meader moved to tentatively accept and recommend taxes to be raised of \$11,135,266, Rep. Zerba seconded, voted unanimously.**

**Rep. Emerson moved to maintain the existing salary for elected officials, Rep. Meader seconded, roll call vote taken 8 yes to 1 no.**

The date set for the Delegation meeting is scheduled for March 11 at 7:00 PM. There being no further business, the meeting was recessed at 1:30 PM.

Minutes signed and approved March 15, 2002

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Executive Committee**  
**Nurse Staffing Committee Meeting**  
**Monday, February 18, 2002b 9:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Representatives Emerson, Fairbanks, Meader, Lisa Kemp, DNS, County Administrator Wozmak. Also appearing briefly before the committee were Steve Wilson, Activities Director, Louise Slayton, Social Worker, Colleen Gabardi, Unit Manager, Diana Tenny, LNA, Sy Creamer, LPN, Diana Wilson, Unit Manager and Brenda Howard, LNA.

Meeting opened at 9:30 AM

There was discussion about the need for nurses to work 2-6 hours over their shift. Agency nurses have to cover hours the regular employees are unable to cover and when agency nurses are used, the cost is twice the cost of having employees stay. It takes 1.3 FTE's to prepare the nursing schedules due to the complex scheduling caused by a tremendous amount of scheduling flexibility.

The County spends about \$100,000 a year to train CNA's, and there was some discussion that the CNA's should pay for the training and then if they stay for a length of time (6 months), they can be reimbursed. At this time, only 20% of the trained CNA's remain at MNH, 80% of them leave.

Presently the per diem line is over budget. The per diem nursing line is separate from the nursing line, and it was suggested that there be one figure for nursing and work from that single figure to reduce confusion. If one figure was used, and staffing was based on needed positions, much of the confusion over this issue might subside.

The Committee was advised that Margo Banks, Staff Development Coordinator, had worked hard to bring a Nursing RN Program to the area and that Mt. Wachusett Community College will be doing a presentation on having a RN program at Maplewood.

The difference between per diem and agency personnel is that the per diems work for and are paid by Maplewood and the agency personnel work for agencies, and are paid by the agencies.

The issue seems to be that Monday, Tuesday and Friday are the worst days for nurses calling in sick. There does not appear to be sufficient accountability when employees call in sick. The employees felt that a Human Resources Director would be able to look at the issue of sick time and perhaps to change the policy to be more enforceable with fewer abuses.

Steve Wilson, Activities Director – Steve stated that the TLC and skilled unit require a higher level of staff. Residents are sicker when they come into the nursing home.

Colleen Gabardi, Nurse Manager TLC - She was upset to hear that the per diem funds were removed. She feels that this creates a safety issue, and is unmanageable. This is the last place residents are before they are moved to a state hospital. Medicare funds are too low. There are many falls, injuries and incident reports.

Diana Tenney, LNA, TLC & 3<sup>rd</sup> Floor – Short on nurses for TLC and the third floor. There are more falls because of the short staffing.

Louise Slayton, Social Worker – Believes that they are short staffed. Concerns with family members. New CNA's go to Home Health Care where they don't have to work as hard and can work on one patient at a time.

Sy Creamer, LPN TLC – There are nine residents. Elderly people deserve adequate care. Per diems work on weekends and do a good job.

Diana Wilson, Skilled Unit – For residents who have been in the hospital, it is for acute care. There are two nurses on the floor with 26 patients.

Brenda Howard, LNA – Has been at MNH for 18 years. The 4<sup>th</sup> floor has very sick residents. There are three CNA's on the 11 – 7 shift.

When asked, each member of the nursing staff that was present at the meeting stated that the level of staffing that was necessary was at least the minimum staffing level that the facility tries to attain. Lisa Kemp, Director of Nursing, said that she always works to staff to the minimum levels and when staff is available, the facility is staffed at the maximum level. However, what happens when the facility is fully scheduled is that employees call in because they know there will be enough staff to cover the shift. All nursing staff seemed to state independently that call-outs were the biggest problem because of the burden that it places on the rest of the staff. It was generally agreed that no additional FTE's are required. There was some effort to let the staff know that whether or not the "per diem" money was in the budget, the staffing patterns would remain the same and not be reduced.

Mr. Wozmak recommended that the committee continue to meet and discuss this issue and to make an offer to hear from more staff. He suggested that they spend some extended time in the facility to get familiar with the operation and perhaps could get a better idea of how it operates and what problems it faces with staffing.

The committee agreed to meet next at 9:00 AM on April 1, 2002 in the Assisted Living Conference Room. The committee was grateful for the time the staff spent speaking to them and sharing their thoughts about staffing.

**Susan Emerson**

**MINUTES**  
**Cheshire County Delegation**  
**Delegation Budget Meeting**  
**Monday, March 11, 2002 7:00 PM**  
**12 Court Street, Keene, NH**

**PRESENT:** Representatives Allen, Avery, Batchelder, Burnham, Dexter, Edwards, Emerson, Espieffs, Fairbanks, Hunt, Liebl, Manning, McGuirk, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Roberts, Royce, Slack, Smith, Weed, Zerba; Commissioners Martin, and Lynott; County Administrator Wozmak; Finance Director Trombly; Terry Warren Executive Assistant to the Commissioners

Chairman Avery opened the meeting at 7:00 PM.

Chairman Avery asked Chairman Pratt to present the Executive Committee Proposed Budget.

Rep. McGuirk asked that the meeting be adjourned to a larger space. Chairman Avery stated although there were people standing outside the room, there were still seats available and that he did not believe the room was overcrowded and the meeting would continue in its present location, although other arrangements had been made in case of overcrowding.

Rep. Pratt moved to approve the Executive Committee Budget of \$23,712,880. Rep. Pratt asked Commissioner Martin to review the Commissioners' budget and some of the changes made to the Commissioner's budget during the Executive Committee's review.

Commissioner Martin stated that the Commissioners supported the following changes to the budget: \$15,000 for the Westmoreland Fire Department; a decrease in the Finance Department Budget; the increase of \$2,500 for furniture replacement; the \$802 for LNA license reimbursement; and the addition of \$20,000 to the Delegation Legal Expense and \$40,000 for Commissioner's legal Expense. Commissioner Martin stated that there were additional changes added by the Executive Committee.

Rep. Jack Pratt stated that the Executive Committee made additional changes to the budget, which included: an additional full time clerk for the Deeds Department; \$196,643 for the dispatch center for the Sheriff's department; and in response to a petition from MNH employees request to add \$250,000 back into the nurse staffing, the Executive Committee made an increase of \$125,000 to that line.

Rep. Hunt questioned why the FMA budget would not be reduced if half their services would be transferred to the Sheriff's dispatch department. Rep. Jack Pratt said that he did not know what his position is at this time and that it may become clearer in future years as to what effect it should have on FMA, and whether there will be any reductions to the Mutual Aid budget. Rep. Hunt stated that he didn't think the dispatch department should be created until it is fully looked in to. Rep. Jack Pratt stated that the issue has been known for six years and has not been resolved, and something needs to be done now. Rep. Mitchell agreed that we have not resolved the issue, but that it has not been effectively looked in to before making this resolution. Rep. Emerson stated that the selectmen of Walpole, Dublin, Fitzwilliam and Swanzey requested that a study be performed first. Rep. Irene Pratt stated that she was concerned about the duplication of effort and the taxpayers paying for that duplication.

Rep. Jack Pratt stated that he feels strongly about the dispatch and nursing money and he has reviewed the budget and proposed additional areas to be cut. Rep. Hunt stated that he is astounded that Rep. Jack Pratt is presenting changes here at this meeting, and that the delegation expects the executive committee to come forward with a final budget with all the issues worked out. Rep. Mitchell stated that he was embarrassed at the direction the meeting was taking and that this is not the place to discuss changes to the executive committee budget. He said that the executive committee needs to meet again and discuss this budget before presenting it to the delegation.

**Rep. McGuirk moved to recess the delegation meeting to March 25 at 7:00 PM, Rep. Hunt seconded, voted unanimously.** The executive committee will meet on March 22 at 9 AM to review the budget before the delegation meeting, which will be continued on Monday, March 25, 2002 at 7PM in the Jury Assemble Room at the Cheshire County Superior Courthouse in Keene.

Judge Runyon, from Jaffrey District Court, spoke to the Delegation about security issues at the courthouses and urged the member of the Legislature to carefully consider supporting legislation that would increase security at the district courts.

There being no further business, the meeting was recessed at 8:30 PM.

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Friday, March 22, 2002 9:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Richardson, Royce, Slack, Zerba; Commissioners Martin, Lynott and Davis; County Administrator Wozmak; County Attorney Heed; Register Hubal; Finance Director Trombly; Terry Warren Executive Assistant to the Commissioners

**Meeting opened at 9:10 AM. Chairman Pratt advised the committee that Irene Pratt had a pacemaker implant yesterday.**

Russ Austin gave a small talk about the request for a contribution from the Westmoreland Fire Department. He requested that this amount remain in the budget. Representative Avery stated that the Executive Committee had added it to the budget and he need not worry about the money being taken out of the budget.

Rep. Espieffs made a presentation for the register of Register of Deeds and a comparison to other Registers in other counties. He also suggested that the County attorney's salary be increased. Rep. Royce noted that as an elected official, we know what the salaries are at the time we run for the office.

Rep. McGuirk requested the committee consider approving the \$5000 for the farm study. He noted several changes to the budget. He stated that he has no problem with the dairy farm if it can at least break even. He stated he hopes the study will be discussed.

Rep. Zerba stated that he has had discussion with the City of Keene and it is willing to be a participant in any consideration of a complete safety dispatch center. Rep. Slack stated she had spoken to some people at the police department and that she felt a study should be completed, and that the present plan would not be beneficial to everyone in the county. She stated that if there were a disaster or emergency in the county, the first thing to be done would be to set up a command post and she believes this should be located in one area, and they should be working together. Rep. Zerba moved to reconsider the \$196,643 for the dispatch center, Rep. Royce seconded, motion passed with a vote of 9 to 1.

Rep. Zerba moved the funding for the dispatch operation be changed to zero with the intent that a study be conducted, under the direction of the Chair of the Delegation, consisting of members of the delegation, which will be concluded by Monday, June 24. Rep. Pratt moved to divide the question. Rep. Pratt moved that a committee be created, under the direction of the Chair of the Delegation, to conduct a study and return with a report by June 24, seconded by Rep. Emerson, voted unanimously. A roll call vote was taken to delete the funding for the dispatch operation, motion failed, vote was 1 to 9. Rep. Pratt moved that the funding be removed from 4211 and added to the delegation Outside Services, and that \$45,000 be reduced from the funding, down to \$151,643.00 Avery seconded, voted unanimously.

Rep. Fairbanks moved to reconsider the elected officials salaries, Rep. Zerba seconded, motion passed 6 to 4. Rep. Fairbanks moved that the salaries of the County Attorney, Sheriff and Register of Deeds be increased by 2.5%, Rep. Zerba seconded, motion failed 7 to 3.

Rep. Richardson moved to reconsider revenues, Rep. Slack seconded, voted unanimously.

Rep. Mitchell moved to use \$150,000 from capital reserve funds to offset the cost of the chiller unit at MNH, and replace those funds with Proshare funds when received, Rep. Zerba seconded, motion failed 5 to 5.

Rep. Emerson moved to add \$955 to the salary of the Register of Deeds, Rep. Richardson seconded, motion failed 7

to 3.

Rep. Mitchell moved to reconsider the farm study, Rep. Zerba seconded, motion passed 9 to 1. Rep. Mitchell moved to add \$5000 to the Commissioners Outside Services 4130.29, for the farm study, Rep. Zerba seconded, motion passed 7 to 3.

Rep. Avery moved to accept the 2002 budget of \$23,672,880 as amended with taxes to be raised in the amount of \$11,095,266, Rep. Meader seconded, voted unanimously. There is a 13.95% increase in the budget.

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

Signed 4/5/02

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Delegation Budget Meeting**  
**Monday, March 25, 2002 7:00 PM**  
**12 Court Street, Keene, NH**

**PRESENT:** Representatives Allen, Avery, Batchelder, Burnham, Dexter, Emerson, Espieffs, Fairbanks, Hunt, Liebl, McGuirk, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Roberts, Royce, Slack, Weed, Zerba; Commissioners Martin, Lynott and Davis; Finance Director Trombly; Terry Warren Executive Assistant to the Commissioners

Meeting opened at 7:00 PM by Chairman Avery. He requested Rep. Pratt to present the Executive Committee budget. Rep. Pratt gave the Delegation an overview of the changes made on the budget, which included the reduction of \$45,000 to the sheriff's dispatch line, which included establishing a committee of the Delegation to study the dispatch program, presenting a completed study by June 24; and the addition of \$5000 for a farm study.

Rep. Dexter asked if the funds have been set aside for the dispatch program and Chairman Avery stated that the funds have been placed in the Delegation's budget and the results of the study would be brought before the Delegation for a vote. This committee will consist of legislators who would discuss the program with various organizations.

Rep. Hunt asked if there had been any reduction to the FMA budget. Rep. Pratt stated that it had not. Rep. Weed asked when the funds put aside would be expended. Rep. Pratt stated that it would be about July 1.

Rep. Hunt asked why there was such a large increase in the MNH budget, which included both the chiller unit and increasing the nursing budget. Rep. Pratt stated that the chiller costs are not just for one year but two because the chiller unit will also be added next year for Phase II of the plan. The nursing planning will be looked into further after Rep. Emerson's report is complete. The increase in the nursing line was at the request of employees at the nursing home who presented a petition to the Executive Committee.

Rep. Fairbanks moved to approve the 2002 budget at \$23, 672,880, Rep. Royce seconded, voted unanimously.

Rep. Mitchell moved to approve the revenue account #3111.00.00 taxes to be raised in the amount of \$11,095,266, seconded by Rep. Zerba, voted unanimously.

Rep. Espieffs asked what the committee has thought about for salary increases for elected officials. Chairman Avery stated that it is the Delegation's responsibility to determine the increase in elected official's salaries. Rep. Espieffs moved that the Register of Deeds salary be increased by \$1903, to \$40,000, Rep. Fairbanks seconded, motion passed with a vote of 13 to 8. Rep. Hunt moved that all other elected officials, except the Register of Deeds, receive a 2.5% increase in salary, Rep. Zerba seconded, motion passed with a vote of 14 to 7.

Chairman Avery called the following people to be on the Dispatch Committee, with Rep. Mitchell as chair, and Representatives Dexter, Slack, Meader, and Hunt.

There being no further business, the meeting was recessed at 8:05 PM.

Signed 4/5/02

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Delegation**  
**Public Safety Communication Center**  
**Monday, April 15, 2002 10:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Dexter, Meader, Mitchell Chairman, Slack, Smith, Commissioner Davis; Barry Wante, Keene Police; Jim Letourneau, Dublin Police; Earl Nelson, Chesterfield Police; Dick Foote, Sheriff; Paul Szoc FMA

**ABSENT:** Representative Susan Emerson

Paul stated that he has applied twice for a SPOTS terminal, being denied both times. The reasons being they lack standardized service and that it is not under the management nor is it a law enforcement agency. In an attempt to address the denial a dedicated police dispatcher position was applied for but not supported by the police. He is pro training, which is done as much as possible.

There is one frequency dispatch channel available for the police. There are 2-3 dispatchers on duty at all times. FMA does fire, EMS dispatching for 76 towns. FMA needs and is in favor of making improvements in dispatching with the police and the sheriff. Consolidated dispatch may be the future, but mutual aid states that it is a separate entity and stands alone. There is an engineering study being done on a simulcast system.

Sheriff Foote spoke to the issue and stated that the Chiefs of Police decided that something needed to be done with the dispatch now.

The Sheriff stated that he works off the same frequency as the police and has the ability to communicate directly with the police. Presently, the State Police Online Transmission System (SPOTS) runs on Friday and Saturday nights with part time dispatchers. A 24 – 7, dispatch system by the Sheriff would require 6 dispatchers and 1 manager to operate effectively. The Sheriff stated that the dispatch can be in one location, but feels that it should be maintained by the police.

Chief Wante stated that nonsworn personnel maintain the dispatch service with four full time and two part time people. An eight hour block is not maintained by covered by overtime. Five people are needed to maintain the system. The cost to the City of Keene is \$225,000 to maintain the dispatch service. 350 Marlboro Street will be occupied in several phases, and the Police Department is expected to move into their space about Fall 2005. FMA is in discussion with the city to possibly move to that site.

The committee members were invited to visit the Sheriff's Department, FMA, and Keene Police Department.

The next meeting is scheduled for April 29 from 10 to noon. The meeting was adjourned.

Pamela Slack

**MINUTES**  
**Cheshire County Delegation**  
**Thursday, April 25, 2002 12 Noon**  
**State House, Concord, NH**

**PRESENT:** Representatives Allen, Avery, Burnham, Emerson, Fairbanks, Hunt, Liebl, Manning, McGuirk, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Royce, Slack, Smith, Weed, Zerba; County Administrator Wozmak

Chairman Avery opened the meeting 12:10 PM

Administrator Wozmak brought before the committee a motion for legal expenses incurred as a result of the fire at the Jaffrey District Courthouse. The Jaffrey District Courthouse, was discussed, voted on and approved at the Public Hearing held on May 13, 1996. At that time, the delegation felt that the county would incur minimum financial exposure, if any. Mr. Wozmak felt it appropriate to make them aware of the current legal expenses and to get their approval for an expenditure of funds to make certain that the project is completed.

**Rep. Royce moved that the Delegation vote to authorize the County Commissioners to expend up to \$5,000 for legal expenses relating to the settlement of immediate claims and renegotiation of contracts arising out of the February 28, 2002 fire at the Jaffrey District Court in Jaffrey and further that the County Commissioners or the County Administrator are authorized to execute any documents that may be necessary for the rebuilding of the Jaffrey District Courthouse, Rep. Slack seconded, roll call vote was taken and the vote was 19 to 0, voted unanimously.**

There was no other business and the meeting was adjourned.

Jack Wozmak, Clerk Pro Tem

**MINUTES**  
**Cheshire County Executive Committee**  
**Nurse Staffing Committee Meeting**  
**Wednesday, May 1, 2002 9:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Representatives Emerson, Fairbanks, Meader

Meeting opened at 9:00 AM

The three committee members joined the Commissioners meeting that was in progress. County Administrator Jack Wozmak was reviewing the first quarter budget figures for the nursing home.

Due to discrepancies between budgeted figures and expenditures on several lines, Administrator Wozmak, Finance Director Trombly and Nursing Director Lisa Kemp will conduct a staffing analysis during the month of May. A fresh analysis that looks at the census and calculates the necessary staff based on those figures is appropriate at this time, to determine a more reliable budgetary figure.

The next meeting of this committee will be Monday, June 3, 2002, 9:00 AM, at 33 West Street. Two items on the agenda are:

- The report from Administrator Wozmak on staffing analysis
- Discussion with Joanne Gragan of MNH concerning staffing levels in the housekeeping department

**David Meader**

**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Monday, May 13, 2002 9:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Avery, Emerson, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Royce, Slack, Zerba; Commissioner Martin; County Administrator Wozmak; County Attorney Heed; Finance Director Trombly; Facilities Manager King; Sheriff Foote; Computer Coordinator Putnam; DNS Lisa Kemp; Terry Warren Executive Assistant to the Commissioners

Meeting opened at 9:05 AM.

Commissioner Martin gave an overview of some of the items on the budgets that are over budget.

County Attorney Peter Heed reviewed some of the areas in the attorney's budget and why some of them are over budget.

Commissioner Martin reviewed the MNH budget and the nursing expenses. Rep. Irene Pratt asked if the nursing labor grades were being addressed by the nursing staffing committee. Administrator Wozmak stated that the staffing levels, job descriptions and duties are being evaluated for balance and equity, but that the study does not include a re-evaluation of the labor grade.

Rep. Emerson asked about the nurse practitioner salary and the hours worked. Administrator Wozmak stated that the position is designed so that the expense is covered by the revenue brought in by having the position.

Chairman Pratt asked about the expense on the administrator's line at MNH. Administrator Wozmak said that Mr. Beeler was paid for the first two months of the year, plus some accrued vacation and/or holiday time. In addition, an amount has been posted to this account for Administrator Wozmak's salary expense while he covers the vacant position as Interim Administrator.

Rep. Mitchell asked if there was enough money to pay Mr. Beeler should he be reinstated. Administrator Wozmak said that between the Executive Committee having moved approximately \$30,000 from this line to Legal Expense and the salary expenses coming out of this line, there was not enough money left in this account to pay the administrator's salary.

Facilities Manager King stated that the vehicle repair line is over budget because repairs are not always foreseeable. Manager King stated that he held a walk around last week for those who will bid on the chiller unit at the nursing home.

Wendy Putnam gave an overview of her Computer budget.

Administrator Wozmak stated that he spoke to Superintendent Van Wickler and as there are no significant variances in the DOC budget. Administrator Wozmak gave the Executive Committee an update on the jail study stating that the gathering of data has been significantly slowed due to the manual records and the time-consuming process of reviewing each criminal file. He is hoping that the data will be compiled in time to schedule the Jail Symposium Public Meeting on June 21<sup>st</sup>. At this symposium, the consultant David Bennett will report on the data collected. The second half of the study will look at the design considerations based on the data and projections. The entire jail study is expected to be completed in the fall for presentation to the Delegation.

Rep. Emerson moved to accept the first quarter budget, Rep. Avery seconded, motion approved unanimously.

Rep. Royce asked about the Jaffrey Courthouse. Administrator Wozmak stated that the core insurance and bond

payment dispute with the state has been settled to our complete satisfaction. The initial contract has been amended and re-construction has begun. Administrator Wozmak said that the legal expenses of just over \$5,000 are still in issue and he continues to work to determine who pays the legal fees the county incurred. It is expected that the building will be complete by January 1, 2003.

Chairman Pratt asked about the inmate that died at the HOC. Administrator Wozmak stated that it still under investigation and the toxicology results are expected in two to three weeks. Administrator Wozmak stated that the State Police have investigated the incident and found that the correctional officers complied with all procedural requirements and that the inmate was checked 15 minutes prior to the time he was found unresponsive.

There being no further questions, the meeting ended at 9:50 AM.

**Barbara Hull Richardson**

**MINUTES**  
**Cheshire County Executive Committee**  
**Nursing Staffing Committee Meeting**  
**Monday, June 3, 2002 9:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Emerson and Meader, County Administrator Wozmak; DNS Kemp ; Director Gragen

Meeting opened at 9:00 AM

Administrator Wozmak distributed a shift relief factor worksheet and a chart depicting staff levels at MNH.

Based on an analysis not previously done, we can calculate a budget that is more realistic on each allocated line. The budgeted numbers don't match the allocated numbers that are required to adequately staff the facility.

The shift relief factor worksheet looks at the payroll and calculates the actual number of days each person actually works and the staff needs to offset those days the employee is being paid but not actually at work. Matching these numbers against the optimum staffing levels gives a truer picture of the necessary budget for the nursing home.

We have always worked under false assumptions when compiling budgetary needs. We always used "per diem" monies to fill the slots so the floors were fully staffed. When we cut the per diem line in the budget, we were, in fact, cutting dollars that were essential to the operation of the nursing home. In fact, we are under budgeting at MNH to the estimate of \$325,000.

Both committee members in attendance agreed that the extra \$125,000 in questions does need to be added back in to the nursing budget.

Also, the committee met with Joanne Gragen, Director of Environmental Services, to discuss the three new housekeeping positions that were budgeted but held in abeyance pending committee recommendation. \$250,000 was cut from the per diem lines , \$125,000 was added back by the Executive Committee, and of that, \$55,000 was deducted to fund three housekeeping positions.

After much discussion, it was concluded that the housekeeping tasks do in fact need to be done, but that by reallocating staff time differently, those tasks can be accomplished with existing personnel. If that is not adequate, perhaps we could utilize forthcoming ProShare monies to augment the housekeeping budget.

Administrator Wozmak will prepare a report on his analysis and findings for the committee and the delegation at the June 24 meeting.

The committee will meet next on June 24 at 9 AM at 33 West Street to finalize our recommendation to the delegation.

**David Meader**

## Nursing Staffing Sub-Committee Report

**To: Members of the Cheshire County Delegation**

**From: Nursing Staffing Sub-Committee:**

**Representative David Meader, Chairman  
Representative Susan Emerson  
Representative "Chip" Fairbanks**

**Date: June 17, 2002**

### **Background:**

This committee was formed at the request of the Executive Committee. During the 2002 budget hearings, the Executive Committee received a petition, signed by many members of the Maplewood Nursing Home staff, asking that so-called "per diem" staffing money in the amount of \$250,000 be added back into the nursing home budget. The petitioners felt that failing to restore this funding would jeopardize resident care. In the 2001 budget, \$190,000 had been removed by the County Commissioners on the basis that budgeting funds for per diem staff was redundant to the funds already allocated for nursing staffing.

The Executive Committee added \$125,000 to the 2002 budget (one half of the requested amount) and voted to form a sub-committee to further study this matter. The committee was to make a recommendation to the Executive Committee at the next meeting of the Delegation on June 24, 2002 about whether an additional \$125,000 of funding would be necessary for the adequate nursing staffing of the facility.

During the final phase of the 2002 budget, \$55,000 of the initial \$125,000 was moved by the Executive Committee to fund increased staffing in the housekeeping department by 3 FTE's. Thus, there was a total of \$70,000 added to the nursing budget with the potential from this committee that an additional \$125,000 be added to the 2002 budget (for a total of \$195,000).

### **Executive Summary:**

The Nursing Staffing Committee recommends adding the additional \$125,000 and to evaluating the possibility of adding even more funds, should additional funds become available, such as through pro-share funds or other unanticipated revenue. This recommendation is based on our conclusion that the nursing budget has for some time, been inadequately factored for what is called the "shift relief factor". While all of the employees we spoke to agreed that the maximum staffing levels budgeted were adequate to meet the needs of the residents, there has been a longstanding disparity between the actual number of positions and the formula used in funding those positions for budgeting purposes. As a result, although full staffing never has occurred, the nursing staffing budget has been more than exhausted. In 2001, the nursing staffing budget ran over budget by approximately \$250,000.

Summarizing the attachments, the budgeted figures were based on a shift relief factor of 1.4. The re-assessment of this shift relief factor (re-assessed as a result of this committee's work) indicates that the shift relief factor should be 1.55. Calculating the impact of this .15 disparity between what is staffed and what is budgeted yields the result that to budget for the *maximum* staffing would cost an additional \$429,000. However, this amount should be reduced as maximum staffing is never achieved due to the nursing staffing shortage and based on the fact that the facility only replaces staffing to reach an average 85% of the maximum staffing level.

While we are not certain at this point that adding a total of \$250,000 is sufficient, we are not inclined to recommend funding beyond this amount.

### **Explanation of the analysis process:**

In analyzing the staffing at the nursing home, a team of county employees consisting of the County Administrator, the Director of Nursing Services, the Finance Director and the Facilities Manager and with some technical assistance from the Superintendent of the House of Corrections, evaluated each job classification on all shifts. The licensed nurses made up three classifications; 7-3, 3-11 and 11-7 shift. The certified (licensed) nursing assistants made up three classifications as well. So, too, with the ward aides. Thus there were nine job classifications that were analyzed to determine the Shift Relief Factor (SRF).

The SRF is the measure of labor necessary to provide coverage when employees are not working, but are getting paid. Examples of when employees are not working but are getting paid include vacation, holiday, sick, training, compensatory time, Workers' Compensation, leaves of absence, etc. The analysis process identifies the amount of time taken for these activities. The process also calculates the amount of employees necessary to cover the operation, which in the case of Maplewood Nursing Home, is 24 hours a day, seven days a week. At the conclusion of the analysis process, a resulting number is calculated (the SRF). This represents the number of employees it takes to staff each position. Thus, for example, for a single nursing position, 24/7, the SRF is 1.62.

### **What does the SRF mean?**

The SRF is the calculating factor necessary to *budget* a level of funds that is appropriate to cover the positions (FTE's). Historically, this is a calculation that the finance department has been doing. However, at no time within the experience of the team working on this project has a specific job classification analysis ever been done. Previously, the finance department would budget an amount of money to cover most time off, but this calculation was not based on a specific analysis. Analyzing the method and outcome previously used resulted in an SRF of 1.4, overall, which is .15 less than necessary to fund the positions created and filled.

### **What is the impact of the difference between the present SRF of 1.55 (average) and the 1.4 from previous years?**

If the new SRF were funded 100% to the number of FTE's budgeted, an approximate \$440,000.00 would have to be added to the nursing home budget. If one were to ask, "If you could fill all the budgeted positions, would you have enough money to do this?" the answer would be "no"; not unless you added this amount. When the Commissioners reduced the Per Diem portion of the budget, they asked the nursing home administrator this very question. His answer was that 'yes', that if they were fully staffed, there would be sufficient funds to cover the expenses of being fully staffed.

From this answer they concluded that the 'per diem' line of the budget was, in essence, double budgeting payroll dollars. With the agreement of the nursing home administrator, the budget was lowered by \$190,000.

Nevertheless, by year-end, the money had been spent. The nursing home nursing budget ran over on this line by \$330,863.54. In 2002, it is projected that this line will be over budget by \$ 261,000.00.

### **Why is the committee recommending less than the amount necessary to fund for full staffing?**

The committee is recommending that the budget be increased only to the extent that was initially recommended by the Executive Committee (which is the same amount that was requested in the petition received by the Executive Committee). This is so for several reasons:

First, the facility is virtually never fully staffed and likely never will be. Second, the vacancies are not filled to the 100% level, due to both cost and availability of labor. In general, the home seeks to fill 85% of the vacancies. Frequently, even the 85% level is not reached. Thus, although it looks like we ought to be going over budget by a much greater amount, in actuality, these factors cause us to spend less.

### **What should the Delegation do next in terms of funding?**

The committee recommends that the delegation amend the budget by the addition of the additional \$125,000. This would mean that a total of \$250,000 will have been added to the Maplewood operating budget. It should be remembered, however, that not all of this money will be used for the nursing department as a motion was passed to divert \$55,000 of the first \$125,000 to fund three (3) additional housekeeping employees. Thus, the total that would be spent on nursing staffing would be \$195,000.

The committee believes that the move to increase the number of housekeepers is well founded to the extent that there are tasks, not consistently being done, that should be done. However, there is no indication that by diverting these tasks from the nursing department any increase in patient care will result. This is so because the present nursing staff assigned to perform certain housekeeping duties (Ward Aides and/or Unit Assistants) are not licensed to do patient care. Thus, adding housekeepers to do these tasks and relieving the Ward Aides and/or Unit Assistants from these tasks, will not increase patient care contact time as neither of these job classifications engage in patient care.

### **Conclusion and Notes about Attachments:**

For the reasons stated above, we conclude that additional funding is necessary and recommend that the Delegation amend the 2002 budget by adding an additional \$125,000 to the operating budget of Maplewood Nursing Home.

For those of you who have an interest in the specific numbers behind our recommendation, attached to this report you will find twelve pages of worksheets. Nine are the SRF worksheets for the nine job classifications. Three are worksheets that weight the total people needed to fill the identified positions adjusted for an off-set factor related to the fact that during the weekend shifts, staffing is lower than during the week. These three sheets show the number of people needed under certain staffing scenarios: the Low Staffing; Medium Staffing and Fully Staffed and show this number next to the budgeted full-time equivalents or FTE's. In general, under varying scenarios, the numbers of staff required varies considerably, and hence, so does the money necessary to pay them. The purpose of attaching these worksheets is to make the report complete as a public record of our activities and to guide future committee members who may re-examine this issue in the future.

We would like to thank all those County managers who gathered this information and presented to us and educated us about this issue and staffing at the nursing home. We would also like to thank all the nursing home employees who came to our meetings to give us their input on this issue. We appreciate their support for Maplewood and their willingness to come to the meetings and to speak openly and honestly with us about their concerns.

**MINUTES**  
**Cheshire County Executive Committee**  
**Nursing Staffing Committee Meeting**  
**Monday, June 24, 2002 9:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Emerson, Fairbanks and Meader, County Administrator Wozmak; DNS Kemp

Meeting opened at 9:00 AM

The committee met to discuss the report that is to be presented to the Delegation tonight on Nursing Staffing recommendations.

David Meader

**MINUTES**  
**Cheshire County Delegation**  
**Monday, June 24, 2002 7:00 PM**  
**12 Court Street, Keene, NH**

**PRESENT:** Representatives Dexter, Emerson, Espieffs, Fairbanks, Hunt, Liebl, McGuirk, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Roberts, Royce, Slack, Smith, Weed, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; Finance Director Trombly; County Attorney Peter Heed; Sheriff Dick Foote; Ken Jue CEO MFS; Dick Ober Monadnock Conservancy; Jack Dugan, Monadnock Economic Development Corp.; John Vance, Monadnock Business Ventures; Darren Duffy Southwest Community Services; Linda Mangones Keene Housing Authority; Paul Szoc FMA; Marshall Patmos UNH Cooperative Extension; Executive Assistant Terry Warren

Vice Chairman Mitchell opened the meeting 7:10 PM.

1. CDBG Programs

- Darren Duffy from Southwest Community Services made a presentation on a CDBG proposal for a county wide housing rehabilitation program. Cheshire County has previously gone through with this project before. It is a well utilized project Rep. Irene Pratt made a motion to authorize the Cheshire County Commissioners to apply for Community Development Block Grant Funds, not to exceed \$250,000, to be used for a county-wide housing rehabilitation program, which will make improvements to housing owned and/or occupied by low to moderate-income households; that the County will accept the grant if approved, and enter into a contract with the State of New Hampshire; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project, Rep. Meader seconded, voted unanimously.
- Ken Jue from MFS and Linda Mangones of Keene Housing Authority made a presentation on the CDBG proposal for a housing program for the mentally ill, which will include three apartments. All necessary approvals have been procured. Case managers will be assigned to work with the individuals. Rep. Slack made a Motion made to authorize the Cheshire County Commissioners to apply for Community Development Block Grant Funds, not to exceed \$175,000, to be used to develop housing in Keene for persons with long-term mental illness, the County will accept the grant if approved, and enter into a contract with the State of New Hampshire; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project, Rep. Smith seconded, voted unanimously.
- Commissioner Davis gave an overview of CDBG grants, and introduced Jack Dugan from Monadnock Economic Development Corporation, who made a presentation on the Business Incubator Network, which will include a central office located in Black Brook Industrial Park in Keene. Rep. Fairbanks made a motion to authorize the Cheshire County Commissioners to apply for economic development Community Development Block Grant Funds for Monadnock Economic Development Corporation, for the purpose of developing a business incubator network with headquarters at Black Brook Park in Keene, in the amount not to exceed \$850,000 over a two year period; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project, Rep. Royce seconded, voted unanimously.

1. Budget Amendments

- Commissioner Martin explained the oversight in the budget process in which we authorize the Register of Deeds to expend funds from the surcharge account. Rep. Espieffs made a motion to authorize the Register of Deeds to expend surcharge funds in the amount of \$7,740.00, Rep. Meader seconded, voted unanimously.
- Commissioner Martin explained about the funds we would be receiving from the State of NH and our liability to other nursing homes. Rep. Smith made a motion to increase revenue line # 3404.08.00 (Miscellaneous Income – MNH) by \$68,978 for the receipt of a "one-time" payment made to all in-state nursing homes by the

State of NH. And to authorize the increase to expense line 4441.56.00 (Human Services – Intermediate Nursing Care) by \$68,978 to accommodate the counties liability for payments made to those nursing homes in Cheshire County, Rep. Meader seconded, voted unanimously.

- Commissioner Martin explained the suggested dispersal of the Proshare funds to be received. After discussion about whether the chiller project at Maplewood was to be done in one year or over two years, Rep. Hunt made a motion to increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$494,713. And to authorize the use of Proshare funds by increasing the account lines as follows: 4900.89.11 (Capital Improvements MNH) for \$128,000 for the chiller unit at MNH; 4441.56.01 (Human Services Related Health Costs) for \$149,000; 4915.89.00 (Capital Reserve Funds) for \$217,713 for the specified designations which include: \$50,000 for Courthouse Reserves, \$30,000 for Administration Building Reserves, \$20,000 for Nursing Home Reserves, \$50,000 for Computer Reserves, \$20,000 for Legal Fees Reserves \$10,000 for Assisted Living Reserves and \$37,713 for Downtown Campus Reserves, Rep. Emerson seconded, voted 17 yes 1 no, motion passed. By allocating the resources in this way, this will allow the chiller project to be accomplished completely in 2002.

#### 1. Other Business

- Rep. Meader spoke to the motion on the recommendations made by the Nursing Staffing Committee, the history of the committee and the work required to determine the appropriate staffing for the nursing home. Rep. Meader made a motion to increase account number 4416.07 by \$125,000; and to authorize the expenditure of \$125,000 in order to facilitate the recommendations of the Nursing Staffing Committee. This amount will include an offset increase of \$125,000 to revenue line 3111.00.00, taxes to be raised, Rep. Fairbanks seconded, voted unanimously. The written report of the Nursing Staffing Committee was distributed to the members of the delegation, and by reference here, is to be considered an integral part of these minutes.
- Rep. Dexter spoke to the delegation regarding the expenditure of \$151,643 for the police dispatch. Sheriff Foote clarified some of the issues raised, and Paul Szoc addressed the FMA view of the dispatch. Rep. Dexter made a motion to transfer \$151,643 out of Delegation Account 4110.29.00 and transfer \$18,651 to Sheriff Dept. acct 4211.02 (Dispatching Supervisor Payroll), \$117,992 to account 4211.03.08 (Dispatcher payroll) and \$15,000 to 4211.97 (equipment purchase), and authorize the expenditure of the \$151,643 to facilitate the recommendations of the Police Dispatch/Public Safety Communications study, including all reasonable efforts to consolidate dispatch centers under one roof with a recommendation for a consolidated dispatch center by December 31, 2002, seconded by Rep. Emerson, vote was 14 yes 4 no, motion passed. The written report of the Police Dispatch/Public Safety Committee was distributed to the members of the delegation, and by reference here, is to be considered an integral part of these minutes.
- Rep. Dexter made a motion to authorize the Commissioners to pursue discussions with the Monadnock Conservancy for the placement of county owned land in Chesterfield and Westmoreland into a conservation easement, in accordance with the terms of the conservation easement document, as approved by the Commissioners and, further, to authorize the County Commissioners to execute any and all necessary agreements and contracts and expend such funds as may be necessary relating to the conservation easement, Rep. Liebl seconded. Dick Ober of Monadnock Conservancy made a short presentation on the easement. After discussion, it was decided to refer the easement to committee. Rep. Pratt moved that the motion be tabled and that the matter be referred to the Executive Committee for further study. Rep. Hunt seconded the priority motion to table and referred it to the executive committee, vote 15 yes, 2 no, motion passed to table and refer for study.
- Rep. Smith moved to amend the 2002 budget to \$24,361,571.00, seconded by Rep. Meader, voted unanimously.

Rep. McGuirk spoke to the Commissioners minutes of April 17 regarding purchase of the farm tractor, and his concern that the bid accepted from a business outside of Cheshire was only \$45 lower than RN Johnson, who is local. Commissioner Davis explained that the bid from RN Johnson was also not within specifications required.

County Administrator Wozmak advised the members of the Delegation that the jail study consultants will be making a presentation to the Delegation and members of the criminal justice community on August 16, 2002. This will be an all-day symposium. Mr. Wozmak said that notices will be sent to the members of the Delegation.

Mr. Wozmak also advised the Delegation that the Commissioners will be reporting back to them with conceptual drawings and cost estimates relating to the development of the Latchis Theater. A Space Needs Analysis, performed by Weller-Michal Architects was distributed to the Delegation.

There was no other business and the meeting was adjourned at 10:20 PM.

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Monday, Aug. 12, 2002 10:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Avery, Emerson, Mitchell, John Pratt, Richardson, Royce, Zerba; Commissioners Martin and Davis; County Administrator Wozmak; Tom Kenney Alternative Sentencing Program; Finance Director Trombly; Superintendent Van Wickler; Facilities Manager King; Sheriff Foote; Dick Ober, Monadnock Conservancy; Terry Warren Executive Assistant to the Commissioners

Meeting opened at 10:03 AM.

1. Manager King gave an overview of the facilities budget and an update on the status of the installation of the chiller unit.
2. Commissioner Martin introduced Tom Kenney, Director of the Alternative Sentencing Program, who updated the committee on the progress of the program. Tom distributed a list of case summaries, indicating the status of the program. He has taken on his 40<sup>th</sup> client. He has just hired a second person to assist with groups, so now there are two groups meeting weekly.
3. Superintendent Van Wickler stated that he presently has 110 inmates, 15 of them are female. His budget is on line, there is nothing extraordinary to report. The number of federal inmates is capped at the maximum of ten inmates. Chairman Pratt reminded the members of the committee of the symposium to be held on August 16.
4. Rep. Mitchell, as Chairman of the Farm Committee explained the easement of county property in Westmoreland, the reason for considering this action, and concern for county land. Development of the land for housing would be a burden to the town and the easement has been endorsed by the town. Dick Ober from the Monadnock Conservancy gave a short description of what is happening in conservancy in the area. Placing property in the easement does not allow subdivision or sale of the property, prohibits mining and dumping, it allows forestry and recreational uses of the property. The county would have the right to withdraw land for a jail or any county purpose. At this point, the Conservancy is working toward this process not costing the County anything. Chairman Pratt stated that he felt that this would take away our options of selling the property in order to purchase and build a jail.

Administrator Wozmak gave an overview of the ongoing process of jail design, needs, and site selection. The vote on the bond for the jail is tied to the budget process.

**Rep. Mitchell moved that they authorize the Commissioners to pursue discussions with the Monadnock Conservancy for the placement of certain County owned land in Westmoreland, specifically, that County land west of River Road to the Connecticut River, comprising approximately 127 acres, into a conservation easement, in accordance with the terms and conditions of the conservation easement document, as approved by the Commissioners, seconded by Rep. Royce, This smaller option would increase the value of the land east of River Road, in addition to ecologically protecting the land. After discussion Chairman Pratt moved to table the motion, seconded by Rep. Avery, a voice vote was taken resulting in four ayes and three nays, motion tabled.**

5. Sheriff Foote gave an overview of the expense of adding cameras to the courthouse. **Rep. Royce moved to approve the expenditure of \$12,100 for cameras and a multiplexer for the Sheriff's Department, Rep. Zerba seconded, voted unanimously.**

6. Administrator Wozmak gave an overview of the budget for MNH.

7. Commissioner Davis stated that we are in good shape and we are where we should be on the budget.

**Rep. Royce moved to accept the second quarter budget, Rep. Avery seconded, motion approved unanimously.**

There being no further questions, the meeting ended at 11:36 AM.

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Monday, Oct. 28, 2002 10:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Representatives Avery, Emerson, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Slack, Zerba; Commissioners Martin and Lynott; County Administrator Wozmak; Finance Director Trombly; Facilities Manager King; Farm Manager Putnam; Judy Von Feldt Director HR; Terry Warren Executive Assistant to the Commissioners; R. Hermonott First Pioneer Farm Credit.

Meeting opened at 10:00 AM.

Commissioner Martin gave an overview of the third quarter expenses. He advised the committee that the expenses are well under for the year, and it is expected there will be a surplus of \$753,819. The revenue is slightly under. The line we are most under is in Human Service, for approximately \$500,000. There are a couple of lines that are under because of late start up, such as in the HR department. Also, for the dispatch center for the sheriff, which will come in about \$92,000 under. We saved on interest payments and alternative sentencing outside services is about \$52,000 under in expense.

Commissioner Martin introduced Judy Von Feldt, our new Human Resources Director. The committee welcomed Judy to the County.

Chairman Pratt asked the committee if there were any questions on the budget. Chairman Pratt noted that the total legal expense is about \$117,000. He asked how that is projecting for the year. Commissioner Martin stated that because of the appeal, it is expected to incur additional expenses before the end of the year. Commissioner Martin stated that negotiations was offered but refused. Chairman Pratt asked about page 18 and the accrued payroll line, he was advised that this is a balancing account. The Outside Services line is for the EAP program, and this line is over because the contract came in after the budget amount was set, and it was higher than expected.

Rep. Mitchell asked about page 25 the contingency legal expenses, line 4198.20. This expense is the result of the Jaffrey District Court fire legal expenses. This expense has been 50% reimbursed by the insurance company. Commissioner Martin stated that there is an additional expense that will be added to the contingency line because of having to purchase a vehicle to replace the van for the HOC because the van handed down to them from the Sheriff's department is now unsafe to use. Only the initial payment will be put on this line, the balance of the payments will be put into the 2003 budget.

Chairman Pratt asked if the income and out flow for the Jaffrey Courthouse is in line. Director Trombly stated that it was. Chairman Pratt asked if because of the fire would there be any additional costs to us. Commissioner Martin stated there would not be, except for the partial legal fees.

Rep. Irene Pratt asked about page 50 and noted the significant overtime for RN/LPN and per diem, and asked if it was it because we are not fully staffed. Administrator Wozmak stated that we are working on decreasing the lines, and that we are lower now that we were last year. Rep. Pratt asked if we are remaining competitive with LPN's, RN's, and CNA's. Administrator Wozmak stated that it is being looked into.

Chairman Pratt asked about page 26, and what is General County. Director Trombly stated that this department is the safety department, which benefits all employees, in addition to expenses that do not belong to any one particular department.

Chairman Pratt asked about page 12, Outside Services. Commissioner Martin stated the money has not been expended because it is for the Latchis building; in this account is the \$15,000 for Westmoreland Fire Department,

\$40,000 for the Latchis, \$5000 for the space needs report; \$5000 for the farm study; and \$10,000 for the nursing home administrator search.

Rep. Mitchell asked what has been done to date on the Latchis building, as there had been some concern about the roof. Administrator Wozmak stated that the architect has suggested we spend nothing on the building until they advise us on the use of the building.

Rep. Irene Pratt asked how the pharmacy costs are going with the company and procedures we have. Administrator Wozmak stated that it is working out well. The reports they supply are helpful. He clarified that the contract with Unicare costs only \$4500 a year.

Chairman Pratt asked why the tractor expenses on page 42 have not been expended. Farm Manager Putnam stated that the tractor is expected to be delivered the end of the month. The company we are purchasing it from has merged into another, so that resulted in a delay. They have supplied a tractor for our use, free of charge, since March.

Chairman Pratt asked about Human Services being over budget. Commissioner Martin stated that we are about where we are every year.

Commissioner Martin introduced Rick Hermonott from First Pioneer Farm Credit who reviewed his report and his observations of the farm. He then reviewed some of the strengths and weaknesses of the farm as noted on page 5 of his report. His conclusions and recommendations, as noted on page 23 of his report, were reviewed. Rich stated it is his recommendation that the farm continue, (see farm report on web site). Administrator Wozmak suggested that the report be included in the annual budget, the committee agreed.

Rep. Avery moved to accept the third quarter budget, Rep. Slack seconded, motion approved unanimously.

Chairman Pratt asked about the easement. Administrator Wozmak stated that it has been put aside for now because of having to determine the new jail site. The second phase of the study will be sometime in early December. Rep. Avery asked about the Latchis and what are our space needs. Administrator Wozmak stated that he expects the report to be complete in December. We may have to have a separate meeting in December about the Latchis.

The meeting adjourned at 11:55 AM. Rep. Avery moved to adjourn the meeting, Rep. Irene Pratt seconded, voted unanimously.

Barbara Hull Richardson

**MINUTES**  
**Cheshire County Delegation**  
**Wednesday, Dec. 11, 2002 7:00 PM**  
**12 Court Street, Keene, NH**

**PRESENT:** Representatives Allen, Batchelder, Dunn, Dexter, Eaton, Espieffs, Fish, Hunt, Laurent, Liebl, Manning, Meader, Mitchell, Parkhurst, Irene Pratt, John Pratt, Richardson, Robertson, Royce, Slack, Smith, Tilton, Webber, Weed; Commissioners Martin, Sistare and Lynott, Commissioners-elect Moore and Zerba; County Administrator Wozmak; Finance Director Trombly; Ken Jue CEO MFS; Jack Dugan, Monadnock Economic Development Corp.; Linda Mangones Keene Housing Authority; Phillip McCormack Executive Assistant Terry Warren

Vice Chairman Mitchell opened the meeting 7:15 PM.

A moment of silence was called in memory of Steve Avery.

The slate of officers for the Delegation was presented. A motion was made to elect Rep. Espieffs as Chairman of the Delegation, Rep. Royce as Vice Chair and Rep. Webber as Clerk. A voice vote was taken and the motion was approved unanimously.

A motion was made to elect the members of the Executive Committee. Rep. Hunt as Chairman, Rep. Mitchell as Vice Chair and Rep. Webber as Clerk; committee members presented were Reps. Allen, Dexter, Eaton, Espieffs, Laurent, Irene Pratt, Richardson, Royce, and Slack, a voice vote was taken and the motion was approved unanimously.

Vice Chairman Mitchell read the names of the committees requiring delegation membership. Rep. Eaton suggested that the committee assignment decisions be postponed until Dec. 16.

- There was a presentation by Phillip McCormack, Superintendent of Schools, regarding proposed school funding cuts by the governor. It is expected that the school funding budget will be level funded for 2003.
- Tim Roberts presented a request for the Blood Farm Barn by the Friends of Pisgah. They would like the county to fund moving the barn to Pisgah Park, at an estimated cost of \$30,000.
- The Delegation presented Commissioner Lynott a proclamation of appreciation for her work as a County Commissioner.
- The Delegation presented Commissioner Martin a proclamation of appreciation for his ten years as a County Commissioner.

There was no other business and the meeting was adjourned at 7:35 PM.

T. Warren for Amy Webber, Clerk

**MINUTES**  
**Cheshire County Delegation**  
**Wednesday, Dec. 11, 2002 7:40 PM**  
**12 Court Street, Keene, NH**

**PRESENT:** Representatives Allen, Batchelder, Dunn, Dexter, Eaton, Espieffs, Fish, Hunt, Laurent, Liebl, Manning, Meader, Mitchell, Parkhurst, Irene Pratt, John Pratt, Richardson, Robertson, Royce, Slack, Smith, Tilton, Webber, Weed; Commissioners Martin, Sistare and Lynott, Commissioners-elect Moore and Zerba; County Administrator Wozmak; Finance Director Trombly; Ken Jue CEO MFS; Linda Mangones Keene Housing Authority; Executive Assistant Terry Warren

The new Chairman of the Delegation, Chairman Espieffs, opened the meeting 7:40 PM. He requested the representatives to stand and identify themselves and their district.

Chairman Espieffs requested Commissioner Martin to speak to the 2003 budget. Commissioner Martin gave an overview of the 2003 budget, which is a total of \$24,627,271, and increase of \$265,700, which is a 1.09% increase over 2002. Taxes to be raised is \$11,724,656, and increase of \$504,390, or 4.5% over the 2002 adopted budget. He reviewed increases including personnel changes, health care increases, COLA, and the retirement system rate. Commissioner Martin explained the budget process for the benefit of the new members of the delegation.

Finance Director Trombly reviewed the apportioning of the taxes to the towns and to the City of Keene. Commissioner Martin asked if there were any questions from the Delegation about personnel requests costs. It was asked what the fund balance was as of 12/31/01 and what the procedure is in holding the fund balance. Commissioner Martin stated that in 2001, the fund balance was \$2.5 million and the expected amount for 2002 was to be \$1.88 million. \$700,000 was going to be put into the operating budget.

It was asked what benefit it would be to the county to add an assistant county attorney and support staff. Commissioner Martin stated that it was a recommendation coming from the Criminal Justice Symposium, which was held in August, which would reduce any delays in prosecution and potentially reduce the number of jail days. County Attorney Heed reviewed the work his department does and how it works, and the need for additional staff.

Dale Robertson read a statement for the record: "While on the surface, a comparison of the proposed 2003 budget with that of 2002 looks great, only a small 1.1% increase. However, comparing over a two-year period, 2003 to the 2001 actual, the increase is 14.6%, in my opinion, all due to runaway spending this year. Even though considerable fund balance is being used for both 2002 and 2003, Cheshire County taxpayers will have experiences a 20.4% increase in county tax bills since 2001. I think it is about time that reason prevail on spending.

"I realize needs must be met, but wants should be deferred and prioritized for future years. As an example, as Keene has done, the county, school system and City of Keene are labor intensive so that each request for additional manpower must be thoroughly justified as to need. Keene, for their 2003/2004 capital budget are leaving four funded vacant positions unfilled, and it's primarily due to the substantial increase in the NH Retirement System. More of this is going to occur, or have to occur, if the economy continues to slide. There has to be a balance between the need for a service and the ability of the taxpayers to fund.

"I have a couple of areas that I would like additional work done. It should be reviewed and savings realized. We all know that Fire Mutual Aid is a long standing life and property saving agency of some 11 employees, currently has a net cost to the county taxpayers of approximately \$700,000. In this years 2002 sheriff's budget, the delegation approved a \$151,600 to hire seven dispatchers and purchase equipment that was not received through grants. Since this program cost for 2003 is a significant part of the sheriff's overall budget, I strongly recommend that this cost be identified in a separate cost center for both operating and capital expenditures, because you have to pick it out of the sheriff's budget to know what is being spent.

"I understand a full blown study was conducted prior to its inception in hopes of effecting economies of operation with Fire Mutual Aid. However, due to federal regulations and other internal problems, the decision was made to move independently, and I believe Paul McGuirk was the one who raised questions at that time. The Keene taxpayers currently pay about 30 cents of their tax rate, or approximately \$300,000 for a similar 24 hour police communications system, and I understand from one of the selectmen from Swanzey that they had a similar system, but not on a 24 hour basis. Coupled with 27 or 28 percent of mutual aid operating cost, which is Keene's share of the county tax assessment, conservatively Keene taxpayers will be hit with an additional 30/40 cents on their tax rate, which means they will be paying up to 70 cents on our tax rate for communication systems. I talked to MacLean and Wante, the former police chief; they are not about to give up their four dispatchers and the \$300,000 they are spending. (Chairman Espiefs requested that the statement be concluded). Two other things, the radio repair shop, mutual aid, again, is it economical to have that in house, I know that when I was a Commissioners this came up at that time. That the county taxpayers were subsidizing them. The other thing is grant programs, and again both the city and the town have a number of these, it's great that they are funded outside the budget, but the day the federal/state cuts it, invariably taxpayers pick up the tab. Last, my concern is the capital reserves, I notice that you are drawn down over \$300,000 in the 2003 budget, no replenishment to cover future annual depreciation and the reserves help smooth out the bumps in the future. With that I wish the new Commissioners and the new Delegation the best of luck, you're going to need it."

There was some concern over the 2003 budget lines that indicated an increase in what the department requested compared to what the Commissioners proposed. Commissioner Martin stated that this is because of the COLA increase in addition to the fact that salary increases increase all benefits.

Mr. McGuirk stated that he appreciated the executive committee approving the \$5000 for farm study report. He requested that the reps take the time to read the farm report. He read several items from the report to the members.

Rep. Dexter addressed the sheriff's dispatch service and requested that the chair meet with the City of Keene to discuss combining services.

Bonnie Johnson from FMA addressed the FMA issue that was brought up by Dale Thompson.

The meeting adjourned for a short break. The meeting readjourned at 8:55 PM.

1. Linda Mangones and Ken Jue addressed the CDBG grant for housing for long term mentally ill clients. Residents would maintain the property themselves. There is no other project like this in the country. Linda Mangones addressed some of the questions regarding the grant. Rep. Slack moved to authorize the Cheshire County Commissioners to apply for Community Development Block Grant Funds, not to exceed \$150,000, to be used to develop housing for persons with long-term mental illness in Keene, the County will accept the grant if approved, and enter into a contract with the State of New Hampshire; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project, seconded by Rep. Hunt, voted unanimously.
2. Administrator Wozmak advised the delegation about the business incubator grant, which was previously approved, but the location has been changed and the amount is reduced. Rep. Dexter moved to authorize the Cheshire County Commissioners to apply for economic development Community Development Block Grant Funds for Monadnock Economic Development Corporation, for the purpose of developing a business incubator network, located in a suitable site in Keene, the amount not to exceed \$280,000; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project, seconded by Rep. Mitchell, voted unanimously.
3. Commissioner Martin requested that the fund for the farm truck, which is in the 2003 budget, be expended in 2002 with unused farm funds. Rep. Smith moved to authorize the farm manager to purchase a used truck, in an amount not to exceed \$12,500, to replace the unrepairable farm truck, and funds to come from the

unused 2002 capital expenditure account 4900.97.19, seconded by Rep. Robertson, voted unanimously.

Charles Michal gave a visual presentation on the Latchis building. Administrator Wozmak gave an overview of the space needs process that led to this presentation. Administrator Wozmak stated that he understands there are a lot of questions to be answered and that the presentation was to keep everyone in the loop.

The meeting adjourned at 9:55 PM.

**T. Warren for Amy Webber, Clerk**

**MINUTES**  
**Cheshire County Executive Committee**  
**Wednesday, Dec. 11, 2002 10:00 PM**  
**12 Court Street, Keene, NH**

**PRESENT:** Representatives Allen, Dexter, Eaton, Espieffs, Hunt, Laurent, Mitchell, Irene Pratt, Richardson, Royce, Slack, Webber; Commissioners Martin, Sistare and Lynott, Commissioners-elect Moore and Zerba; County Administrator Wozmak; Finance Director Trombly; Treasurer De Young; Executive Assistant Terry Warren

**Chairman Hunt opened the meeting 10:00 PM.**

The schedule for the January Executive Committee budget meetings and the budget books were distributed.

Rep. Eaton moved to authorize the Treasurer of the County of Cheshire, upon the request of the Cheshire County Board of Commissioners, to borrow in anticipation of taxes an amount not to exceed \$9.5 million (\$9,500,000) for the 2003 budget year, January 1, 2003 to December 31, 2002, seconded by Rep. Slack, voted unanimously.

There was no other business and the meeting was adjourned at 10:10 PM.

T. Warren for Amy Webber

**MINUTES**  
**Cheshire County Delegation**  
**Wednesday, Dec. 16, 2002 7:40 PM**  
**Keene Public Library, Winter St., Keene, NH**

**PRESENT:** Representatives Allen, Dexter, Eaton, Espieffs, Fish, Laurent, Liebl, Manning, Meader, Mitchell, Parkhurst, Irene Pratt, John Pratt, Richardson, Robertson, Royce, Slack, Tilton, Webber, Weed; Commissioners Martin, Sistare and Lynott, Commissioners-elect Moore and Zerba; County Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; David Bennett, Dennis Liebert, Buddy Golson – Jail Consultants; Executive Assistant Terry Warren

Chairman Espieffs opened the meeting 7:00 PM.

Commissioner Martin introduced the Commissioners and Commissioners-elect. He gave the background on how the county has come to this point. Starting with the first Bogart report up to now. Dennis Liebert spoke to the study, and introduced David Bennett who reviewed some of the findings of his report. He stated that the forecasts given tonight are dependent on the recommendations being implemented by the whole criminal justice system. David reviewed the data that has been collected including admissions, protective custody, length of stay, average daily populations, and prisoner population status (pretrial, post trial and holds).

David Bennett reviewed some of the recommendations: establishing a criminal justice council; designing a data collection protocol; developing a supervision department including pretrial; a day reporting center; electronic home detention and a work program; examine detox policies; establish vertical prosecution; and develop and implement a case management plan. His recommendation is for a 158-bed jail, only if the county follows the recommendations.

There were several questions about federal prisoners at the jail, and it was clarified that the jail has a contract with the feds for only 10 prisoners. The forecasts given by David Bennett were only for county prisoners and not federal.

Dennis Liebert introduced Buddy Golson, who explained how he took the information that David Bennett collected and put it together to create an expansion plan and a new construction plan. He reviewed how the present building has been changed in 1988 from its 1976 original plan. He reviewed the various components of the present building. He stated that the heating, ventilation and air conditioning systems would probably need to be replaced if the present jail is expanded. The electrical system and security system is antiquated and will also need to be replaced.

Two schemes have been developed, including remodeling the existing building, adding new construction and a completely new construction.

**Design A Advantages** (remodeling and additional construction of existing building)

- Uses existing building to provide less expensive construction costs
- Retains existing cells for economy of construction
- Provides interior recreation space not provided in new construction
- Uses land owned by the county
- Utilizes existing out buildings for warehouse and maintenance functions to reduce costs

**Design A Disadvantages**

- Cell sight lines in house are not ideal

- Not an efficient use of existing space
- Columns in dayroom obstruct officers views
- Parking is remote
- Present building too close to the road
- Renovations not as compact as new construction
- Renovated building requires additional staff at a cost of \$114,000 yearly
- Maintenance concerns on existing building even with renovations
- Cracking on existing building may create ongoing maintenance problems
- Elevation of extension, being closer to the river will increase costs
- Transportation to court an issue, compared to a site closer to Keene
- Transitional Work Program and detox center would not work at this site because of transportation.

### **Design B Advantages**

- Cell site lines are ideal
- Units are efficient
- No columns
- Parking adjacent to the building
- Compact building
- Not a maintenance issue
- No flood plain issue
- Transportation issue could be reduced
- Could rent out existing building, generating revenue
- Construction time shorter
- Optimum design and does not require additional staffing of renovated building

### **Design B Disadvantages**

- Does not use the existing building
- Does not provide multipurpose room
- May not use land owned by county
- Does not have the potential of uses of the other buildings to reduce costs

Cost comparisons between the two buildings:

Design A – Renovation (with soft costs – furniture, fees, testing, etc) \$21,492,627

Design B - \$23,184,750

There is a difference of \$1,692,123 between the two designs

For a new facility, it was determined that about 15 acres is what is needed. Several views of jail buildings were shown.

The following statement was read from Mayor Blastos:

"I am unable to attend your meeting this evening to discuss the options for improving our County Correctional Facility. As a voting member of the Planning Board for the City of Keene, I must attend that meeting.

"I support the county's desire to improve our correctional facility to adequately provide care, custody and control of adult offenders. To remain fiscally responsible during the economy we currently are experiencing, I would support as the more fiscally responsible option the expansion of our existing facility.

"I support an expansion over the building of a new facility for two reasons:

- "It is more economically feasible to expand an existing facility than to construct a new building in a new location. This will have less of an impact on the taxpayers of our county.
- "The county already owns the land at the current facility on which to accommodate the expansion. By not purchasing new land, the taxpayers would be saving money. Expansion on existing property also would save additional land from being removed from a community's Grand List. Lowering a community's assessed value, as you know, would cause another burden to be placed on our county's taxpayers.

"Thank you for allowing this to be read into your record".

A short break was taken at 8:55 PM. The meeting readjourned at 9:05 PM.

It was recommended that the meeting be adjourned for thirty days for discussion on the jail and for committee appointments.

Administrator Wozmak gave a report on the jail site committee. Commissioner Martin stated that the commissioners and the commissioners-elect recommend to the delegation that they need to address the jail issue. The commissioners are in favor of a bond issue for building a new facility rather than trying to renovate the old jail and they also recommend looking for a site within five miles of Keene. Administrator Wozmak noted the members of the jail site committee: Bob Beauregard, Greg Martin, Jane Gile, John Northcott, Jon Sistare, Lloyd Draper, Steve Avery, Barry King, Rick Van Wickler and himself. There were about seven sites submitted to the committee. Two sites were rejected, four sites were evaluated by Clough Harbour; the Hill property in Keene, the Payne property in Winchester, the existing site and the county gravel pit property in Westmoreland.

Rep. Eaton stated that it would be ineffective to create a new jail site in Westmoreland because of transportation issues and that it should be close to Keene courts.

It was noted that the site costs are minimal when you look at it over the life of the jail.

The meeting adjourned at 9:25 PM.  
Amy Webber, Clerk

